

District Policy requires this form to be completed by Club Counselors, mentors, and all adults living in the same home as a family who will host a young person who is involved in a Rotary Youth program.

District 7810

Rotary Club of \_\_\_\_\_

## **VOLUNTEER ASSESSMENT FORM**

Policy Statement:

It is the duty of every Rotarian to safeguard to the best of their ability the welfare of and prevent the physical, sexual or emotional abuse of all children, elderly, disabled or otherwise vulnerable persons with whom they come into contact.

Your name:

Your address:

Your telephone number:

Your email address:

Date of birth:

Member of the Rotary Club since (if applicable):

Who else lives with you (names and ages); All persons over the age of 18 residing in the home of a potential host family acknowledge and agree by signing below to the club obtaining a Police Record check. (Please attach a separate sheet of paper if additional space is required) A photocopy of each adult's birth certificate and driver's license is required to insure correct spelling/name on the police check form.

Name (please print)

Age

Signature

Do you have any previous experience of working with children, elderly or disabled people?

Please give details, including whether family members or not:

Please give details of any qualifications or training you or your spouse/partner have that might be relevant or helpful:

Have you or anyone living with you ever been convicted of an offence in which children were victims, or which involved activities (including internet use) of a sexual nature? Please describe. This information will be kept confidential and not used to discriminate unfairly. The information is required to prevent the abuse of children and will not be used for any other purpose:

Are you prohibited by any Court Order, agreement or Bond from associating with or contacting any person, including any child?

Please give us details of 2 people we can contact who will give you a reference: (This person should not be a friend, relative or Club member)

By signing below, the applicant acknowledges and agrees that the club will obtain a Police Records check.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Interview conducted by:

\_\_\_\_\_ on \_\_\_\_\_, 200\_\_\_\_.  
Interviewer's Signature Date

Home Visited Conducted by:

\_\_\_\_\_ on \_\_\_\_\_, 200\_\_\_\_.  
Interviewer's Signature Date

Recommended for Approval:

\_\_\_\_\_ on \_\_\_\_\_, 200\_\_\_\_.  
Counselor's Signature Date

APPLICANT STATUS	REQUIREMENT	ACTION
All Applicants	Volunteer Assessment Form	Submitted to Club Counselor
	Security Clearance Form	Submitted to District Abuse Prevention Coordinator
	Personal Interview	Conducted by Counselor
	Home Visit (for host families)	Conducted by Counselor
	List of 2 Personal References	Contacted by Counselor (This step is at the discretion of the Counselor for individuals who have been a member of the club for more than 2 years)

Once the Volunteer Assessment Form has been completed and given to the Counselor, and the Police Check report obtained, the Counselor must determine whether the applicant and the applicant's family are suitable people to be a host family based on the information provided.

A copy of the Volunteer Assessment Form is then provided to the District Abuse Prevention Coordinator (DPAC).

This applicant provides the completed Security Clearance Form directly to the DPAC.

The DPAC then reviews the Volunteer Assessment Form and the Security Clearance form and advises the Counselor as to whether the applicant(s) is/are deemed to be acceptable as a Club Counselor, mentor, or host family for a young person participating in the Rotary Youth Exchange Program.