

## DISTRICT 7545 YOUTH PROTECTION POLICY

### 1. STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

The district strives to create and maintain a safe environment for all youth who participate in Rotary activities. Rotarians, their partners and other volunteers involved in Rotary programs must safeguard the children and young people with whom they come in contact and protect them from physical, sexual, and psychological abuse.

*NOTE: The Rotary Youth Exchange Program requires enhanced protection policies and procedures. Italicized provisions contained herein apply specifically to the Rotary Youth Exchange Program.*

### 2. DEFINITIONS

**Volunteer:** Any adult involved with Rotary youth activities who interacts directly with youth, whether supervised or unsupervised.

*For Youth Exchange, volunteers include, among others, club and district Youth Exchange officers and committee members; Rotarian counselors; Rotarians and non-Rotarians and their spouses and partners who work with students during activities or outings or who transport students to events; and host parents and other adult residents of the host home, including host siblings and other family members.*

**Youth program participant:** Anyone who participates in a Rotary youth program, regardless of age of majority.

### 3. CLUB COMPLIANCE-ROTARY YOUTH EXCHANGE

*All clubs that participate in **Rotary Youth Exchange** must provide the district with a copy of the following for review and approval:*

- *A signed compliance statement that the club is operating its program in accordance with district and RI policies.*
- *Confirmation that volunteers will be prohibited from contact with program participants until a written application, interview, reference check, and criminal background check have been conducted and clearance for unsupervised contact with program participants has been issued.*
- *Examples of club materials that advertise the Youth Exchange program, including brochures, applications, policies, and websites.*
- *Any club youth protection training materials.*

### 4. VOLUNTEER SELECTION AND SCREENING

Rotary International has a zero-tolerance policy against abuse and harassment.

All Rotarian and non-Rotarian volunteers interested in working with, participating in service projects with, or in any other way coming into contact in their capacity as a Rotarian with youth, must meet Rotary International and district eligibility requirements.

Rotary International prohibits the membership and participation of any Rotarian or non-Rotary volunteer who has admitted to, been convicted of, or otherwise been known to have engaged in sexual abuse or sexual harassment or other act of moral turpitude. All Rotary Districts maintain

confidential records of individuals prohibited from contact with youth and ensure such prohibitions are implemented consistently throughout the district from year to year.

Individuals prohibited from working with youth may not serve as District Interact Chair, Interact Club Adviser, District RYLA Chair, District Youth Exchange Chair, District Youth Protection Officer, or in any other locally appointed club or district role where there may be contact with youth.

If a person is accused of sexual abuse or harassment and the law enforcement investigation is inconclusive, or if law enforcement declines to investigate, additional safeguards are necessary to protect any youth program participants with whom the accused may have future contact, as well as the accused. A person later cleared of charges may apply to be reinstated as a youth program volunteer. Reinstatement is not a right, and reinstatement to a former position is not guaranteed.

All Rotarians who will have direct, unsupervised contact in their capacity as a Rotarian with youth must:

- Complete a volunteer application form.
- Undergo a criminal background check (subject to local laws and practices).
- Not be included in any sex offender registry.
- Be interviewed, preferably in person.
- Provide a list of personal references with contact information (it is recommended that references include no family members and no more than one Rotarian).

*All Youth Exchange Rotarian and non-Rotarian volunteers that have direct, unsupervised contact with Youth Exchange program participants must:*

- *Complete a volunteer application form.*
- *Undergo a criminal background check (subject to local laws and practices).*
- *Be interviewed, preferably in person.*
  - *For Youth Exchange host families, the interview must determine their suitability, demonstrating:*
    - *Commitment to the safety and security of students.*
    - *Appropriate motives for hosting a student that are consistent with Rotary ideals of international understanding and cultural exchange.*
    - *Not be included in any sex offender registry.*
    - *Financial ability to provide adequate accommodations (room and board) for the student.*
    - *Ability to provide appropriate supervision and parental responsibility that ensures the student's well-being.*
- *Provide a list of personal references with contact information (it is recommended that references not include family members and no more than one Rotarian).*
- *Comply with RI and district guidelines for the Youth Exchange program.*

