

# YOUTH EXCHANGE CERTIFICATION

## 2017-18 CERTIFICATION APPLICATION

**The following checklist represents the minimum requirements for certification as specified in the Youth Protection and Rotary Youth Exchange sections of the [Rotary Code of Policies \(RCOP\)](#). These policies pertain to all types of exchanges, including long-term and short-term unless otherwise indicated. Districts participating in long-term and/or short-term exchanges must agree to follow all program requirements.**

Check each box to indicate that your district complies with the statement. We advise that you consult legal professionals regarding local laws and requirements as you complete this application. If your district is unable to comply with certain certification requirements due to local laws, please place an asterisk (\*) next to the item and provide a written description on a separate sheet of paper of the specific circumstance that prohibits 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.

**Please note that this application is only the first step toward recertification or first-time certification. Your district must also submit supporting documentation illustrating that it meets these requirements. Please contact [youthexchange@rotary.org](mailto:youthexchange@rotary.org) for more details.**

### Youth Protection

- The district has adopted the Statement of Conduct for Working with Youth (RCOP: Youth Protection.)
- The district has adopted RI's zero-tolerance policy against abuse and harassment.
- The district will conduct an independent and thorough investigation into any claims of sexual abuse or harassment. The district has identified the individuals responsible for this investigation.
- The district has developed a procedure for contacting the student's parents or legal guardians as well as the sending district and club once an allegation is brought forth.
- The district has established a reporting hierarchy so that only those required by the procedures are informed of the allegation in order to protect the privacy of both the victim and accused during the investigation.
- 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.
- The district has a procedure for moving a student into temporary housing if the accused individual is a member of the student's host family.
- The district has identified appropriate support services for students who report abuse or harassment, including appointment of non-Rotarian counselors for each student.

- Any allegation of abuse must be immediately reported to the appropriate law enforcement agency, in accordance with RI's zero-tolerance policy.
- A club must terminate the membership of any Rotarian who admits to, is convicted of or is otherwise found to have engaged in sexual abuse or harassment. A 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. A club may not grant membership to a person who is known to have engaged in sexual abuse or harassment.
- If a district investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the adult shall be permanently prohibited from working with youth in a Rotary context. A person who is accused but later cleared of charges, may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.

#### District Governor Authority

- The district governor is responsible for the supervision and control of the Youth Exchange program within the district. The district Youth Exchange officers, or committees, are under the supervision of their respective governors and report to them.
- The district complies with the Youth Protection and Rotary Youth Exchange sections of the RCOP.
- Club exchanges are arranged within the structure of the district Youth Exchange program
- The district has a system to ensure club compliance with district Youth Exchange policies.

#### Legal Entity

- The district has established a corporation or similar formal legal entity that includes the district Youth Exchange program.

#### Liability Insurance

- The district has secured general liability insurance for the district Youth Exchange program with coverage and limits appropriate for their geographic location.

**For Districts located in the United States:** Coverage under the Rotary U.S. Club and District Liability Insurance Program does not apply to the non-authorized Youth Exchange activities or operations of U.S. districts located wholly or partly within the United States, and their clubs, not in compliance with the Rotary Youth Exchange certification program. Exchanges planned while the district was certified may be completed even if the district does not maintain positive certification status; these exchanges will be considered authorized and will be covered by the Rotary U.S. Club and District Liability Insurance Program

#### Reporting to Rotary International

- The district provides to RI the following data on all inbound students prior to or shortly after the beginning of an exchange:
  - o Exchange type
  - o Student name and contact details in home country

- Gender
- Date of birth
- Sending district
- Sending club
- Host district
- Host club
- Name of Rotary counselor in host club (if applicable)
- Name and contact details for all host families (if applicable)

District submits annual survey to RI.

All serious incidents, including but not limited to, accidents, death, early returns, and crimes, and any allegations of abuse or harassment will be reported by the district to RI within 72 hours of the time a district officer learns of the incident. District has identified a person within the district who will be responsible for reporting to RI.

#### Records & Documents

The district has a retention policy for student, volunteer, and host family applications and materials related to Youth Exchange.

The district complies with Rotary International's procedures for use of Rotary Marks as detailed in the *2016 Manual of Procedure* in district Youth Exchange promotional materials, including any email addresses and/or websites.

**Program-specific requirements: Even if your district is not currently active in each program listed below, please place a check mark in the box next to each statement your district will comply with *should* your district participate in this program in the future.**

Long-term Exchange Program: Exchanges should be for one academic year but may be extended to include part or all of the holiday periods immediately preceding and immediately following the academic year.

Students have more than one host family; three successive host families is preferable.

Parents of outbound students are not required to host inbound students. However, parents of outbound students may volunteer to host or may be asked to assist in finding suitable host families.

