Rotary International District 5400

District Leadership Plan

Revised May 15, 2009
# Introduction

I. The Structure for District 5400

   The Leadership
   - District Leadership Council (DLC)
   - District Officers, Staff and Committee Structure

II. Description of District Leadership Positions

   - District Governor
   - District Governor Elect
   - District Governor Nominee
   - Assistant Governors
   - Immediate Past District Governor
   - District Treasurer
   - District Secretary
   - District Risk Management Coordinator
   - District Executive Assistant

III. District Committees

   A. District Administration Committees
      - District Conference
      - District Governor Selection
      - Finance
      - International Convention Promotion
      - Public Relations and Webmaster
      - Risk Management and Youth Protection
      - Training

   B. Club Support Committees
      - Awards
      - Club Extension
      - Family of Rotary
      - Interact/Rotaract
      - Literacy
      - Membership
      - Peace and Conflict Management
      - Rotary Youth Leadership Awards (RYLA)
      - World Community Service
      - Youth Exchange

C. Rotary Foundation Chair and Subcommittees
   - Annual Giving
   - Foundation Alumni
Grants
Group Study Exchange
Permanent Fund and Major Gifts
Scholarships
Polio Plus

IV. Appendices (following page 26)

A. Rotary International Youth Exchange Policies
B. Youth Protection Policy
DISTRICT LEADERSHIP PLAN
ROTARY INTERNATIONAL DISTRICT 5400, Inc.

INTRODUCTION

Origin and History of District

Rotary came to the intermountain area only six years after Paul Harris organized Club Number 1 in Chicago. In 1911, Salt Lake City had the distinction of receiving Charter No. 24. The first club in Idaho was Boise, chartered June 17, 1917 quickly followed by Idaho Falls in February 1918 and both Twin Falls and Pocatello in April 1918.

There were no Rotary “Districts” until 1915 – in that year District 14 was established comprising Idaho, Utah, Colorado, Montana and Wyoming. In 1918 redistricting became necessary and Idaho, Montana, Utah and Western Wyoming were grouped together as District 20. Four years later Utah and Idaho became District 5.

Our present area, along with Utah, was District 110 from 1937 until 1949 when the designation was changed to District 165 and then in 1957 to District 542. Utah and Idaho were separated on July 1, 1980 when the present District 540 was established covering Malheur County in Oregon; Idaho, south of the Salmon River; and the Northeast corner of Elko County, Nevada. Due to computerization within Rotary International, the District number was changed in 1990 to District 5400.

District 5400 has had one Rotary International President, Richard Wells, a member of the Pocatello Club, in 1944-1945.

In 2002, the Ontario Rotary Club changed its name to the Western Treasure Valley Rotary Club. Boise Centennial, chartered June 20, 2007, is the newest Club in the District. There are two clubs now in organization, Eagle Rock in Idaho Falls and Pocatello Portneuf. Currently there are 40 Rotary Clubs in District 5400 with a membership of approximately 2,000 members.

Authority for District Leadership Plan (DLP)

The policies and procedures herein enumerated shall be consistent and in harmony with:
The Constitution and By-Laws of Rotary International,
The Rotary Code of Policies,
The Rotary Foundation Code of Policies,

Introduction:

In order to provide an orderly and useful system of maintaining records of District actions and resolutions, this District Leadership Plan is established and shall be used as a guide for the District Officers, Committee Chairs and staff.

The purpose of the District Leadership Plan (DLP) is to:

• Record policy decisions made by District Leadership so that the District may operate efficiently and effectively.
• Allow the District Governor to delegate more effectively in order to reduce the time required to serve as Governor.
• Permit Rotarians who are actively engaged in their professions to serve as District Governors and to do so at a younger age by providing for a part-time Executive Assistant employed by the District.
• Provide transparency in all District matters to the Rotarians of District 5400.
**District Office Location**

The District Office shall be located where most efficient for serving the District as a whole. Official files of the District shall be kept at this office, and Important files being maintained at other locations, including those held by the District Governor (DG), will be passed either directly to the incoming DG or placed in the District office, providing historical data needed for year to year continuity. District owned property will also be placed in the District office when not passed directly to the incoming DG.
I. THE STRUCTURE FOR DISTRICT 5400

THE LEADERSHIP

The District Governor is the only Rotary International Officer in the District and leads the District. All other District officers, committee chairs and sub-committee chairs of the Rotary Foundation Committee report to the DG. All appointments are appointed or reappointed annually. A term of three years is normally expected from all Assistant Governors, Committee Chairs, and Subcommittee Chairs of the Rotary Foundation Committee in order to provide continuity and the effective leadership available only from experience.

Due to the requirements of The Rotary Foundation the chair of the Rotary Foundation is appointed for three years. A committee consisting of the three individuals who will serve as District Governors during the three year term appoint the Rotary Foundation Chair subject to the approval of the Rotary Foundation Trustees. Early termination or extension of this appointment for any reason is at the District Governor’s request and must be approved by TRF.

DISTRICT LEADERSHIP COUNCIL (DLC)

Purpose of the DLC
District 5400 has a District Leadership Council that serves as the Board of Directors for Rotary International District 5400 and as the policymaking and advisory body for the District. The Council meets regularly as needed to establish and maintain the District Leadership Plan and other Policies and Procedures necessary to operate the District and Clubs under the authority of Rotary International and where applicable The Rotary Foundation.