*Youth Exchange host families must also:*

- *Undergo announced and unannounced (or short-notice) home visits both before and during the placement; home visits must be conducted annually, even for repeat host families.*

*Note: All adult residents of the host home must meet all selection and screening guidelines. This includes adult children of the host family and other members of the extended family or household staff who are full-time or part-time residents of the home.*

*Youth Exchange students must be appointed a Rotarian counselor who meets the criteria for all volunteers. Also:*

- *A counselor must not hold a role of authority over the student's exchange (e.g. member of a student's host family, school principal, club president, district or club Youth Exchange officer).*
- *Counselors must be able to respond to any problems or concerns that may arise, including instances of physical, sexual, or psychological abuse or harassment.*

Nothing herein shall be interpreted as requiring extensive screening and background checks for casual contact with youth in the company of more than one Rotarian.

## **5. PARTICIPANT SELECTION AND SCREENING**

*All students interested in the district Youth Exchange program must meet district guidelines and:*

- *Complete a written application.*
- *Be interviewed at the club and district levels.*
- *Attend and participate in all club and district orientation and training sessions.*

*All parents or legal guardians of Youth Exchange participants must also be interviewed at the club or district level to determine the student's suitability for program participation.*

## **6. TRAINING**

The district and member clubs may provide youth protection training and information on youth programs.

*The district Youth Exchange program must provide youth protection training and information to all students and volunteers. Specifically, the district will:*

- *Adapt Rotary's Youth Protection Guide to reflect district guidelines, information on local customs and culture, and legal requirements.*
- *Develop a training schedule that specifies who will be trained, how often, and in what format(s).*
- *Conduct specialized training for those involved in Youth Exchange:*
  - *District Governor.*
  - *District Youth Exchange officer and committee members.*
  - *Club Youth Exchange officer and committee members.*
  - *Rotarian counselors.*
  - *Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district events.*
  - *Host families.*
  - *Students (outbound and inbound).*
- *Maintain records of participation to ensure compliance.*

## 7. ALLEGATION HANDLING AND FOLLOW-THROUGH

The district takes all allegations of abuse or harassment seriously and will handle them in accordance with the District 7545 Allegation Reporting Guidelines included as a component of this policy..

The district will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with official investigations when conducting its own independent review.

The district will appoint a youth protection officer to advise clubs and the district related to abuse and harassment prevention and assist districts to manage risks and crises that impact the safety of youth. The youth protection officer should have professional experience in counseling, social work, law, law enforcement, or child development, and may be a Rotarian or non-Rotarian.

## 8. TRAVEL BY YOUTH

Youth travel outside of the local community must comply with Rotary International and district youth protection policies.

For all youth travel sponsored by the district and/or its clubs, the host district will do the following before departure:

- Obtain written permission from the parents or legal guardians of all youth program participants.
- Provide parents or legal-guardians details about the travel, including locations, accommodations, itineraries, and the organizer's contact information.
- When traveling more than 150 miles, or 240 kilometers, from the home residence or out of home country, verify that program participants have adequate insurance, including benefits for medical service, emergency medical evacuation, repatriation of remains, and legal liability in amounts satisfactory to the club or district organizing the activity or event, with coverage from the time of the youth's departure from home until the return home.
- Only travel with youth while in the company of two or more adults, unless an emergency situation dictates otherwise.