The sending and host clubs select an individual Rotarian counselor for each student to be in regular contact with the student and to serve as a liaison between the student and the club, the student's parents or guardians, host family, and community at large. The club counselor must not be a member of the student's host family and has been trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and emotional abuse.

The sending and host club or district requires, at a minimum, quarterly reports from students. This report should include information on their current hosts, feelings, concerns, ideas, and suggestions regarding their exchange experience thus far. The designated Youth Exchange officer reviews the reports carefully and, when necessary, takes action to respond to any irregularities reported by the students.

Short-term Exchange Program: Exchanges vary from several days to several weeks. They often take place when school is not in session and usually do not include an academic program; some feature a homestay, camp, or tour component.

- For homestay programs one family is usually sufficient.
- The sending and host clubs select an individual Rotarian counselor for each student to be in regular contact with the student and to serve as a liaison between the student and the club, student's parents or guardians, host family and community at large. The club counselor is not a member of the student's host family and has been trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and emotional abuse.

#### Application

- Candidates must submit a written application and must undergo a selection process including personal interviews with the applicant and the applicant's parents or legal guardians at the club level and at the district level.

#### Selection and Placement

- The sending district ensures that each student is accepted and hosted by a club in a partner district that has been certified by Rotary International to participate in the Youth Exchange program.
- All individuals involved in the exchange, including students and their parents or legal guardians, host family members, and Rotarian counselors, agree in writing to all the requirements of the program as determined by the sending and host-clubs or districts.
- Student travel itineraries are agreed upon by the students' parents or legal guardians and the host-club or district.

#### Student Travel Insurance

- Evidence of student travel insurance coverage shall be submitted to, received by, and accepted by the host district prior to the student's departure from home. As the host Rotary district must be in a position to arrange immediate and emergency medical attention when it is needed, the host district must be satisfied that the insurance coverage carried by the student is with a responsible insurance company which will ensure that any service providers receive complete and prompt payment.
- The parent or legal guardian of the Youth Exchange student is responsible for the payment of all medical and accident costs. The parent or legal guardian of each student shall provide travel insurance, including, but not limited to, medical and dental coverage for accidental injury and illness, accidental death, dismemberment, and disability benefits (also known as capital benefits), repatriation of remains, emergency evacuation, 24-hour emergency assistance services, and personal legal liability. Such amounts shall not be less than the following minimum limits and benefits per student:
  - Provide coverage on a 24-hour basis from the time the student leaves their home until they return home inclusive of any personal travel before and/or after the agreed exchange period
  - Valid in the host country, any transit countries and countries included on any tours with the exception of student's home country

- 24-hour emergency assistance services
- US\$1,000,000 for expenses related to injury or illness such as hospital, doctors/physicians, dentist, ambulance or other usual and customary medical services
- US\$100,000 for accidental death, dismemberment, or disability
- US\$50,000 for necessary emergency transport or evacuation of student in the event of severe illness or bodily injury
- US\$50,000 for repatriation of student's remains or cremation expenses in the event of the death of the student
- US\$50,000 for necessary emergency transport or evacuation of student in the event of a non-medical emergency, including due to a political crisis or a natural disaster
- US\$500,000 for personal legal liability for liability arising from the student's actions or omissions that cause bodily injury to a third party or damage to a third party's property.

Where it is a statutory or legal requirement for travel insurance to be purchased in the host country, such insurance shall be in accordance with these limits and benefits. In all other cases dual insurance should be avoided unless agreed to by all parties.

Clubs and districts are strongly encouraged to consult insurance counsel for advice on obtaining liability insurance and other coverage and should be fully informed about government's policies and regulations regarding foreign students, including insurance coverage requirements.

Participation in extreme sports, such as hang gliding, rock climbing, and bungee jumping, is discouraged. If students are allowed to participate in extreme sports, these activities should be undertaken with the host districts' and parents or legal guardian's written permission, and additional adequate insurance should be obtained.

#### Preparation

The host and sending club or districts provides students with a list of individuals to contact in the case of a problem or emergency. This list must include the name and contact information for the student's:

- Host club counselor
- Host club president
- Host district chair
- Host governor
- Sending club president
- Sending district chair
- Sending district governor
- Two non-Rotarian resource persons (one male and one female)

This list must also include local resources:

- Medical care
- Dental care
- Mental health care
- Law enforcement professionals

Where available, this list should also include:

- Suicide prevention hotlines
- Rape crisis hotlines

- Local child protection agencies

District provides a 24 hour emergency contact number or other means for ensuring that students can contact a district representative by telephone at all times.

#### Student Orientation & Debriefing

The sending club or district organizes a mandatory orientation for students and their parents or legal guardians prior to departure.

At orientation participants are informed about the rules, procedures and expectations associated with the Youth Exchange program and includes a briefing about the local Rotary club and its activities.

