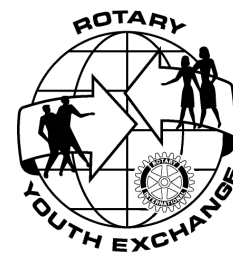


# Youth Exchange Certification 2010-11 Annual Renewal Form

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**The following checklist represents the minimum requirements for certification as specified in the Rotary Code of Policies (RCP), Sections 2.110 and 41.080 (January 2010). These policies pertain to all types of exchanges, including Long-term, Short-term, and New Generations exchanges unless otherwise indicated. All districts participating in one or more of the Long-term, Short-term, or New Generations programs must agree to follow all program requirements.**

To renew district certification for the 2010-11 Rotary year, complete this form and submit it to Rotary International by **1 June 2010**. Review the current certification requirements and any district-specific policy alternatives accepted by the general secretary. Sign and return one copy of the last page by e-mail, fax, or post. Signatures of the 2010-11 district governor and district Youth Exchange committee chair indicates confirmation of continued district compliance with Youth Exchange certification requirements. Failure to submit the form by the deadline may jeopardize your district's certification status. Staff will review the forms and send confirmation via e-mail.

## Sexual Abuse and Harassment Prevention

- The district has adopted the Statement of Conduct for Working with Youth (RCP 2.110.1).
- The district has adopted RI's zero-tolerance policy against abuse and harassment.
- The district will conduct an independent and thorough investigation into any claims of sexual abuse or harassment. The district has identified the individuals responsible for this investigation.
- The district has developed a procedure for contacting the student's parents or legal guardians as well as the sending district and club once an allegation is brought forth.
- The district has established a reporting hierarchy so that only those required by the procedures are informed of the allegation in order to protect the privacy of both the victim and accused during the investigation.
- Any adult involved in a Rotary youth program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matter is resolved.
- The district has a procedure for moving a student into temporary housing if the accused individual is a member of the student's host family.
- The district has identified appropriate support services for students who report abuse or harassment, including appointment of non-Rotarian counselors for each student.

- Any allegation of abuse must be immediately reported to the appropriate law enforcement agency, in accordance with RI's zero-tolerance policy.
- A club must terminate the membership of any Rotarian who admits to, is convicted of or is otherwise found to have engaged in sexual abuse or harassment. A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from working with youth in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual abuse or harassment.
- If a district investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the adult shall be permanently prohibited from working with youth in a Rotary context. A person who is accused but later cleared of charges, may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.

#### District Governor Authority

- The district governor is responsible for the supervision and control of the Youth Exchange program within the district. The district Youth Exchange officers, or committees, are under the supervision of their respective governors and report to them.
- The district complies with the Rotary Code of Policies (RCP), Sections 2.110 and 41.080.
- Club exchanges are arranged within the structure of the district Youth Exchange program
- The district has a system to ensure club compliance with district Youth Exchange policies.

#### Incorporation

- The district has established a corporation or similar formal legal entity that includes the district Youth Exchange program.

#### General Liability Insurance

- The district has secured general liability insurance for the district Youth Exchange program with coverage and limits appropriate for their geographic location.

#### Reporting to Rotary International

- The district provides to RI a copy of the Guarantee Form of the standard Youth Exchange applications for each inbound student hosted by the district prior to the beginning of an exchange.
- District submits annual survey to RI.

- All serious incidents, including but not limited to, accidents, death, early returns, and crimes, and any allegations of abuse or harassment will be reported by the district to RI within 72 hours of the time a district officer learns of the incident. District has identified a person within the district who will be responsible for reporting to RI.

#### Records & Documents

- The district has a retention policy for student, volunteer, and host family applications and materials related to Youth Exchange.
- The district complies with Rotary International's procedures for use of Rotary Marks as detailed in the *2007 Manual of Procedure*, part five, in district Youth Exchange promotional materials, including any email addresses and/or websites.

Long-term Exchange Program: Exchanges should be for one academic year but may be extended to include part or all of the holiday periods immediately preceding and immediately following the academic year.

- Students have more than one host family; three successive host families is preferable.
- Parents of outbound students are not required to host inbound students. However, parents of outbound students may volunteer to host or may be asked to assist in finding suitable host families.
- The sending and host clubs select an individual Rotarian counselor for each student to be in regular contact with the student and to serve as a liaison between the student and the club, the student's parents or guardians, host family, and community at large. The club counselor must not be a member of the student's host family and has been trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and emotional abuse.
- The sending and host club or district requires, at a minimum, quarterly reports from students. This report should include information on their current hosts, feelings, concerns, ideas, and suggestions regarding their exchange experience thus far. The designated Youth Exchange officer reviews the reports carefully and, when necessary, takes action to respond to any irregularities reported by the students.

