

**Rotary Youth Volunteer Information and Declaration Form
(Mandatory Requirements)**

Personal Details

Name	DOB / /		Email
Phone	Work	Home	Mobile
Address	Period at this address (years)		
Occupation	Employer		

Program involvement

Which Youth programs will you be involved with, and what will your role or roles be?

Past involvement with youth

Personal References (Only one referee may be a Rotarian and none may be family members)

1	Name	Email
Phone	Work	Home
2	Name	Email
Phone	Work	Home
3	Name	Email
Phone	Work	Home

Police Check and Criminal History

Working with Children Card Number	Expiry Date
Have you ever been charged with or been found guilty of charges involving sexual, physical, or verbal abuse, including but not limited to domestic violence or intervention orders. If yes, please explain. Also indicate date(s) of incident(s) and the Country and State in which each occurred (attach a separate sheet, if needed). Charges that resulted in a diversion should be recorded, as should the final outcome of any intervention order applications that might have been made against you.	Yes () No ()

I certify the following:

- All statements and information given on this form are true and correct.
- I have contacted my referees and all are happy for *Rotary to contact them
- I give my full permission for any of the referees listed above to be contacted by *Rotary to confirm my suitability as a Youth Program Volunteer.
- I agree to abide unreservedly by *Rotary's decision as to my suitability as a Youth Program Volunteer in *Rotary programs.
- I acknowledge that (copies of) this form and the results of *Rotary's enquires will be held by the manager of any program for which I volunteer and by the District.

In consideration of *Rotary's consideration of this application, I, to the full extent permitted by law, hereby release and agree to save, hold harmless, and indemnify all members, officers, directors, committee members, and employees of the participating Rotary clubs and districts and of Rotary International, from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of the negligence of any of the indemnitees, or may be suffered or claimed by me as a result of any investigation of my background in connection with this declaration.

*For these purposes Rotary means the Rotary Club or District for which this form is submitted, and any other Club or District that conducts a Youth Program for which I volunteer either now or in the future.

I have read and understood the above declaration and sign this form voluntarily.

Applicant	Name	Signature	Date
Rotary Witness	Name	Signature	Date

Form 3

Record of Referee contact by Club Authorised Officer

1 Name Referee		Contact Date
Comments		

2 Name Referee		Contact Date
Comments		

3 Name Referee		Contact Date
Comments		

Name of Authorised Club Officer _____	Position _____
Signed: _____	Date _____
Authorised Club Officer	
Phone _____	

I _____ President, Rotary Club of _____	
verify that _____ has satisfactorily completed this Declaration, Referees have been contacted and Working With Children card is current. The club finds the applicant to be a suitable Volunteer.	
Signed _____	Date _____
Phone _____	

Form 3

Notes:

Background Checks and Criminal Record Checks

Background Checks and Criminal Record Checks Background checks play a critical part in any youth protection policy because they deter potential offenders and deny known offenders access to the program.

Although many offenders have no criminal record and diligently avoid being caught by law enforcement, background checks may dissuade them from volunteering in a Youth Program.

Many youth-serving organizations require a criminal background check for all adult volunteers who work with youth, even for programs that don't involve unsupervised access to youth.

Reference Checks

Reference Checks Simply requesting references in the application is not sufficient.

Contact each reference by phone or in person, and ask a standard set of questions, such as:

- How long have you known this individual?
- In what capacity?
- Do you think this person is well qualified to work with youth?
- Would you have any reservations about recommending this person to serve in a Rotary Youth Program?

Record the date of the interview and responses to each question, and keep this information with the volunteer's application.

Definitions:

Volunteer

An adult involved in Rotary Youth Programs who has direct interaction either supervised or unsupervised with young people.

Responsible Adult

A responsible adult is any adult who, in a family or group situation for a short period of time, is responsible for caring for a youth/students. The adult shall be in a position to offer the youth/student assistance, guidance, or an educational, cultural, or recreational experience. This adult will not have been police checked or formally reference checked because the experience or contact is such that there is virtually no opportunity for misconduct to occur. The person responsible for the youth/student needs to be satisfied, in the same way a conscientious parent would be satisfied, that this adult is suitable for their own underage son or daughter to stay or associate with for a short period of time.