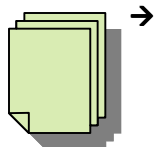


Club YE Abuse/Harassment Task Checklist

In order for a district to be certified, participating clubs must achieve compliance...they must



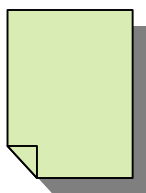
→ Indicate what material is used for YE promotion & support. Use the checklist below, to indicate the sources for the material. [If it is locally generated, it must be submitted to the District Committee for approval. This does not include modified material that is available from the District Manual or from RI itself.]

District Manual promo material samples material sourced from RI.
 locally produced material (please submit samples) other material (please submit samples)

→ **Adopt an Abuse and Harassment Prevention Policy** – Use the provided template for a policy; modify it only to show the club name; submit a statement indicating when it was adopted by the club.

→ **Produce a list of services** in the club's area of operation (Crisis Hotlines, Suicide Prevention, Victims Services & Assistance, Helpline, etc.) with address and phone numbers and a statement that this list is given to each inbound student shortly after they arrive. Furthermore, this list shall include the names and contact information of at least 3 people (males and/or females) who the student can contact for assistance with any issues or problems. These people must not be related to each other and must be independent of the host families.

→ **Provide a compliance affidavit** indicating the club is operating the YE program in accordance with District 5080 and RI policy. [*dated and signed by the President*]. This statement is intended to indicate that the club WILL adhere to the following items:



→ That the club affirms they will not solicit or accept Rotary exchange students for placement and hosting without the full knowledge and participation of the District Committee.

→ The club will use a comprehensive system for screening and selecting potential outbound students. Use of the material and system available and outlined in the manual would satisfy this requirement.

→ The club will use a comprehensive system for screening and selecting host families. Use of the material and system available in the manual would satisfy this requirement.

→ Conduct follow-up evaluations of students (inbound and rebound) and host families.

→ Use the District procedures for the removal of a student from a host family.

→ Ensure that all hosting is voluntary, even though it might be strongly encouraged by the club.

→ Ensure that each inbound student is provided with more than one host family.

→ Ensure that training is undertaken annually by club counselors, YEOs and host families. The District will give whatever assistance it can, by either providing or developing resources. When and as provided by the district, students must receive training in the prevention of sexual abuse and harassment.

→ Conduct interviews of all applicants and applicant's parents or legal guardians prior to their being selected for exchange.

→ Follow the established reporting procedures of the district as provided in the district YE manual and report all serious incidents (accidents, crimes, death) involving Youth Exchange students to the district as soon as possible.

→ Ensure that all volunteers working with youth complete and sign a **Youth Volunteer Affidavit** which will be filed and retained by the club for future reference as needed. [template affidavit included in package]

→ Conduct, or have conducted, background record checks as required by District and RI policy. [see current policy in the appendix of the club policy template.]