Modifications of The District Leadership Plan may be made by the DLC. Annually changes to the plan and all other Policy and Procedures by the District Leadership Council will be provided to all Clubs. When RI requires approval by the Clubs, a vote of Club representatives will follow notice under RI guidelines.

The goal of the Council is to strengthen the individual clubs, the presidents and their leadership teams, as well as the individual Rotarians---enabling them to provide service in the world and in their community.

The DLC has an additional responsibility of making connections among clubs and among the various programs/projects within District to foster interchange of ideas and permit accomplishment of projects that are beyond the scope of the individual clubs.

Expenditure of funds raised by the per capita contributions from the clubs and from any other sources, shall be the responsibility of the Committee and may be used for the purposes defined in the District Leadership Plan.

Membership of the DLC
The DLC shall consist of the:
• District Governor (Chair)
• District Governor Elect
• District Governor Nominee
• Three most senior Assistant Governors;
• Three most recent Past District Governors of D5400 or those next in line if the most recent cannot serve
• District Treasurer;
• District Secretary
• Chair of the Rotary Foundation Committee;
• Chair of the Membership Committee;

If one of the three most recent PDGs also serves in another of the above listed capacities, they will also be counted as one of the three most recent PDGs.
At his/her discretion, the DGE may appoint one additional member to serve a one-year term concurrent with his/her term as DG. With the consent of the DLC, the DG may choose to leave positions vacant during his or her year.

The District Executive Assistant shall serve as an *ad hoc* member of the DLC without vote except for Executive Sessions.

**Meetings of the DLC**

*Meets at least quarterly upon call of the District Governor.*

These meetings are open to all District 5400 Rotary members although Executive Sessions may be called for discussion of sensitive topics.

Minutes will be kept and minutes published in the District Governance section of the District website.

**DISTRICT OFFICERS, STAFF AND COMMITTEE STRUCTURE**

District officers, staff and committee and sub-committee chairs, except the District Governor Nominating Committee, the Past and incoming District Governors and the Rotary Foundation Chair, are appointed by and serve at the pleasure of the District Governor. The three District Governors under which she or he will serve appoint the Rotary Foundation Chair once every three years subject to the approval of the Rotary Foundation. The Rotary Foundation Sub-committee chairs will be appointed with the advice and consent of the Rotary Foundation Chair.

District Officers, Staff and Committee Chairs are:

**Officers:**
- District Governor
- District Governor Elect
- District Governor Nominee
- Assistant Governors
- District Secretary
- District Treasurer
- Immediate Past District Governor
- Past District Governor once removed
- Past District Governor twice removed
- Rotary Foundation Chair
- District Risk Management Coordinator

**Staff:**
- Executive Assistant

**District Administration Committees**
- District Conference
- District Governor Nomination
- Finance
- International Convention Promotion
- Public Relations and Webmaster
- Risk Management and Youth Protection
- Training

**Club Support Committees**
- Awards
- Club Extension
- Family of Rotary
- Interact/Rotaract
- Membership
- Peace and Conflict Management
- Rotary Youth Leadership Awards (RYLA)
World Community Service
Youth Exchange

**Rotary Foundation Committee and Subcommittees**
Annual Giving
Foundation Alumni
Grants
Group Study Exchange
Permanent Fund
Scholarships
Polio Plus

The District Governor Elect may at his/her discretion and in accordance with his/her own administrative needs, appoint non-standing committees or assistants during or in the year preceding his/her term as Governor.

Committees will usually be composed of three or more Rotarians in good standing from clubs of District 5400 with consideration given to appointing at least one member from each of the three geographical areas listed below. It is desirable that the membership of Committees be rotated regularly to allow more members throughout the District to participate in District affairs and that therefore Rotarians do not normally serve more than two three year terms on a committee.

**Central**
Blue Lakes-Twin Falls, Buhl, Burley, Gooding, Hailey, Jerome, Ketchum-Sun Valley, Rupert, Twin Falls

**Eastern**
Aberdeen, American Falls, Arco, Ashton, Blackfoot, Eagle Rock (Idaho Falls) East Idaho Falls, Idaho Falls, Montpelier, Pocatello, Pocatello Centennial, Pocatello Gate City, Pocatello Portneuf, Preston, Rexburg, Rigby, St. Anthony, Soda Springs, Salmon

**Western**
Boise, Boise Centennial, Boise Metro, Boise Southwest, Boise Sunrise, Caldwell, Canyon County Sunrise, Eagle-Garden City, Elmore County-Mountain Home, Emmett, McCall, Meridian, Nampa, Western Treasure Valley, plus Treasure Valley Rotaract
II. DESCRIPTIONS OF THE DISTRICT LEADERSHIP POSITIONS

DISTRICT GOVERNOR:

The Principal Officer of District shall be the elected District Governor. The DG is the sole officer of Rotary International in the District nominated by the clubs of District and elected by the convention of Rotary International. The DG is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the District. The DG shall be responsible for the proper operation of the District and for the accomplishment of District goals and objectives. The DG is an Ex-officio member of all District Committees and Subcommittees. The DG has overall responsibility and authority for all programs and funds received for District sponsored programs regardless of their source.