*In addition to the above, for Youth Exchange travel outside of students' host communities or travel not customarily a part of the exchange program, either with their host families or to attend Rotary events, the host district shall:*

- *Receive authorization from the sending district in advance.*

## 9. DISTRICT YOUTH EXCHANGE ADMINISTRATION

*The District Youth Exchange program, in collaboration with participating clubs, must also:*

- *Confirm that all inbound students have insurance that meets or exceeds what is prescribed in the Rotary Code of Policies.*
  - o *As the host Rotary district must be in a position to arrange immediate and emergency medical attention when it is needed, the host district must approve that the insurance coverage carried by the student is with a responsible insurance company and will ensure that any service providers receive complete and prompt payment.*

- *Store participant and volunteer records securely for 5 years after participation, in accordance with all applicable privacy laws.*
- *Provide each student a list of local services (rape and suicide crisis hotlines, alcohol and drug awareness programs, relevant law enforcement agencies, community services, private services, etc.). This list must also include the following additional contacts:*
  - *For inbound students:*
    - *Host Rotarian counselor, host club president, host district Youth Exchange chair, and host District Governor.*
    - *At least two non-Rotarian resource people (one male and one female, who are not related to each other and do not have close ties to the host families or Rotarian counselor) who can help the students with any problems.*
  - *For outbound students:*
    - *Sending Rotarian counselor, sending club president, sending district Youth Exchange chair, sending District Governor.*
- *Submit annual survey responses to Rotary International.*
- *Provide a 24-hour emergency contact phone number to students.*
- *Report all incidents (including but not limited to abuse or harassment allegations, accidents, crimes, early returns, death) involving Youth Exchange students to Rotary International Youth Exchange staff within 72 hours of learning of the incident.*
- *Prohibit placement of students outside of the Rotary Youth Exchange program and district certification structure.*
- *Develop contingency hosting plans that include prescreened families. Establish criteria and procedures for a student's removal from the host family. Arrange for contingent, temporary housing in advance.*
- *Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host inbound students as a condition of their student going on exchange.*
- *Ensure that long-term program participants have multiple host families, if possible. It is recommended that long-term program participants be placed with three host families during their exchange. In the event that circumstances prevent multiple host family placements, both the sending and host district must agree and alert the student's parent or legal guardian in advance. At least one back-up host family must be available.*
- *Request a monthly report from each inbound and outbound program participant that includes information on current hosts, feelings, concerns, ideas, and suggestions. The district Youth Exchange committee can review the reports and assist program participants as needed.*

## **10. STORAGE, ACCESS, AND RETENTION OF RECORDS**

The district shall store, access, and retain youth program/protection related documents and other recorded information according to the following basic policies. The District Governor at his or her discretion, may allow for additional access as needed to accomplish the goals and directives contained herein.

- The District Governor, District Youth Protection Officer, and District Executive Secretary (or

District Youth Services Chair when the District Executive Secretary position is vacant) shall cause all records related to the Youth Exchange Program to be retained by the District Youth Protection Officer in their physical form for a period not to be less than five years from the date of completion of any applicable youth's or Rotarian's participation in the Youth Exchange Program.

- The District Governor, District Youth Protection Officer, and District Executive Secretary shall cause all records related to matters concerning the violation of the guidelines contained herein and any matters related to the alleged abuse of youth, be preserved in their physical form for a period not less than 20 years from the date said matter is reported to the District.
- The District Governor, District Youth Protection Officer, and District Executive Secretary shall have unrestricted access to the records referenced herein to accomplish the published goals of this policy. The District Governor shall have the sole discretion to allow additional access to other parties except that any party may share records with law enforcement and parent Rotary organizations to accomplish the goals contained herein.
- Any records concerning an unsubstantiated allegation should remain and be treated as confidential until such time as substantiated.

## DISTRICT 7545 ALLEGATION REPORTING GUIDELINES

**Statement of Conduct for Working with Youth:** The district strives to create and maintain a safe environment for all youth who participate in Rotary activities. Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people with whom they come in contact and protect them from physical, sexual, and psychological abuse.

**Zero-tolerance Policy:** Rotary International and its districts are committed to protecting the safety and well-being of all youth program participants and will not tolerate abuse or harassment. All allegations will be taken seriously and must be handled within the following guidelines.

**The safety and well-being of program participants must always be top priority.**

### DEFINITIONS

**Psychological or verbal abuse** — The use of fear, humiliation, or verbal assaults to control the behavior of another. Examples include rejecting the person, preventing them from developing normal social relationships, and making derogatory statements about their race, religion, ability, intellect, tastes, or personal appearance.