Short-term Exchange Program: Exchanges vary from several days to several weeks. They often take place when school is not in session and usually do not include an academic program; some feature a homestay, camp, or tour component.

- For homestay programs one family is usually sufficient.
- The sending and host clubs select an individual Rotarian counselor for each student to be in regular contact with the student and to serve as a liaison between the student and the club, student's parents or guardians, host family and community at large. The club counselor is not a member of the student's host family and has been trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and emotional abuse.

New Generations Exchange Program: Exchanges last between three and six weeks. These exchanges may be organized for individuals or groups and may include a vocational element.

- The schedule of activity for the visitors shall be people-to-people contact related to Rotary activities, for goodwill and understanding and for better cultural education and exposure.
- The host-district home-hosts exchange participants and provides local transportation.

#### Application

- Candidates must submit a written application and must undergo a selection process including personal interviews with the applicant and the applicant's parents or legal guardians at the club level and at the district level.

#### Selection and Placement

- The sending district ensures that each student is accepted and hosted by a club in a partner district that has been certified by Rotary International to participate in the Youth Exchange program.
- All individuals involved in the exchange, including students and their parents or legal guardians, host family members, and Rotarian counselors, agree in writing to all the requirements of the program as determined by the sending and host-clubs or districts.
- Student travel itineraries are agreed upon by the students' parents or legal guardians and the host-club or district.

#### Student Travel Insurance

- Host-clubs, districts, and multidistrict Youth Exchange groups determine the minimum level of insurance adequate for the exchange length and local conditions in which the student will live and travel during the exchange.
- The parents or legal guardians of each student provide travel insurance, including medical and dental coverage for accidental injury and illness, death benefits (including repatriation of remains), disability/dismemberment benefit (also known as capital benefits), emergency medical evacuation, emergency visitation expenses (for transportation of parent or guardian to student's location), 24-hour emergency assistance services, and legal liability (covering the student for any of his or her acts or omissions in connection with the Youth Exchange program), with respect to each student in amounts satisfactory to the host club or district in consultation with the sending club or district, with coverage from the time of the student's departure from home until the student's return home. At the option of the parents or legal guardians, such insurance may also include cancellation expenses, loss of property, loss of money, or kidnap, and ransom.
- Evidence of coverage and level and limits of coverage of all insurance with a responsible insurance company or companies that are satisfactory to the host district shall be submitted to, received by, and accepted by the host district prior to the student's departure from home.

- Participation in extreme sports, such as hang gliding, rock climbing, and bungee jumping, is discouraged. If students are allowed to participate in extreme sports, these activities should be undertaken with written permission from the host district and natural parents or legal guardians and students should be required to have adequate insurance.

### Preparation

- The host and sending club or districts provides students with a list of individuals to contact in the case of a problem or emergency. This list must include the name and contact information for the student's:
  - Rotarian counselor
  - Host-club president
  - Host district chair
  - Host governor
  - Sending club president
  - Sending district chair
  - Sending district governor
  - Two non-Rotarian resource persons (one male and one female)

This list must also include local resources:

- Medical care
- Dental care
- Mental health care
- Law enforcement professionals

Where available, this list should also include:

- Local resources
- Suicide prevention hotlines
- Rape crisis hotlines
- Local child protection agencies

- District provides a 24 hour emergency contact number or other means for ensuring that students can contact a district representative by telephone at all times

### Student Orientation & Debriefing

- The sending club or district organizes a mandatory orientation for students and their parents or legal guardians prior to departure.
- At orientation participants are informed about the rules, procedures and expectations associated with the Youth Exchange program and includes a briefing about the local Rotary club and its activities.
- The sending club or district provides abuse prevention and awareness training for both students and parents or legal guardians.
- The host club or district provides an orientation program for inbound students. The orientation includes guidance for students should they encounter any aspects of neglect, physical, sexual or emotional abuse and contact information for local resources and their appointed counselors.

- Because local laws and customs in one country may differ greatly from those in others, orientation for students includes information on local laws and customs, which may apply to young people.
- Due to the likely effects of reverse culture shock, following their return, students and their parents or legal guardians are encouraged to attend a debriefing meeting for the purpose of assisting them to transition to their home, school, and community environment.