Duties:

1. Serves as Chair of the District Leadership Council
2. Serves as Chair of the District Finance Committee
3. Create energy and vision for the District by providing motivation and inspiration to all Rotarians in the District.
4. Build a strong leadership team...thereby assuring future leaders and continuity of leadership.
5. Provide an infrastructure that helps clubs and Club Presidents to be successful and vibrant.
6. Create partnerships with other community and humanitarian organizations, in order to advance the goals of Rotary International and District
7. Create linkages/connections among clubs and among the various organizations of the Rotary family—thereby leveraging their work and the impact of their service (e.g., youth exchange, community service, Rotaract, International projects)
8. Motivate individual Rotarians, Club presidents, Committee Chairs and the greater Rotary family
9. Provide recognition to clubs and members
10. Help struggling clubs regain energy and direction
11. Provide great visibility to Rotary achievements
12. Strengthen existing clubs and organizing new clubs
13. Promote membership growth
14. Support the Rotary foundation with respect to program participation and financial contributions
15. Promote cordial relations among the clubs and between these clubs and RI
16. Plan for and preside at the District Conference.
17. Support the Governor-elect: providing any requested assistance in the planning and preparation for PETS and the District Committee Assembly; providing him/her with full information as to the condition of clubs with recommended action for strengthening clubs (to be done prior to the International Assembly); transferring continuing district files.
18. Conduct an official visit with each club. At that time focus on important Rotary issues, motivate club members to participate in service, to recognize the outstanding contributions of Rotarians in the district. Weak and struggling clubs will receive special attention during the year.
19. Issue a monthly letter to each club president and secretary
20. Assure that district nominations and elections are conducted in accordance with the RI constitution, bylaws, and established policies of RI.
21. Perform such other duties as are inherent as the officer of Rotary International.

DISTRICT GOVERNOR ELECT:

The District Governor Elect succeeds the present sitting Governor, assuming the position on July 1 of the next Rotary year.

Duties:

1. Serve as a member of the DLC
2. Prepare to serve as DG
3. Attend Governor Elect Training Seminar (GETS), Zone Institutes, International Assembly and International Conference.
4. Train Assistant Governors or organize training for Assistant Governors who will be serving when the DGE is District Governor.
5. Serve as a member of the District Finance Committee. Chairs Committee during the preparation of the budget for his/her year.
6. Plan, prepare and conduct the PETS training seminar and the District Committee Assembly.
7. Attend and participate in District training seminars conducted by District Governor.

**DISTRICT GOVERNOR NOMINEE:**

The District Governor Nominee succeeds the District Governor Elect, assuming the position on July 1 of the next Rotary year.

**Duties:**

1. Prepare to serve as DG.
2. Provide support for the District Governor by performing duties as requested.
3. Serves as a member of the DLC
4. Assist DGE with PETS and the District Committee Assembly.
5. Assist DGE with AG training.
6. Attend and participate in all other District training seminars, assemblies and District Conference
7. Serve as a member of the Finance Committee.
8. Serve as Chair of the International Conference Committee.
9. Attend (Governor-Nominee Training Seminar (GNATS) training and other Zone training.

**ASSISTANT GOVERNORS:**

The Assistant Governors carry many District Governor responsibilities in order that the Governor may concentrate on key priorities. Selected by the DGE to serve beginning July 1st. An AG’s term can be extended, on an annual basis, up to no more than 3 years. This extension is at the discretion of each succeeding DGE. Assistant Governors are district appointees. They are not officers of Rotary International.

AG’s will be assigned clubs by the DGE. The DGE will make the assignments following recommendations and discussion with the DGN and AGs.

An AG should meet the following qualifications: be a past president; have proven experience working as a team leader or the desire to learn to work in a team mode; have thorough knowledge of Rotary and its programs; have the ability to act as an advisor. A Past District Governor may not serve as an AG except on an interim basis to substitute for an AG who vacates the position in the middle of a year.

An AG may be removed from responsibility by the DG if he/she so requests or if he/she is unable to perform the duties of the AG. AG’s may be moved among Clubs—to achieve a more successful fit (for both the AG and the Clubs)

The Assistant Governor does not have oversight for District Committees. The AG will work directly with Club Presidents, while the Committee Chairs will work with the respective chairs in clubs.

The three most senior AGs serve as members of the DLC.

**Duties:**

1. Meet with incoming Club Presidents and Board to help them develop goals and plans prior to July 1. Assure that Club Presidents have completed and filed with the DGE the Club Planning Guide by July 1.
2. Act as a management consultant or advisor for the Club President—to keep him/her focused on achieving their own, District, and Rotary International goals and priorities (e.g., membership, foundation, and club success).
3. Take the lead in helping the Club President resolve problems in a Club (e.g., declining membership, lack of fellowship)
4. Attend club meetings at least once per quarter. Briefly speak at meetings—informing clubs of changes in Rotary, upcoming events, or other matters which would be of import to Rotarians.
5. Periodically attend club Board meeting.
6. Schedule the District Governor visit, working with the Club President. Identify social, fundraising or other events at which the Club would like the DG or AG to attend.
7. Help the Club presidents understand the Presidential Citation requirements, help President and club develop strategies to meet them, and assist them in completing necessary paperwork to be recognized for achieving the goals. Ensure that Club Presidents have filed the Presidential Citation forms with the District Governor by April 1.
8. Promote district training events and other district activities to the Presidents, to individual Rotarians, and to clubs.
9. In coordination with the District Secretary and District Treasurer, ensure that each club is up-to-date on submitting their Semi-Annual Reports (SAR) to Rotary International—coordinating with District Secretary and Treasurer. (the District Governor The Treasurer or Secretary may inform the AG)
10. Prepare and submit a final, official club visitation report to the Governor by early Spring, which the Governor will send to Rotary International (with any additional remarks from the DG)
11. Serve on the District Leadership Council if appointed by the District Governor.
12. Participate in PETS training acting as facilitator and providing content during President-elect training.
13. Participate in other District Training, including training specifically for Assistant Governors, Foundation and Membership seminars and the District Convention.