**Physical abuse** — Physical contact intended to cause pain, injury, or other physical suffering or harm.

**Neglect** — Failure to provide the food, shelter, or medical care that is necessary to well-being.

**Sexual abuse** — Engaging in or arranging implicit or explicit sexual acts, whether they are performed alone or with another person of any age or gender, through force or coercion or with anyone who is unable to give consent. Any sexual activity between a legal adult and a minor, or with a program participant under their authority, regardless of consent, is prohibited. Sexual abuse can also include non-touching offenses, such as voyeuristic behavior, indecent exposure, stalking, electronic harassment, or showing a young person sexual or pornographic material.

**Sexual harassment** — Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that is unwanted or directed at someone unwilling or unable to provide consent. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims. Examples of sexual harassment include:

- Sexual epithets or jokes, written or spoken references to sexual conduct, gossip about one's sex life, and comments about a person's sexual activity, deficiencies, or prowess.
- Giving private or secret gifts, including those of a sexual nature.
- Verbal abuse of a sexual nature.
- Display of sexually suggestive objects or images.
- Sexual leering or whistling.
- Inappropriate physical contact, such as brushing against a person.
- Obscene language or gestures, and suggestive or insulting comments.

**Grooming** – the process by which an offender gains a young person's trust, finds their vulnerabilities, exerts their authority or control over them, and eventually draws them into a secret, sexual relationship.

**Consent** – informed, knowing and voluntary permission for something to happen, including sexual activity. Minors and young people participating in youth programs cannot freely consent

to sexual activity.

## RECEIVING AN ALLEGATION REPORT

Any adult to whom a program participant reports abuse or harassment must:

*Listen attentively and stay calm.* Acknowledge that it takes courage to report abuse or harassment. Be encouraging, but remain neutral; do not express shock, horror, or disbelief.

*Assure privacy but not confidentiality.* Explain that you will have to tell someone about the abuse or harassment to make it stop and ensure that it does not happen to others.

*Get the facts, but do not interrogate.* Ask questions that establish facts: who, what, when, where, and how. Reassure the young person that they did the right thing in telling you. Avoid asking “why” questions, which may be interpreted as questioning the young person’s motives, imply they are at fault or that you may not believe them. Remember that your responsibility is to report this information to the proper authorities.

*Be nonjudgmental and reassure.* Avoid criticizing anything that has happened or anyone who may be involved – even the accused, as this could be someone they care about. It is especially important not to blame or criticize the young person. Emphasize that it was not their fault and that it was brave and mature to come to you.

*Document the allegation.* Take confidential case notes, including the date and time, as soon after the report as you can. Try to use the young person’s exact words. Be patient and understanding, as young people who have experienced trauma may have a hard time recounting details of their experience; encourage them to report as much as they can or feel comfortable sharing, and try to prevent situations where they may have to retell their experience again.

## ALLEGATION RESPONSE

The following steps must be taken immediately after alleged abuse or harassment is reported. Some of them may be performed by any program volunteer, while others should be performed by a district officer, as specified.

### 1. Protect the young person.

Ensure the safety and well-being of the young person by removing them from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the young person that this is for their safety and is not a punishment.

Take immediate action to ensure the young person’s health and well-being, and get them medical or psychological care, if necessary. Should the allegation uniquely involve young people, be sure to provide support to all parties, both the victim and the accused.

### 2. Report the allegations to appropriate authorities.

Immediately report all cases of abuse or harassment — first to the appropriate law enforcement agency for investigation and then to club and district leaders for follow-through. Interrogations related to allegations of abuse or harassment must be left entirely to law enforcement agencies. All law enforcement reviews must be conducted by legal authorities that are not affiliated with Rotary.



In most situations, the first Rotary contact is the club president, area governor, or District Governor who is responsible for seeking advice from and interacting with appropriate agencies. If the allegation involves the conduct of this Rotarian, the District Governor should be the first Rotary contact.

