

## Rotary Youth Protection Checklist

Group	Successfully Complete	How to complete	Date Completed
All Rotarians and other adult volunteers who have <b>any contact with youth</b> in a Rotary context	Online Youth Protection <b>Awareness</b> course 30 to 45 minutes	Request unique link from District website <a href="http://yex.rotary5170.org/ave_youth/YPATraining.asp">http://yex.rotary5170.org/ave_youth/YPATraining.asp</a> complete training and exam questions click <b>Finish or Submit</b> to be sure you get credit for the course	
District Governor, Club Presidents, New Generations Chairs, Youth Protection Officers, all Rotarians and adult volunteers with <b>extensive contact/involvement working with youth</b> in a Rotary context	<b>Volunteer Affidavit</b> (YSVA or VAF)	Download fillable pdf from District website** Contact the YPO or Certified Rotarian in your club for assistance. Complete and submit to YPO or Certified Rotarian who understands the new way to complete this process	
	<b>LiveScan</b>	Download files from District website** which give instructions and take printed copies of the fillable pdf to the provider of LiveScan service (fingerprinting and background check) Contact YPO or Certified Rotarian in your club for assistance	
	Online Youth Protection <b>Certification</b> course 30 to 45 minutes	Request unique link from District website <a href="http://yex.rotary5170.org/ave_youth/YPCTraining.asp">http://yex.rotary5170.org/ave_youth/YPCTraining.asp</a> complete training and exam questions click <b>Finish or Submit</b> to be sure you get credit for the course	

\*\* District 5170 Youth Protection webpage has all the necessary documents to be used to complete the Volunteer Affidavit, instructions for LiveScan and the form needed to complete it, all forms needed to submit the answers to interview and reference check questions, plus many other related documents <http://www.clubrunner.ca/portal/SitePages/SitePage.aspx?accountid=50083&pid=77133>

<b>Youth Protection Officers and Certified Rotarians</b>	Help Rotarians and adult volunteers to find the resources to complete the above checklist
	When receiving a <b>Volunteer Affidavit</b> , interview the volunteer and complete the fillable pdf forms with answers to <b>Interview Questions</b> and <b>Reference Check Questions</b> . Youth Protection webpage on the District website has all the documents you'll need <a href="http://www.clubrunner.ca/portal/SitePages/SitePage.aspx?accountid=50083&amp;pid=77133">http://www.clubrunner.ca/portal/SitePages/SitePage.aspx?accountid=50083&amp;pid=77133</a>
	Submit <b>ALL</b> three completed documents as pdf files: <ul style="list-style-type: none"> <li>Volunteer Affidavit</li> <li>Interview Questions</li> <li>Reference Check Questions</li> </ul> Upload into Wessex or contact Mike Cloutier <a href="mailto:edpeetnik@gmail.com">edpeetnik@gmail.com</a> for assistance.