IMMEDIATE PAST DISTRICT GOVERNOR (IPDG):

Duties:
1. Serves as a member of the DLC.
2. Provide insight and advice to the District Governor.
3. Undertake problem solving or project responsibility, at the request of the District Governor.
4. Take on Zone or other Rotary responsibilities.
5. Serve as a member of the District Council and Budget & Finance Committee.
6. Serve as Chair of the District Governor Nominating Committee.
7. Serve as a member of the Council of Governors.

DISTRICT TREASURER:

The District Treasurer shall be a Rotarian appointed by the District Governor on an annual basis, normally serving for no more than three one-year terms. The Treasurer must have the understanding of basic accounting principles and the capability to communicate via telephone, fax, email and the Internet.

The Treasurer shall be the Chief Financial Officer of the District, responsible for the receipt, disbursement and management of all funds, and keeping the books of accounts. On retirement from office, the Treasurer shall deliver to the successor Treasurer all books of accounts and any properties of the District in the possession of the Treasurer.

With the concurrence of the District Governor, the Treasurer may delegate the day-to-day responsibility for the financial record keeping to the District Executive Assistant.

Duties:
1. Serves as a member of the DLC.
2. Serves as Chair of the District Finance Committee.
3. Receives all District Funds.
4. Pay district bills with the authorization of the district governor.
5. On February 1 and August 1, issues the district dues statements to the district clubs based on the membership as of December 30 and June 30.
6. Prepares and issues monthly financial statements. Develops special financial reports as requested by various district officers.
7. Provide financial information to the District Finance Committee for the processing and formulation of the next year’s district budget.
8. Arranges for the reconciliation of the monthly bank statements.
DISTRICT SECRETARY:
The District Secretary should be a Rotarian knowledgeable in Rotary, assists the District by compiling minutes of District meetings, collecting and reporting membership statistics and maintaining the District Leadership Plan and other official records of the District. The District Secretary is normally appointed on an annual basis, normally serving for no more than three one-year terms. The District Secretary must have the understanding of and the capability to communicate via telephone, fax, email and the Internet.

Duties:
1. Serves as a member of the DLC.
2. Provide ongoing communication with and problem solving for Club Secretaries.
3. Maintain an up-to-date list of Club Secretaries.
4. Be up-to-date on Rotary attendance rules, classifications (per Council on Legislation changes to Manual of Procedures), and inform club secretaries on changes.
5. Monitor and maintain up-to-date Attendance and Membership statistics for the District, and insure that they are posted to the RI web site, in the District newsletter, and on the District Web site. Alert the District Governor, the District Membership chair, or appropriate AG of any potential issues or problems identified during this process.
6. Take and maintain the minutes of District meetings and distribute minutes to members of the District Leadership Council. Post the minutes on the District Web Site.
7. Gather and organize resolutions and making the presentation at the District Conference. Take minutes of the annual meeting and action taken, and distribute to appropriate parties. Assure that a parliamentarian is present at the meeting, to assist in meeting process management.
8. Retain and be responsible for all of the historical records of the District and act as the chief archivist of District records.

DISTRICT RISK MANAGEMENT COORDINATOR

The Risk Management Coordinator is responsible for coordinating background checks on Volunteers involved with District Youth Service Programs. The Risk Management Coordinator chairs the Risk Management and Youth Protection Committee and is responsible for coordinating compliance with the District Youth Protection Policy.

DISTRICT EXECUTIVE ASSISTANT

The District 5400 Executive Assistant will answer directly to the sitting District Governor and will be responsible for specifically assigned administrative duties and the maintenance of the D5400 permanent office. The District Governor Elect, subject to ratification by the District Leadership Council, shall appoint the Executive Assistant for the Rotary year. The appointment shall be made in writing setting forth the compensation and such other terms and conditions as the District Governor Elect and the District Leadership Council may believe appropriate.

Required Qualifications
1. Good written and oral communications skills
2. Strong organizational skills, including the ability to plan and ensure plan elements are successfully achieved.
3. Knowledge of basic business record management including accounting, filing, minutes and general business files
4. Proficient in required and specific computer skills

Desired Qualifications
1. Experience in volunteer leadership
2. Experience in staff work for volunteers
3. Knowledge of Rotary
4. Knowledge of the District 5400, including the Leadership Plan

Duties

1. Serves as an *ad hoc* member of the District Leadership council without vote.
2. Assist the District Governor with the following activities:
   a. Preparation, publication and distribution of the District Directory
   b. Planning and organizing of:
      i. District Conference
      ii. Foundation and Membership Seminars
      iii. Midwinter Assemblies
      iv. District Committee Assemblies
      v. Meetings of the Leadership Council
      vi. Other District Meetings
   c. Publishing and distributing the District Newsletter
   d. Receiving and distributing bulk mailings from RI
   e. Coordinating club visitation details and plans with the DG
   f. Maintaining expense records of the District Governor and timely preparation of forms for RI accounting and reimbursement of funds
   g. Maintaining the official District Calendar
   h. Filing required reports to RI
      i. Identify and add to the district records all names and contact data on assigned volunteers and RI employees responsible for ensuring success within D5400.