The district will cooperate with police or legal investigations.

### **3. Remove the accused person from contact with youth.**

The district will remove the alleged offender from all contact with Rotary youth program participants until the matter is resolved.

*Follow established criteria and procedures for removing a Rotary Youth Exchange student from a host family if they make an allegation against a host family member. Move the student to the temporary housing that was screened in advance.*

### **4. Avoid gossip and blame.**

Do not tell anyone about the allegation other than those who need to know. Be careful to protect the rights of both the victim and the accused during the investigation.

### **5. Follow through.**

All Rotarian and non-Rotarian volunteers must ensure Rotary International has been informed of the allegation within 72 hours and provide ongoing status reports.

The district will ensure that the youth program participant's (whether the alleged victim or alleged offender) parents or legal guardians have been notified. The district will offer all involved young persons an independent, non-Rotarian counselor to represent their interests.

If law enforcement agencies will not investigate, or if the investigation is inconclusive, the District Governor will appoint a district review committee to coordinate an independent review to ensure that district youth protection policies were followed, confirm that youth safety was the highest priority, and determine any necessary modifications to district procedures. This review is not responsible for determining the validity of any allegations; that can only be done by youth protection agency personnel or trained law enforcement professionals.

Once notified of the outcome of or determination by a law enforcement investigation, whether criminal or noncriminal, the district is responsible for contacting all parties involved in the incident.

The district will document all allegations and accusations, as well as the final outcome and the actions taken to resolve the situation. Patterns of inappropriate behavior must be identified and addressed.

## DISTRICT 7545 ROTARY YOUTH EXCHANGE PROGRAM/DISTRICT YOUTH POSITION VOLUNTEER APPLICATION

**Statement of Conduct for Working with Youth:** The district strives to create and maintain a safe environment for all youth who participate in Rotary activities. Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people with whom they come in contact and protect them from physical, sexual, or psychological abuse.

*This information may be provided to an outside agency that this Rotary district has retained to conduct background checks. In some cases, applicants may be asked to obtain their own background checks for review by district officials.*

### PERSONAL INFORMATION

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_  
(If fewer than five years, list previous residences in an attachment.)

Primary phone: \_\_\_\_\_ Secondary phone: \_\_\_\_\_

Email: \_\_\_\_\_

Government identification: \_\_\_\_\_  
(e.g., Social Security Number, Social Insurance Number, or National ID Number)

Date of birth (DD/MM/YYYY): \_\_\_\_\_

### CRIMINAL HISTORY

1. Have you ever been charged with, been convicted of, or pleaded guilty to any crimes?  Yes  No
  
2. Have you ever been subject to any court order (including an order from a civil, family, or criminal court) that involved sexual, physical, or verbal abuse, including but not limited to domestic violence or civil harassment injunctions or protective orders?  Yes  No

*If you answered yes to either question, please explain. Also indicate the dates of the incidents and the country and province or state in which each occurred (attach a separate sheet, if needed).*

**ADDITIONAL INFORMATION, QUALIFICATIONS, AND TRAINING**

Position applying for: \_\_\_\_\_

Are you a member of a Rotary club?  Yes  No

If yes, indicate club name and year joined: \_\_\_\_\_

What interests you about the position for which you are applying?

What qualifications do you have, and what preparation and training have you completed for this position?

**ROTARY VOLUNTEER HISTORY WITH YOUTH (ATTACH ADDITIONAL SHEETS, IF NECESSARY)**

Have you held a Rotary youth program position in the past?  Yes  No

If yes, indicate below:

District: \_\_\_\_\_ Role: \_\_\_\_\_ Years: \_\_\_\_\_

Contact person's name, phone, email: \_\_\_\_\_

Club: \_\_\_\_\_ Role: \_\_\_\_\_ Years: \_\_\_\_\_

Contact person's name, phone, email: \_\_\_\_\_

Other Events: \_\_\_\_\_ Role: \_\_\_\_\_ Years: \_\_\_\_\_

Contact person's name, phone, email: \_\_\_\_\_

**NON-ROTARY VOLUNTEER HISTORY WITH YOUTH (for the past five years; attach additional sheets, if necessary)**

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Position: \_\_\_\_\_ Dates of service: \_\_\_\_\_

