



Dear Club President –

This package of materials concerns the current drive by Rotary International to set in place a certification program which deals with Youth Exchange and the prevention of Sexual Abuse and Harassment.

Each District is required, in order to achieve certification, to provide a statement of compliance regarding certain policy statements, procedures and practices. To that end, each club was told, at the YEO training session at the Inbound Orientation Camp in September 2005, that a package of materials would be developed for them by the District Youth Exchange Committee and circulated to each club for action. A reminder was sent out to the clubs in early February to all clubs that the receipt of the package was imminent...*well here it is*. It has been reviewed by our sub-committee and then the entire District Committee before being sent to you.

It contains the following items:

1. A policy template.
2. A Youth Volunteer Affidavit.
3. An Inbound Emergency Contacts page.
4. A checklist of compliance-needed items.
5. An Affidavit of Compliance form.

Here's what needs to be done.

1. Take the policy template, insert the club name in the appropriate places and then, after discussing it, adopt it at a regular business meeting of the club. To clarify any questions about what current RI policy states, it would be useful to you to look at or download the most recent version of the Rotary Code of Policies from RI's website.
2. Use the volunteer affidavit form for any and all volunteers who will be significantly involved with any Youth Exchange (or perhaps any Youth) activities. Keep it on file at the club level.
3. Collect the necessary local agency data (modifying it as necessary) that would be helpful to go with this Inbound Emergency Contacts form. While it might be useful for this year, it will be mandatory for next year, so the local data will be added by YOU. The inbound students will get this form at their Inbound Orientation Camp in September and it will include all the appropriate District-level information.
4. After reviewing the checklist of items that need to be done/followed, if there are any that the club will NOT do or doesn't understand, the District Committee needs to know right away, so explanations can be given.

5. Once the checklist is 'clear' the Affidavit of Compliance needs to be signed by the club President (or President-Elect, noting the alteration on the signature line), the Club Secretary and then dated. With that done, make a copy of the affidavit and mail the completed original to the secretary of the District Youth Exchange Committee.

On the District's behalf, I as Chairman of the District Committee and Sandra Roberts (DG) on behalf of District 5080, have signed a Certification Application and submitted it to Rotary International. It is therefore incumbent upon those clubs that wish to be allowed to be involved with Youth Exchange to complete these items in the package with some degree of urgency. It **does not commit** your club to host or send out a student...what it does do is **permit the club** to do so, if they so desire. Since the system goes into effect July 1, we need materials returned from clubs by June 1.

It is clear that criminal record background checks will be a significant part of the certification process. It is acknowledged that while they are an imperfect system, they are the best one we have right now, so to not invoke their use puts all of us in a very vulnerable position. It is, after all, the safety and well being of our students – yours and theirs, that is and must be paramount.

Thank you for participating in this process. Towards World Peace and Understanding, let us build a safer Youth Exchange program with all the tools at our disposal.

Allan Davis  
Chairman  
D-5080 Youth Exchange Committee