

# ROTARY INTERNATIONAL

January 2006

Dear District Youth Exchange Chairs:



Thank you for your dedication to Rotary Youth Exchange and your work to provide safe, positive exchange experiences for students in your district program. Please accept the enclosed Youth Exchange 2006-07 Certification Application. Instructions for completing the application are included in the document. If your district has previously submitted any of the requested documents to Rotary International, you do not need to resubmit these documents to apply for certification. Please reference the title of such documents and note that they have already been submitted.

Due to differences among the cultures and legal systems of countries served by Youth Exchange, implementation of the minimum requirements may vary from one area to another. If your district is unable to comply with certain certification requirements due to local laws or conditions, please place an asterisk (\*) next to the item and provide a written description on a separate sheet of paper of the specific circumstances that prohibit your district from meeting the requirement, along with a written description of the alternate procedures your district has developed to maintain the intent of the guideline.

You and your district governor should sign the enclosed application, indicating that your district Youth Exchange program will meet the checked policy requirements as of 30 June 2006. If there are policy elements that your district will not be able to meet by 30 June 2006, please provide a description on a separate sheet of paper of your district's progress in implementing the policy, including an estimated timeline for meeting the requirement. It is understood that the development and implementation of new policy takes time, and the evaluation process will focus on identifying districts whose demonstrate progress toward satisfying the certification requirements. Initially, some districts may be granted "conditional certification" for a limited period of time. Under conditional certification, a district may continue to participate in Youth Exchange while working to achieve full certification.

The Youth Exchange 2006-07 Certification Application is being translated and will be available in French, Japanese, Korean, Portuguese, and Spanish by 10 February 2006.

Thank you again for your dedication to providing a high quality Youth Exchange program. If you have any questions about the Certification Application, please contact us. We look forward to receiving your district's application for Youth Exchange certification.

Sincerely,

*Christine M. Evans*  
Christine Evans  
Supervisor  
Youth Exchange, RI Programs

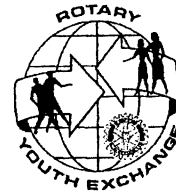
*Jill M. Wechtler*  
Jill Wechtler  
Senior Program Coordinator  
Youth Exchange, RI Programs

cc: Mr. Ed Futa, General Secretary, RI  
Mr. Carl-Wilhelm Stenhammar, President, RI  
Mr. William B. Boyd, President-elect, RI  
Mr. Wilf Wilkinson, President-nominee, RI  
2005-06 Youth Exchange Committee  
2005-06 Multidistrict Youth Exchange Officers

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# Youth Exchange 2006-07 Certification Application

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Youth Exchange certification supports student safety by establishing minimum requirements for participating Rotary International districts. Minimum requirements set by Rotary International are currently described in the Rotary Code of Policies (RCP), Sections 2.110 and 41.080 (February 2006) and in the *Sample District Abuse and Harassment Prevention Policy* (June 2005) with appendices. Before completing this application, please review these documents, available on the RI Web site at [www.rotary.org](http://www.rotary.org) or from Youth Exchange staff. Your district may also wish to consult legal professionals regarding local laws and requirements.

Though multidistrict Youth Exchange programs will not be certified, multidistricts may complete an application and submit materials if any districts in the multidistrict wish to reference them. These materials will be evaluated together with district applications.

## INSTRUCTIONS:

To apply for certification, complete the checklist on the following pages and submit the following documents\* to Rotary International, *postmarked no later than 24 March 2006*:

- A copy of this application completed and signed by your 2005-06 district governor and 2005-06 district Youth Exchange chair  
Although this application has been sent only to 2005-06 district chairs, please note that the application also needs to be signed by the 2005-06 district governor as part of the governor's responsibility for the supervision and control of the Youth Exchange Program within the district.
- District abuse and harassment prevention or youth protection policy developed according to RCP 2.110 and 41.080  
If desired by your district, this policy may be a part of your complete Youth Exchange policy, and it may include other youth programs such as Interact and RYLA.
- Documentation that your Youth Exchange program is incorporated or established as a similar formal legal entity (Ltd., etc)  
This requirement may be met by providing documentation that your district has incorporated, your district Youth Exchange program has incorporated, your district has formed a legal entity for a group of its programs including Youth Exchange, or your district belongs to an incorporated multidistrict Youth Exchange program and conducts the district program within the scope of the multidistrict program.
- Documentation that your district Youth Exchange program carries adequate general liability insurance with coverage and limits appropriate for its geographic location (for example, a certificate of insurance, proof of insurance, or evidence of coverage)  
Districts located entirely within the United States are covered under the U.S. Rotary Club & District General Liability Insurance Program and need not obtain additional general liability insurance for their Youth Exchange programs in order to meet this requirement. Districts located partly within the U.S. must obtain general liability insurance covering the Youth Exchange activity of clubs located outside the U.S.