Contact person's name, phone, email: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Position: \_\_\_\_\_ Dates of service: \_\_\_\_\_

Contact person's name, phone, email: \_\_\_\_\_

**EMPLOYMENT HISTORY (FOR THE PAST FIVE YEARS; ATTACH ADDITIONAL SHEETS IF NECESSARY)**

Current employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Position: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Supervisor's name, phone, email: \_\_\_\_\_

Previous employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Supervisor's name, phone, email: \_\_\_\_\_

**PERSONAL REFERENCES (MAY NOT BE RELATIVES; NO MORE THAN ONE MAY BE A FORMER OR CURRENT ROTARIAN)**

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship: \_\_\_\_\_ Years known: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship: \_\_\_\_\_ Years known: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship: \_\_\_\_\_ Years known: \_\_\_\_\_

**For district use only:**

References checked by \_\_\_\_\_ on \_\_\_\_\_.

References checked by \_\_\_\_\_ on \_\_\_\_\_.

References checked by \_\_\_\_\_ on \_\_\_\_\_.

**CONSENT**

I certify that all of the statements in this application and any attachments are true and correct to the best of my knowledge and that I have not withheld any information that would affect this application unfavorably. I understand that District 7690 will deny a volunteer position to anyone convicted of a crime of violence, sexual abuse or harassment, or any other crime of a sexual nature and may deny a volunteer position to anyone who has been charged with these crimes.

I give District 7690 permission to verify the information on this application, including by reviewing the public records that I have provided, which are duly certified, or by searching law enforcement and other published records (including driving records and criminal background checks) in addition to contacting my former employers and the references I provided. I understand that this information will be used in part to determine my eligibility for a volunteer position. I also understand that as long as I remain a volunteer, this information may be checked again at any time. I understand that I will have an opportunity to review my criminal history.

**WAIVER**

In consideration of my acceptance and participation in Rotary youth programs, I, to the full extent permitted by law, hereby release, defend, hold harmless, and indemnify participating Rotary clubs, Rotary districts, multidistrict organizations, and their members, officers, directors, committee members, agents, and employees, and Rotary International, its directors, officers, committee members, employees, agents, and representatives (“Indemnitees”) from any or all liability for any claim, loss, damages, liabilities, expenses, bodily injury, or death, including any such liability that may arise out of the negligence of any of the Indemnitees or may be suffered or claimed by me as a result of an investigation of, action concerning, or communication of my background in connection with this application.

I further agree to conform to the rules, regulations, and policies of Rotary International, the District 7545 youth program, and its affiliates.

**I hereby confirm, represent, and warrant that I have never been convicted of or charged with a violent crime, child abuse or neglect, child pornography, child abduction, kidnapping, rape, or other sexual offense, nor have I ever been ordered by a court to receive psychiatric or psychological treatment in connection therewith.**

**If any provision of this agreement is determined to be illegal or unenforceable, the remaining provisions shall remain in full force and effect. By signing this Application, I acknowledge that I have read this Application and fully understand its contents.**

Signature of applicant: \_\_\_\_\_

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

## **SAMPLE ROTARY YOUTH EXCHANGE PROGRAM/DISTRICT YOUTH POSITION VOLUNTEER INTERVIEW QUESTIONS**

The purpose of interviewing applicants should be to determine whether they have the skills needed to fulfill the role's requirements, and whether the applicant demonstrates characteristics of a potentially abusive person. It should also provide them with an understanding of the role's responsibilities and expectations while working with youth. It is recommended that at least two people conduct in-person interviews to ensure a well-rounded review of the applicant's ability to volunteer with youth, and each interviewee should ask the same set of questions though additional questions will naturally arise in conversation. This way, both sets of answers to the questions can be compared for consistency. It is also important to conduct interviews in person as this allows for greater unedited responses.