3. Assist the District Treasurer with the following activities:
   a. Maintaining District financial records
   b. Preparing monthly financial statements and such other financial reports as may be required.
   c. Preparing the annual budget
   d. Such other duties as the District Treasurer may chose to delegate

4. Assist the District Secretary with the following activities:
   a. Maintaining district records of official meetings and other important data, ensuring a historical perspective that will support continuity of effort.
   b. Maintaining constantly accurate membership records.

5. Assist the District Governor Elect with the following activities:
   a. Preparing for a successful PETS

6. Assist the District Governor Nominee with the following activities
   a. Preparing for successful Assistant Governor Training

7. Assist the Past District Governor with the following activities:
   a. Nominating and selecting candidates for District Governor

8. Carry out such other duties as may be assigned and/or approved by the District Governor.

Evaluation

Annually the District Governor will prepare a written performance evaluation in consultation with the other District Leadership for whom the Executive Assistant has worked and review it with the District Leadership Council and with the Executive Assistant.

The criteria for evaluation shall based upon the responsibilities assigned to the Executive Assistant and will typically include the following:

1. Was the district directory accurate at the time of publication and distributed on a timely basis?
2. Were steps taken to ensure that deadlines listed on the D5400 Calendar and other planning documents were met.
3. When written materials were received on time from the DG and other contributors, was the District Newsletter published and distributed on a timely basis?
4. Were materials from RI distributed to appropriate parties in a timely basis?
5. Was the Club Visitation schedule efficiently organized in accordance with the wishes of both the District Governor and the Clubs?
6. Were the District Governor’s expense records properly maintained and were all reports filed with RI on a satisfactory and timely basis?
7. Was the District Calendar consistently accurate during the year?
8. Were RI reports completed and filed on a timely basis?
9. Were the financial records maintained appropriately, timely and accurately?
10. Were financial statements issued on a timely and accurate basis including any request for special financial information?
11. Was the budget prepared on a timely basis?
12. Were the official district records maintained on an accurate and timely basis?
13. Were the membership records maintained on an accurate and timely basis?
14. Was the nomination process for District Governor carried out in accordance with the District Leadership Plan?
15. Were any other duties assigned carried out appropriately, accurately and timely?
III. DISTRICT COMMITTEES

District has a number of committees established to accomplish specific goals in the District. The Committee Chairs and committee members are chosen to assure that there is continuity of leadership, knowledge, and yet provide the opportunity for new Rotarians to participate.

The District Governor selects committee and Chairs. The District Governor with the advice and consent of the Rotary Foundation Chair selects rotary Foundation Subcommittee Chairs. Committee and Subcommittee Chairs may serve a term of up to three years if reappointed by succeeding District Governors.

Committees and Subcommittees work with considerable independence under the supervision of the District Governor. The DG must be kept informed of all proposed major committee and subcommittee decisions so that appropriate input and direction can be obtained in a timely manner. The DG is an ad hoc member of all committees and subcommittees and may actually participate in certain key meetings on significant issues.

III. A. DISTRICT ADMINISTRATION COMMITTEES

DISTRICT CONFERENCE CHAIR AND COMMITTEE

The District Conference Chair and Committee responsibility is to plan and operate the annual District Conference. The membership and composition of the committee is his/her sole responsibility, but should include a chairperson and a committee treasurer.

The District conference Chair puts on the annual district conference, at the end of the District Governor’s year. This celebratory event recognizes the successes of the Rotary clubs in District, in addition to providing an opportunity to hear excellent speakers; enjoy a pleasant venue; and to get together in fellowship with other Rotarians.

The Chair is appointed for a specific conference, which means the work begins approximately 2 years before the conference is held. A Chair should have experience on a District Conference committee or experience in meeting coordination.

The following considerations will apply:

1. From the District Fund the committee will have available a sum computed at the rate of three dollars ($3.00) per member of the district. This Conference Fund can be used by the committee for necessary preliminary expenses encountered before funds from conference registration become available.

2. Payment for expenditures approved by the Conference Chairman or the District Governor will be paid by the District Treasurer. Moneys from registration fees will be sent to the District Treasurer for deposit. The Conference Committee Treasurer will maintain a record of the financial obligations incurred by the committee and will maintain close liaison with the District Treasurer for the proper accounting of receipts and expenditures.

Duties:

1. In concert with the District Governor, select a site for the District conference.
2. Responsible for negotiating convention center rates and hotel rates and acquiring appropriate space.
3. Select members of the extensive Conference Committee, clarify expectations and goals, and hold regular meetings of the District Conference committee.
4. Create a District Conference that reflects the District Governor’s year. Arrange for speakers and programs beneficial to Rotarians, Rotary program alumni, family members, and participants in Rotary Youth programs.
5. Set in place a promotional approach, to encourage Rotarians and families to participate and attend. (Typically, however, a publicity chairperson is selected to promote the conference). As appropriate,
assure promotion to external audiences—including community leaders and beneficiaries of Rotary's programs.

6. Be responsible for the finances of the conference—with an eye to ensuring maximum participation.

7. At the conclusion of the conference, the Committee Treasurer will provide the District Treasurer with a full and complete accounting of the receipts and financial obligations of the conference and in due course the District treasurer will file a report concerning the conference with the District Governor and the DLC. It will be the objective of the Conference Committee to make the conference self-supporting.