#### Student Responsibilities

- Students should not under any circumstances be permitted to operate or drive a motorized vehicle of any kind during the exchange, nor to own a motorized vehicle in the host country.
- Students should not undertake travel outside the immediate area of the community in which the-host-club is located without the consent of the students' parents or legal guardians and of the participating clubs or districts.

#### Volunteer Selection and Screening

- All adults (Rotarian and non-Rotarians) involved in the program, including but not limited to committee members, host families, club counselors, and others, are interviewed to determine suitability to work with youth, complete and sign a Youth Volunteer Agreement, and agree to undergo background checks, including law enforcement public record checks and a reference check. Reference checks should entail asking three people about the individual's suitability to work with exchange students. These three people should not be family members and no more than one of the references should be a Rotarian.
- The host club or district conscientiously screens and selects host families on the basis of a written application, background checks for all adults in the home, including law enforcement public record checks and reference checks, personal interview, and home visits. Reference checks should entail asking three people about the individual's suitability to work with exchange students. These three people should not be family members and no more than one of the references should be a Rotarian. Announced and unannounced (or short-notice) home visits should take place prior to exchanges and during long-term exchanges.
- Any participant who does not comply with the requirements of the program will be removed from participation in the program. In the case of adult volunteers (both Rotarian and non-Rotarian), those who have not complied with program requirements will be permanently removed from involvement with youth in a Rotary context.

#### Volunteer Training

- The district Youth Exchange policy outlines the content and frequency of training, participants who must receive training, who has the responsibility for arranging and conducting training, and how records of participation are maintained.

- All adults (Rotarian and non-Rotarians) involved in the program, including but not limited to committee members, host families, club counselors, and others, receive training that includes information on program administration and rules, and abuse and harassment awareness and prevention.

Early Returns

- Any participant who does not comply with the requirements of the program is removed from participation in the program.
- In the case of students, the host and sending clubs and districts, host families and the student’s parents or legal guardians, are fully informed prior to the student being sent home. Such decision requires the agreement of the host and sending districts. The student should be returned home at the earliest practical time by a route agreed upon between the parents or legal guardians and the sending district. In the event of an impasse, districts may appoint an independent Rotarian to serve as a mediator.

Alternatives and Exemptions

**Screening of host families and other adult volunteers:** Background checks are not conducted.

As an alternative, the following additional measures are taken:

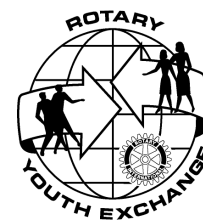
- Enhanced interviews
- Additions to signed compliance statement
- Increased personal contact with students
- More frequent visits to host home to monitor for any problems

If you have questions or concerns regarding Youth Exchange certification or this application please feel free to contact:

<p><b>Kate Hoeppel</b>, Youth Exchange Supervisor +1 (847) 866-3422</p>	<p><b>Maria Spencer</b>, Youth Exchange Coordinator +1 (847) 866-3383</p>
<p><b>Tom Woods</b>, Youth Exchange Senior Coordinator +1 (847) 866-3283</p>	<p><b>Jessica Borrego</b>, Youth Exchange Correspondent +1 (847) 866-3421  <a href="mailto:youthexchange@rotary.org">youthexchange@rotary.org</a></p>

# Youth Exchange Certification 2010-11 Annual Renewal Form

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We, the 2010-11 District Governor and 2010-11 Youth Exchange Committee Chair of District \_\_\_\_\_ confirm that our district will comply with RCP 2.110 and 41.080 (January 2010) and Youth Exchange Certification sexual abuse and harassment prevention policies, incorporation and general liability insurance requirements in the 2010-11 Rotary year.

As of this date, District \_\_\_\_\_ is active in the following Rotary Youth Exchange programs:  
 Long-term Exchange     Short-term Exchange     New Generations Exchange

**District Governor:**

Print Name:

Sign Name: \_\_\_\_\_

Date:

Email:

**Youth Exchange Committee Chair:**

Print Name:

Sign Name: \_\_\_\_\_

Date:

Email:

Phone:

Mailing Address:

Sign and return one copy of this page by e-mail, fax, or post.  
Deadline for returning this form is **1 June 2010**.

Mail: Rotary Youth Exchange – PD110  
Rotary International  
One Rotary Center  
1560 Sherman Avenue  
Evanston, Illinois 60201-3698, USA

Fax: 1.847.556.2182

Email: [youthexchange@rotary.org](mailto:youthexchange@rotary.org)