The sending club or district provides abuse prevention and awareness training for both students and parents or legal guardians.

The host club or district provides an orientation program for inbound students. The orientation includes guidance for students should they encounter any aspects of neglect, physical, sexual or emotional abuse and contact information for local resources and their appointed counselors.

Because local laws and customs in one country may differ greatly from those in others, orientation for students includes information on local laws and customs, which may apply to young people.

Due to the likely effects of reverse culture shock, following their return, students and their parents or legal guardians are encouraged to attend a debriefing meeting for the purpose of assisting them to transition to their home, school, and community environment.

#### Student Responsibilities

Students should not under any circumstances be permitted to operate or drive a motorized vehicle of any kind during the exchange, nor to own a motorized vehicle in the host country.

Students should not undertake travel outside the immediate area of the community in which the host club is located without the consent of the students' parents or legal guardians and of the participating clubs or districts.

#### Volunteer Selection and Screening

All adults (Rotarian and non-Rotarians) involved in the program, including but not limited to committee members, host families, club counselors, and others, are interviewed to determine suitability to work with youth, complete and sign a Youth Volunteer Agreement, and agree to undergo background checks, including law enforcement public record checks and a reference check. Reference checks should entail asking three people about the individual's suitability to work with exchange students. These three people should not be family members and no more than one of the references should be a Rotarian.

The host club or district conscientiously screens and selects host families on the basis of a written application, background checks for all adults in the home, including law enforcement public record checks and reference checks, personal interview, and home visits. Reference checks should entail asking three people about the individual's suitability to work with exchange students. These three people should not be family members and no more than one of the

references should be a Rotarian. Announced and unannounced (or short-notice) home visits should take place prior to exchanges and during long-term exchanges.

Any participant who does not comply with the requirements of the program will be removed from participation in the program. In the case of adult volunteers (both Rotarian and non-Rotarian), those who have not complied with program requirements will be permanently removed from involvement with youth in a Rotary context.

Host families should carry personal liability and auto liability insurance with appropriate limits for their geographic location.

Volunteer Training

The district Youth Exchange policy outlines the content and frequency of training, participants who must receive training, who has the responsibility for arranging and conducting training, and how records of participation are maintained.

All adults (Rotarian and non-Rotarians) involved in the program, including but not limited to committee members, host families, club counselors, and others, receive training that includes information on program administration and rules, and abuse and harassment awareness and prevention.

Early Returns

Any participant who does not comply with the requirements of the program is removed from participation in the program.

In the case of students, the host and sending clubs and districts, host families and the student’s parents or legal guardians, are fully informed prior to the student being sent home. Such decision requires the agreement of the host and sending districts. The student should be returned home at the earliest practical time by a route agreed upon between the parents or legal guardians and the sending district. In the event of an impasse, districts may appoint an independent Rotarian to serve as a mediator.

If you have questions or concerns regarding Youth Exchange certification or this form, please contact:

<a href="mailto:youthexchange@rotary.org">youthexchange@rotary.org</a>			
<b>Tom Woods</b> Senior Supervisor +1 (847) 866-3422	<b>Lindsay Griswold</b> Senior Specialist +1 (847) 866-3283	<b>Jessica Borrego</b> Compliance Specialist +1 (847) 866-3343	<b>Carissa Coons</b> Specialist +1 (847) 866-3421

# YOUTH EXCHANGE CERTIFICATION

## 2017-18 CERTIFICATION APPLICATION

We, the 2017-18 District Governor and 2017-18 Youth Exchange Chair of District 7390 confirm that our district will comply with the Youth Protection and Rotary Youth Exchange sections of the RCOP, and Youth Exchange certification youth protection policies, legal entity, and liability insurance requirements in the 2017-18 Rotary year.

For the 2017-18 Rotary year, our district estimates we will host the following number of inbound Youth Exchange students:

- Number of **Long-term** Inbound Exchange Students: 9
- Number of **Short-term** Inbound Exchange Students: 6

### District Governor:

Print Name: Una Martone  
 Sign Name: Una Martone  
 Date: 5.31.17  
 Email: umartone@leadershipharrisburg.org

### Youth Exchange Chair:

Print Name: Linda R. Spotts  
 Sign Name: Linda R. Spotts  
 Date: May 31, 2017  
 Email: crosswinds@pa.net  
 Phone: (717) 920-5250  
 Mailing Address: 114 Deaven Road, Harrisburg, PA 17109

Sign and return one copy of all pages of this application by e-mail, fax, or post by **1 June 2017**.

**Mail:** Rotary Youth Exchange – PD110  
 Rotary International  
 One Rotary Center  
 1560 Sherman Avenue  
 Evanston, Illinois 60201-3698, USA

**E-mail:** [youthexchange@rotary.org](mailto:youthexchange@rotary.org)

**Fax:** 1.847.556.2182