8. Assist the District Governor in preparing the report of the District Conference, which must be filed with Rotary International with a copy provided for the district records.

DISTRICT GOVERNOR SELECTION COMMITTEE

The District Governor Nominating Committee conducts the selection process for the District Governor Nominee. The Committee shall consist of the five most recent available Past District Governors who are members of Clubs in the District. The Past District Governor with the most recent year of service as Governor shall be chairman of the Nominating Committee.

All procedures will follow Article 13 of the Rotary International By-Laws, Nominations and Elections for Governors, of the current RI Manual of Procedure.

Duties and procedures:

July. The Governor invites the clubs to submit suggestions for District Governor by August 30 through the Governor’s July newsletter.

October 15. The Committee selects the nominee. The nominating committee shall not be limited in its selection to those names submitted by clubs in the district. The committee shall select the best-qualified Rotarian who is available to serve as governor. The Committee notifies the Governor of the selection and notifies all candidates.

October 15. The Governor notifies the clubs of the name and club of the selected nominee and announces November 1 as the deadline for receipt by the Governor of challenges on behalf of the previously suggested candidates. Challenges by any club must follow the guidelines set forth in the RI Manual of Procedure, Article 13.020.7.

Challenges must be concurred in by at least five clubs other than the challenging club.

November 1. If clubs do not submit resolutions of challenge by the deadline, or if challenges are withdrawn, or if at least five concurrences have not been made, then the Governor will declare the unchallenged nominee to be the official nominee and notify all clubs through the November newsletter.

If a club successfully challenges the nominee by November 1, then the Governor notifies the clubs of the names and qualifications of each candidate and announces that the candidates will be voted upon by mail. The governor mails ballots to clubs.

November 30. Deadline for receipt of ballots by the Governor.

December 15. Deadline for counting the ballots. The Governor notifies the candidates of the election results.

January. The Governor notifies the clubs of the election results in the January newsletter.

FINANCE COMMITTEE

Chair and Membership
The Treasurer chairs the Finance committee. The Committee is composed of the DG, DGE, DGN, District Treasurer, the incoming District Treasurer (if any), and the immediate PDG.

**Role and Responsibilities**

The Committee is responsible for supervising the district funds. It works closely with both the district governor and clubs in the district. Duties include:

1. Reviewing the per capita levy and district administrative expenses.

2. Preparing a district budget for ratification by the District Leadership Council and the Clubs. The Treasurer and DGE lead the preparation of the budget for the following year. The District Governor Elect shall be the person primarily responsible for district budget for the fiscal year during which the District Governor Elect is to serve.

3. Assuring that income and expense records are kept according to district operating procedures, RI guidelines, and local and national laws.

4. Preparing the yearly financial report. The district governor is responsible for providing an annual report on district finances to all Rotary clubs in the district. This report should be independently reviewed by a district audit committee and given to each club within three months of the end of the Rotary year.

5. Assuring that all local and national laws pertaining to service clubs are followed, including tax codes for fundraising.

6. Assuring that proper, required, timely reports are submitted to State and Federal agencies and to Rotary International and informing the DLC of compliance.

**Budgeting and Reporting Process**

The Finance Committee shall prepare a budget for the next fiscal year, based on the estimated available funds from Rotary International, the estimated available district funds at year-end, the size of the membership of the district, and the estimated expenditures of the next fiscal year.

The budget shall include a District Governor’s Discretionary Fund to allow the DG to respond quickly to needs of other Districts throughout the world and include an amount for unanticipated contingencies.

The District will follow the following budgeting process:

1. By November 1 of each year, the DGE shall contact the parties referred to below giving notification that budget requests must be submitted by January 1:

   a. Committee chairs who are to work with their respective committees to create a committee budget request

   b. The District Treasurer who shall work with the DGE to create a budget for non-committee expenditures.

2. The Finance Committee shall meet prior to the February District Committee Assembly to create a preliminary District 5400 budget organized by program, which budget shall be reviewed by the District Committees.

3. Each District Committees shall accept the proposed budget or request a revision from the Finance Committee by March 1

4. The Finance Committee shall propose a budget no later than March 31 to the District Leadership Council.
5. The District Leadership Council shall approve a final proposed budget not later than 30 days prior to the 
District Conference.

6. The Finance Committee shall, at least four weeks prior to the District Conference, distribute for study to all 
Club Presidents and Presidents Elect, the proposed budget and the recommendation of the amount each 
club would be required to pay on a per capita basis for district operations during the next fiscal year.

7. The Finance Committee shall obtain ratification of the budget, including the per capita contribution, by a 
majority of the clubs in attendance at the Business Meeting during the District Conference. The amount so 
ratified as the per capita contribution shall be binding on all clubs within the district for the ensuing year.

8. Each month the District Treasurer shall prepare financial statements comparing the actual results to the 
budget that shall be provided to the Committee.

District Financial Policy

1. The District shall endeavor to maintain financial reserves of approximately 30% of the following year’s 
budget. Per capita assessments shall be set mindful of this policy, reducing the assessments should the 
reserves begin to exceed this policy.

