

Process towards Club and Volunteer Compliance

For Non-Youth Exchange Volunteers ONLY (Interact, RYLA, Student of the Month, etc.)

Attached please find the following District 7640 Youth Protection Policy and forms, with details on the District YP process:

1. ***District 7640 Youth Protection Policy:*** Compliance is mandatory for those clubs and individuals (18 years of age or older) who are involved with youth programs such as Interact, RYLA, and any youth programs that are specific to individual Rotary Clubs in District 7640. ***Carefully read all of the Policy and Procedures and become familiar with its content.*** Compliance requires clubs, and individuals to complete the following forms ANNUALLY. The Department of State is only involved with Foreign Exchange. Application and references are only submitted once, background checks annually:
 - a. **Annual Resolution for Clubs:** The Annual Resolution guarantees that individual Rotary Clubs are compliant with the District 7640 Youth Protection Policy. This form is mandatory for clubs that sponsor Interact Clubs, send students to RYLA, and participate in any Youth Programs on the club level. The Resolution must be mailed or emailed to the District Youth Protection Officer (DYPO) **annually**.

To be a Certified Volunteer, having significant interaction with youth, you must complete the following:

- b. **Certified Volunteer Checklist:** The checklist is for the applicant's assurance that all required documents are completed satisfactorily. The Checklist must be signed and forwarded to the Club Youth Protection Officer (CYPO.) All CYPO's must submit to DYPO.
- c. **ESSEX Background Check Waiver:** The Waiver must be completed in its entirety or it will be returned. The Waiver must be completed by each individual (18 years of age or older) who is involved with youth programs such as Interact, RYLA, and any youth programs that are specific to individual clubs **that have significant interaction with youth**. The Waiver must be forwarded to the DYPO (for non-Youth Exchange only) with a check made payable to "ESSEX" for \$20.00. Please identify your Rotary Club in the check memo.
- d. **Volunteer Application:** The Application must be completed by each individual (18 years of age or older) who are involved with youth programs such as Interact, RYLA, and any youth programs that are specific to individual clubs **that have significant interaction with youth**. The Application must be forwarded to the CYPO. All CYPO's must submit to DYPO.
- e. **Volunteer Reference Forms:** Two (2) Reference forms are required per volunteer. The persons identified must mail their forms to the CYPO. All CYPO's must submit to DYPO.

The CYPO must contact the persons identified on their reference list once their letter of reference is received. The CYPO can receive all paperwork (application, letters of reference) with the exception of the waiver to ESSEX. All CYPO's must submit to DYPO.

2. **Certification Approvals:** The DYPO will inform the CYOP of the satisfactory results of the background check, and in the case of the CYPO that all requirements have been met, and that he/she is certified. In all other cases, the DYPO will advise the CYPO that the background check is satisfactory, and if the other requirements have been met, the CYPO will advise the Rotarian that he/she is certified.

Please note that all of the items above must be in place for a club and/or individual to be in compliance with the District 7640 Youth Protection Policy.

If you have any questions:

For Non-Youth Exchange: Please contact Len Schwartz, District YPO, at lens@ssnjlaw.com.

For Youth Exchange: Please contact Bernadette Kucharczuk, District RYE Chair, at bernadette5703@aol.com , or for Compliance issues contact Robert Garrett, RYE YPO, at lovelandgarrett@msn.com.

***Compliance is mandatory. Remember, our goal is to
Protect our Youth, Rotary and You.***