



---

# ***Rotary Certification Program***

Thomas Woods, Senior Coordinator, Youth Exchange Section,  
RI Programs



# Certification History

---

- 2002-06, RI Board establishes policies for effective operation of Youth Exchange program
- Minimum standards for youth protection, allows for variation in local circumstances



# Annual Certification Requirements

---

Districts participating in Youth Exchange annually complete the following:

- 1 June – Certification Renewal form due
  - Recertifying districts submit Recertification application.
- 1 month before exchange – Student Data
  - Inbound student guarantee form, or electronic version of host information, e.g Excel file
- Fall – Annual Youth Exchange Survey



# Key Components

---

- General Liability Insurance
  - Coverage and limits appropriate to geographic region
- Incorporation (Legal Entity)
  - E.g. corporation, trust, foundation, etc.
- Youth Protection Policy
  - Abuse and Harassment Prevention Policy
  - Abuse and Harassment Reporting Guidelines
  - Youth Volunteer Agreement



# General Liability Insurance

---

- Covers Third Party Claims
  - At minimum, covers bodily injury and property damage
  - Occurrence rather than claims-based (recommended)
- Name of insured matches legal entity
- RI U.S. Club and District Liability Insurance
  - Multi-national districts purchase insurance for all jurisdictions participating in Youth Exchange



# Incorporation

- District or Youth Exchange program
  - For district incorporation, contact Club and District Support representative to ensure RI Board incorporation requirements are met (RCOP, 17.020)
  - Governor authority
  - Youth Exchange as district program activity
  - Indemnification of corporate members
- Multi-national districts
  - If legal entity not recognized in all jurisdictions, may need to register, or incorporate in other countries



# Certification Requirements

---

## Youth Protection

- Provides a framework for protecting Youth Exchange students:
  - All allegations of abuse or harassment must be reported to and investigated by local law enforcement
  - All Rotary clubs and districts must comply with local laws for youth protection



# Certification Requirement

---

## Youth Protection

- Reporting hierarchy
- Procedure for contacting students parents
- Accused removed from contact with youth
- Procedure for moving student into temporary housing
- Student provided with support services





# Certification Requirement

## Youth Protection

- Any individual who admits to, has been convicted of, or otherwise found to engaged in sexual abuse or harassment is prohibited from working with youth in Rotary context. Rotarians who meet the above criteria are terminated and prohibited from club membership
- If investigation is inconclusive, additional safeguards must be put in place to protect any youth with whom the accused might have future contact



# Certification Requirements

---

## District Governor Authority

- District governor has authority over the program
- Certification requirements must continue to be met in order for district to participate in the program
- District has a system to ensure club compliance with district Youth Exchange policies



# Certification Requirements

---

## Reporting to Rotary International

- Annually submit inbound student data
- Complete annual survey.
- All serious incidents (e.g. early return, accident, crime, death, etc.) and all allegations of abuse or harassment must be reported to RI within 72 hours

## Records & Documents

- Document retention policy in accordance with local laws



# Certification Requirements

---

- Student Application, Selection & Placement
  - Application
  - Interview
  - Parent Interview
  
- No “backdoor” exchanges
- Students have multiple host families (long-term)



# Certification Requirements

- Student Travel Insurance

- 24 hour, door-to-door
- Valid in all countries during exchange
- 24 hour emergency assistance
- US\$100,000 – medical, dental
- US\$100,000 – accidental death, dismemberment, or disability
- US\$50,000 – transport or evacuation (medical emergency)
- US\$50,000 – repatriation of remains
- US\$50,000 – transport or evacuation (non-medical emergency)
- US\$500,000 – personal liability



# Certification Requirements

---

## Volunteer Selection & Screening

- Application
- Interview
- Reference and Criminal Background Checks
- Host families – home visits

## Volunteer Training

- All adults (Rotarian and non-Rotarians) involved in the program receive training
- Program administration, rules, and abuse and harassment awareness and prevention



# Certification Requirements

---

## Student Preparation

- Orientation
- Emergency contacts
  - Rotary club and district contacts
  - Local resources
  - Contact the district 24 hours per day

## Rotarian Counselor

- Cannot be a host family member
- Receives specialized training in handling problems, or allegations of abuse or harassment



# Multidistrict Membership

---

Districts may meet certification requirements by virtue of their membership in a multidistrict entity

Districts must confirm how they meet the requirements

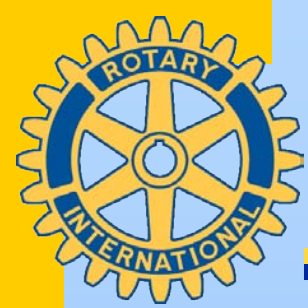




# District Recertification

---

- Districts recertify every 4-6 years
- Why recertification?
  - District leadership turnover
  - Keep apprised of local laws/regulations
  - Learn about best practices and successes
- Review district youth protection policies, general liability insurance, and incorporation



# Contact us

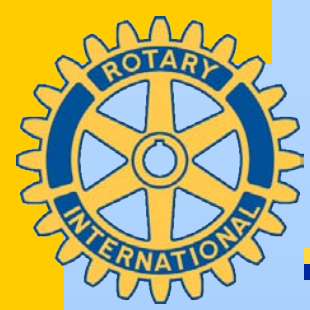
---

Rotary International (PD110)  
1560 Sherman Avenue  
Evanston, IL 60201 USA

+1 (847) 866-3421

[youthexchange@rotary.org](mailto:youthexchange@rotary.org)

[www.rotary.org/youthexchange](http://www.rotary.org/youthexchange)



---

# Questions?

---