2. All disbursements of funds will be approved by the District Governor other than disbursements to or on 
behalf of the District Governor. Such disbursements will be approved by the immediate Past District 
Governor, or another PDG appointed by the District Leadership Council in the event the immediate PDG is 
unable to serve in this capacity

3. All checks shall require two signatures, one of which shall be the District Governor and the other shall be 
the Executive Assistant, the Treasurer, or other authorized signor. The Immediate Past District Governor 
will sign checks payable to, or on behalf of the District Governor, or another PDG appointed by the District 
Leadership Council in the event the Immediate PDG is unable to serve in this capacity.

4. A District Governor has the choice of whether to have Rotary International expense advances paid directly 
to him/her or payable to the District. It is the policy of the District that the DG’s expenses will not be 
reimbursed unless the RI expense advances are deposited to the District accounts. This policy does not 
prevent the DG from receiving the advances so long as they are immediately paid to the District by the 
DG.

5. All reimbursable expenses of District Officers or designated representatives must be submitted in writing 
on the proper forms provided by the district and forwarded to the DG no later than the 15th day of the 
month following the month in which the expenses were incurred.

6. Mileage reimbursement for approved district functions shall be at the rate per mile approved by Rotary 
International in effect at the time of the function.

Guidelines for Expenditures and Reimbursement of District Funds

1. To meet the expenses of the District Governor for travel, postage, lodging, telephone, fax, Internet access, 
stationery, printing, secretarial work and other administrative expenses beyond the monies allocated to the 
District Governor for such purposes by Rotary International. Any expense that is considered reimbursable 
by Rotary International shall be covered by the District to the extent the RI expense reimbursement is 
insufficient.

2. To meet the expenses of conducting district affairs such as, but not limited to, District Conference, District 
Assembly, District Institutes, PETS, and special District functions.

3. To pay for registration and meals for attendees of District functions as approved in the District Budget.

4. To pay the expense of the DG, DGE and DGN and their spouses for not more than economy class air fare 
and basic necessary expenses for attendance at the Zone Institute.
5. To pay the expense of the DGE and his/her spouse for not more than economy class airfare and basic necessary expenses for attendance at the Rotary International Assembly and Rotary International Conference that precedes his/her assumption of office and not reimbursed by Rotary International.

6. To pay the expenses of members of the DLC incurred in conjunction with meetings of the District Leadership Council.

7. To permit the DG to use his discretion in disbursing district funds from a budgeted DG discretionary fund.

8. To pay such other expenses as the Finance Committee believes to be in the best interests of the district.

9. The district will pay reasonable and necessary travel and overnight expenses of any district officer or designated representative, DLC members, and other members of established committees who must travel to attend and participate in meetings carrying out the district’s business so long as the expense claimed does not exceed the amount budgeted. The District Leadership Council must approve amounts in excess of the budget prior to reimbursement.

10. The immediate PDG is designated to be in charge of the selection and purchase of a suitable gift for the spouse of the retiring DG, and he/she is also designated to arrange for the purchase of the PDG’s pin and suitable plaque to be presented annually to outgoing DG. Costs for these gifts are to be included in the annual budget.

11. All payments from the District Fund shall be approved by the DG. Payments shall be made by check bearing two signatures, one being that of the District Treasurer, the other shall be that of the DG, the DGE, or a Rotarian member of the Finance Committee or District Leadership Council as designated by the DG. No more than five (5) persons may be signatory on checks of the district.

INTERNATIONAL CONVENTION PROMOTION COMMITTEE:

The committee chair will be the DGN. The purpose of the committee is to promote attendance at the annual RI convention.

Persons on this committee should have attended a minimum of one previous Rotary International convention, and should have skills in marketing.

Duties:

1. Serve as a local resource for convention materials and information
2. Create content for the District website
3. Identify and target potential registrants by e-mail, letters, and other methods
4. Attend club and district meetings to promote the convention.

PUBLIC RELATIONS COMMITTEE:

There will be a District Public Relations Chair and Committee to support the Club Public Relations Committees. A major goal is to “tell the Rotary Service Story” to external audiences, which will in turn leverage the efforts of individual clubs and the District. This will also foster understanding, appreciation and support for the programs of Rotary. The support of this committee will assist the Membership and New Club Extension committees in their efforts.

The Public Relations Chair should have experience in the profession, with strong media and marketing skills.

Duties:

1. Encourage Rotary clubs to make public relations a priority...AND provide them with professional expertise and advice about successfully mounting a public relations program appropriate for their community, news media, etc.
2. Promote Rotary and District to external audiences. This will include contacting the media with newsworthy stories of district projects and events.
3. Share RI public relations materials with clubs.
4. Maintain an inventory of RI, TRF, District and Club information resources including DVDs, CDs, books, periodicals and any other formats.
5. Work closely with the District Webmaster to identify PR opportunities via the District WEB site.
6. Advise Rotaract, Interact, and District Projects about PR approaches and opportunities.

WEBMASTER:

A communications person with technical/Web knowledge. Is part of the District Public Relations effort.

Duties:

1. Serves as a member of the District Public Relations Committee
2. Works closely with the club webmasters, to assure that information on all sites is timely and useful.
3. Prepares an on-line district newsletter that is made available to all Rotarians as well as Club Presidents and District Leadership.
4. Consolidates and coordinates the posting of District information onto the District Web Site on a monthly basis: in concert with District Secretary (membership), District Treasurer (Dues), Foundation Chair (Foundation giving), Membership (meeting membership goals), World Community Service and other Committees.
5. Looks for opportunities to make the Web and the Internet work better for the clubs and district—to simplify their record keeping and communication (e.g., forms on line, membership info on line, etc. etc.)
6. Works with District Directory Chair to define what information will be on the web and what will be in the web directory.
7. Encourages and supports efforts to develop and use alternative methods of ensuring District-wide communication such as web conferencing, videoconferencing etc.