Customize these questions to fit your local programs, customs and legal circumstances.

### **VOLUNTEER INTERVIEW QUESTIONS**

1. Explain why you are interested in volunteering for Rotary Youth Exchange/Volunteer Position.
2. Why do you want to work with youth? What makes you a suitable youth programs volunteer?
3. Tell me about your hobbies and/or volunteer work outside of Rotary.
4. Often we have to adhere to laws or policies that may seem unnecessary (for example, checking a reference for an applicant who is well known to our club and district). Tell me about a time when you had to follow a rule, even if it did not seem reasonable. How did you respond?
5. Tell me about a time when you felt it necessary to break a rule.
6. Describe a situation that tested your patience and what happened. How did you respond?
7. Give me an example of a situation where a young person tried your patience or frustrated you. How did you handle this?
8. This next question may be difficult, but it is important to ask. Have you ever abused or molested a child or adult?
9. Have you ever felt like you have positively impacted a child's life? In what way, and how do you know?
10. Tell me about a time when you had to make a difficult judgement call. What did you do and why did you choose to make the decision you did?
11. [Additional questions as needed]



**When gathering and reviewing reference responses, pay attention to responses that may indicate concerns, requiring additional follow-up with the applicant:**

- *Signs that the applicant wishes to volunteer to fulfill their own needs as opposed to positively impacting youth*
- *Any hobbies that may not be on their application form, and any excessive interest in working with young people (especially of a certain age or gender)*
- *An indication they have trouble maintaining composure in difficult situations*
- *When responding to a direct question about abusive behavior, pay attention to how the interviewee responds – whether they become defensive or evasive - as it may indicate a need for further follow up. While it be uncomfortable to ask, it shows the potential volunteer that you take abuse and harassment seriously.*
- *Signs the individual may have a hard time maintaining appropriate boundaries while working with youth*
- *Exhibiting poor judgement in difficult situations*

## SAMPLE YOUTH PROGRAMS REFERENCE QUESTIONS

Depending on the requirements of the program and the individual's role, reference checks must be conducted prior to working with youth. A minimum of three references should be asked about the applicant's suitability to work with youth in their potential role. These three people should not be family members and no more than one of the references should be a current or past Rotarian.

When possible, conduct reference checks over the phone (unless local requirements advise otherwise). Advise the reference of the role the applicant has applied for, and emphasize the fact that they will be working with youth program participants. Use a standard set of questions for all references, and be sure to record their responses for comparison with information provided by the applicant to ensure there are no inconsistencies or contradictions.

Customize these questions to fit your local programs and legal circumstances. Consult the key below to understand what types of responses may require further follow up with the applicant.

## YOUTH PROGRAMS REFERENCE QUESTIONS

1. How long have you known the applicant, and how do you know them?
2. Have you observed the applicant working with youth? If so, what behaviors did you observe? If not, give me an example of a situation that may indicate how they would work with youth.
3. Can you provide an example of the applicant's ability to relate to youth? If not, what qualities does the applicant have that would make them suitable to work with young people?
4. In what types of situations have you observed the applicant in challenging situations involving youth? How did they respond? If you haven't observed them in this type of situation, what other types of challenging situations have you observed them in, and how did they respond?
5. Can you give me an example of a time when the applicant used good judgement?
6. Are you aware of any reason why the applicant should not work with youth we serve?
7. Do you have any additional comments or concerns about the applicant?
8. Any other comments or questions?

**When gathering and reviewing reference responses, pay attention to responses that may indicate concerns, requiring additional follow-up with the applicant:**

- *The reference has only known the applicant for a short time, such as less than six months*
- *The reference has not had contact with this person for more than a year*
- *The reference only briefly met the applicant*
- *The reference states they knew the applicant under different circumstances than the applicant stated*
- *The applicant preferred to work with youth unsupervised*
- *The applicant can be physically or emotionally abusive, or is quick to anger*
- *The applicant does not work well with adults*
- *The applicant has difficulty taking direction*