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\* If your district has previously submitted any of the requested documents to Rotary International, you do not need to resubmit these documents to apply for certification. Please reference the title of such documents and note that they have already been submitted.

## Certification Checklist

The following checklist represents the minimum requirements for certification as outlined in the Rotary Code of Policies and the Sample District Abuse and Harassment Prevention Policy with appendices. Definitions for some terms used in this checklist, such as “volunteer,” can also be found in these documents.

For each statement below with which your district complies, place a check mark in the leftmost box. If you wish to refer to a multidistrict application and materials on your individual application, circle the leftmost box next to each checklist item. All checklist items and documents not addressed in the multidistrict application must be addressed in the district’s individual application.

*Due to differences among the cultures and legal systems of countries served by Youth Exchange, implementation of the minimum requirements may vary from one area to another. If your district is unable to comply with certain certification requirements due to local laws or conditions, please place an asterisk (\*) next to the item and provide a written description on a separate sheet of paper of the specific circumstances that prohibit your district from meeting the requirement, along with a written description of the alternate procedures your district has developed to maintain the intent of the guideline.*

### **PROGRAM ADMINISTRATION**

- District Youth Exchange policy includes an Abuse and Harassment Prevention or Youth Protection policy, in accordance with RCP 2.110 and 41.080.
- District has developed a system to ensure club compliance to district’s Youth Exchange policies; this system includes a signed compliance statement from clubs participating in Youth Exchange.
- District prohibits youth exchanges arranged outside of district structure (e.g., “backdoor” exchanges).
- District has developed a retention policy for student, volunteer, and host family applications and materials related to Youth Exchange.
- District complies with Rotary International’s guidelines for use of Rotary Marks as detailed in the *2004 Manual of Procedure* (035-EN\_1104), part five, in Youth Exchange promotional materials, including any Web sites.
- District has submitted Youth Exchange annual survey to Rotary International.

### **SCREENING AND SELECTION**

- Selection process for all participants is conducted in a similarly thorough manner for both long-term and short-term programs.
- District has adopted the Statement of Conduct for Working with Youth (RCP 2.110.1).
- Screening and Selection of Students:
  - Students are screened by means of:
    - Written application that includes program rules and requirements and signed compliance statement
    - Interviews of students and parents or legal guardians at both club and district level
  - Parents of outbound students are not required to host incoming students in either the long-term or short-term programs.
  - Students are required to carry travel insurance in accordance with RCP 41.080.

- Screening and Selection of Host Families:
  - Host families are screened by means of:
    - Written application that includes programs rules and requirements, signed compliance statement, and authorization of reference check and criminal background check for all adult residents of home.
    - Interviews in which all family members who live in the home are present to determine suitability for hosting exchange students
    - Announced and unannounced home visits prior to and during the exchange
    - Reference checks
    - Criminal background check (or suitable alternative, if background checks are unavailable due to local law); criminal background check is based on government data at a level deemed appropriate by the district. Internet sex offender registries are not sufficient.
  - Long-term exchangees have more than one host family during their exchange
- Screening and Selection of Youth Exchange Volunteers:
  - Volunteers are screened by means of:
    - Signed compliance statement, such as the Youth Volunteer Affidavit, that includes authorization of reference check and criminal background check
    - Interviews to determine suitability of volunteer to work with youth
    - Reference checks
    - Criminal background check for all adult participants in the program who have direct unsupervised contact with one or more Youth Exchange students (or suitable alternative, if background checks are unavailable due to local law); criminal background check is based on government data at a level deemed appropriate by the district. Internet sex offender registries are not sufficient.
  - Rotarian counselor must not be a member of students' host families.

#### **ORIENTATION AND TRAINING**

- District Youth Exchange policy outlines content and frequency of training, participants who must receive training, and who has responsibility for arranging and conducting training.
- District has guidelines to ensure that all those requiring training have participated, and district maintains records of participation.
- Orientation and Training of Students:
  - Outbound Students:
    - Outbound students in both long-term and short-term programs and parents or guardians are required to attend orientation prior to students' departure.
    - Content of orientation includes information on program's rules, procedures, and expectations and provides abuse and harassment prevention and awareness training.
  - Inbound Students:
    - Inbound students in both long-term and short-term programs must attend orientation shortly after arrival to host country.
    - Content of orientation includes contact information for counselor so that students may report problems, including reports of abuse or harassment, and information on local laws and customs that may apply to young people.
- Orientation and Training of Host Families:
  - Host families must receive training that includes information on program administration and rules, and abuse and harassment awareness and prevention.
  - Subsequent host families for long-term exchangees must receive training before student is placed in their home.

- Orientation and Training of Volunteers and District Officers:
  - District provides specialized training for district governor, district Youth Exchange chair and committee members, club Youth Exchange committee members, Rotarian counselors, and other Rotarians and non-Rotarians who are volunteers for Youth Exchange activities.
  - Rotarian counselors receive training on responding to problems or concerns that may arise during the exchange, including responding to and reporting allegations of abuse or harassment.

#### **STUDENT SUPPORT AND COMMUNICATION**

- Rotarian Counselors:
  - Clubs must select a Rotarian counselor for every inbound and outbound student in all exchange programs.
  - Counselors are required to maintain regular contact with students and serve as a liaison between students and Rotary club, natural family, host family, and community at large.
- Emergency Contacts:
  - District maintains “hotline” or other means for ensuring that students can contact a district representative by telephone at all times.
  - Outbound students must be provided information on the following contacts before their departure:
    - Sponsoring district’s Youth Exchange chair and governor
    - Sponsoring club president
    - Sponsoring club’s Rotarian counselor
    - Two non-Rotarian resource persons, one male and one female
  - Inbound students must be provided information on the following contacts before or upon arrival to host country:
    - Hosting club’s Rotarian counselor
    - Hosting district’s Youth Exchange chair and governor
    - Hosting club’s president
    - Two non-Rotarian resource persons, one male and one female
    - Local medical, dental, and mental health care professionals
    - Local law enforcement agencies
    - Local social service resources, where available, including suicide prevention hotlines, rape crisis hotlines, and local child protection agencies
- Post-exchange evaluations are conducted with students and host families.

#### **INCIDENT HANDLING**

- District has procedures for reporting and handling incidents that may arise during exchanges, including, but not limited to, early returns and reports of abuse or harassment.
- District has procedures for removal from the program of any Youth Exchange participant who does not comply with requirements of the program; these procedures include:
  - Exchangees who do not comply with program requirements are returned home at the earliest practical time by a route agreed upon by the hosting club or district, the sponsoring club or district, and the exchangee’s parents or legal guardians.
  - In the case of early returns, district has a procedure to fully inform all parties involved in the exchange, including hosting and sponsoring Rotary club and district, host families, and the student’s parents or legal guardians *before* the student departs.

- 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.
- Any Rotarian who admits to, is convicted of or is otherwise found to have engaged in sexual abuse or harassment will be terminated from Rotary club membership.
- Any 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.
- District has adopted Rotary International's zero-tolerance policy on abuse and harassment.
- District has guidelines for reporting problems and incidents that may arise during exchanges; these guidelines include:
  - All serious incidents such as accidents, deaths, early returns, crimes, etc. and any allegations of abuse or harassment shall be reported to Rotary International within 72 hours; district has identified a person within the district who will be responsible for this reporting.
  - Immediately report all cases of sexual abuse or harassment to the appropriate law enforcement authorities; district has identified appropriate law enforcement office to which all allegations of abuse or harassment must be reported.
  - Established reporting hierarchy so that only those required by the guidelines are informed of the allegation in order to protect the privacy of both the victim and accused during investigation.
  - Procedure for contacting student's parents or legal guardians as well as the sponsoring district and club.
- District has guidelines for the safety and support of students after an allegation of abuse or harassment; these guidelines include:
  - Procedure for removal of student from all contact with alleged offender and from host family, if needed, including criteria for moving a student and temporary housing available in advance
  - Identified appropriate support services for students who report abuse or harassment, including an independent, non-Rotarian counselor.
- District has procedures and guidelines for completing an independent and thorough investigation of any reports of abuse or harassment, including identifying the individuals responsible for the investigation.

If you have questions or concerns regarding the 2006-07 Youth Exchange Certification Application, please feel free to contact:

<p><b>Christine Evans</b>, Supervisor, Youth Exchange <a href="mailto:christine.evans@rotary.org">christine.evans@rotary.org</a> - 1.847.866.3422</p>	<p><b>Jill Wechtler</b>, Senior Program Coordinator, Youth Exchange <a href="mailto:jill.wechtler@rotary.org">jill.wechtler@rotary.org</a> - 1.847.866.3283</p>
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**2005-06 District Governors and District Youth Exchange Chairs, complete this box only**

*We the 2005-06 District Governor and 2005-06 District Youth Exchange Chair of District \_\_\_\_\_, being the parties responsible for Youth Exchange activities in District \_\_\_\_\_ certify that each of the above marked statements is true and correct as of 30 June 2006.*

District Governor: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Print name Sign name Date  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Youth Exchange Chair: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Print name Sign name Date  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**2005-06 Multidistrict Chairs, complete this box only**

*I the 2005-06 chair of the \_\_\_\_\_ Youth Exchange multidistrict, being the party responsible for Youth Exchange activities in the \_\_\_\_\_ Youth Exchange multidistrict, certify that each of the above marked statements is true and correct as of 30 June 2006.*

Multidistrict Chair: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Print name Sign name Date  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

*Please send completed application and accompanying materials to the address at right, postmarked no later than 24 March 2006.*

Rotary Youth Exchange – PD110  
 Rotary International  
 One Rotary Center  
 1560 Sherman Avenue  
 Evanston, Illinois 60201-3698, USA  
 Fax – 1.847.866.6116