RISK MANAGEMENT AND YOUTH PROTECTION COMMITTEE:

Roles and Responsibilities

This Committee is chaired by the District Risk Management Coordinator and is responsible for implementing the District Youth Protection Policy. The committee is charged with insuring that clubs and volunteers participating in District Youth Services Programs are in compliance with training and background check requirements of this policy, and reviewing and recommending changes to the Youth Protection Policy at the request of the District Governor. The Youth Protection Policy is appended to this District Leadership Plan and is a part of it.

1. Build and maintain an effective sub-committee of 3 - 4 people from throughout the District.
2. Build awareness and ownership within clubs and with individual members of the District.
3. Form partnerships with designated District youth service entities to ensure the identification and management of conflict before severity grows: Youth Exchange, RYLA, Interact, etc.
4. Maintain, supervise, and increase awareness of the District abuse and harassment
5. Assure that clubs that wish to participate in, and committees that supervise, Rotary sponsored activities involving protected persons and youth such as Youth Exchange, RYLA, Rotaract and Interact, are familiar with policies in place that address abuse and harassment.
6. Assure that clubs and committees that participate in Rotary sponsored activities involving youth follow the District 5400 policies for abuse and harassment and the reporting guidelines for such allegations.
7. Assure that clubs and committees that participate in Rotary sponsored activities involving youth follow the District 5400 policy for screening of program volunteers, hosts and participants.
8. Report to the District Governor any information regarding situations of possible abuse or harassment.
9. Assure that cases of abuse and harassment are immediately reported to the proper law enforcement agency, in compliance with District policy.
10. Supervise District training in the prevention and awareness of abuse and harassment.
11. Maintain records of club and District compliance with these District policies and guidelines.
12. Maintain a list of local services for crisis situations as supplied by participating clubs.
13. Supervise a District “hot line” for crisis situations involving youth.
TRAINING COMMITTEE:

The District Trainer supports the DG and DGE in training club presidents, clubs, and district leadership. The District Trainer will also assist District leadership and clubs in planning and conducting training.

The focus of the District Trainer is the development of club presidents and upcoming Rotary leaders. The District Trainer will also support the training and development of the Assistant Governors.

The District Trainer will be a skilled, knowledgeable Rotarian, appointed by the District Governor on an annual basis, normally serving no more than three one-year terms. The District Trainer (ideally) will have expertise in training and in team development. The District Trainer must have the understanding of and the capability to communicate via telephone, fax, email and the Internet. A PDG may fill this position.

Duties:

1. Advise & assist the DG and the DG-Elect in developing a coordinated plan, materials and approach for training club presidents/president-elect. This includes supporting the DGE in developing and conducting Pre-PETS and PETS. The trainer is charged to assure that the content builds on prior learning, is practical and applicable, and has a common look-and-feel. Develop a training sequence and material for training leaders (which includes the Rotary Academy correspondence course, one-day all-in-one seminars for AG’s, etc.)

2. Assist the DGE and the DG in training and developing Assistant Governors, and the rest of the District Leadership Team. This includes assisting in developing/conducting AG training and the (new) District Team training (for AGs and District Committee Chairs).

3. Serve as a member of the District Leadership Training Assembly Committee, closely coordinate, and advise on matters of content, relationship with other training programs, meeting site logistical matters and the registration process.

4. Assist in the development of Foundation training seminars, The District Leadership Assembly, Membership Training seminars, and other district training. Assist with the development of training for Rotaract / Interact club leaders—as requested. Work with the Rotarian chair of the Rotaract and Interact committee and with the club presidents.

5. Carry out other training tasks as required (e.g., train facilitators, arrange for logistics, identify speakers, put together content.

III. B. CLUB SUPPORT COMMITTEES

AWARDS COMMITTEE

Evaluates all clubs and makes recommendations to the District Governor for awards to be presented at District Conference

NEW CLUB EXTENSION CHAIR AND COMMITTEE:

Role and duties:

1. The Extension Committee shall be geographically distributed and consist of three members including one or more Past District Governors and should meet at least once per year. The purpose of the Committee shall be to survey communities in the district where it might be feasible to establish a new Rotary Club and to form a new club under the direction of the District Governor. No decisions concerning club formation, reinstatement or transfer shall be approved without the majority agreement of the District Governor, the Extension Committee, and the DLC

2. The role of the extension committee also is to identify innovative approaches to “meetings”.

3. After identifying these locations or communities, the Committee identifies a sponsoring Rotary club to help organize the committee. This Sponsor club then supports and mentors the new club during its early years of existence.

4. The Chair will be offered training conducted by the RI Membership Coordinator or the RI Membership Zone Coordinator.
FAMILY OF ROTARY
Ensures that recognition of and involvement with all Rotarians and their immediate families occurs.

INTERACT / ROTARACT

The Interact/Rotaract Chair has a two-fold role: helping clubs establish new Interact/Rotaract Clubs and bringing together the existing Interact/Rotaract clubs for service, fellowship and training opportunities.

The Interact and Rotaract Committee shall consist of five (5) members from Rotary Clubs of the District, appointed for staggered three-year terms. One member shall have or have had the classification of secondary education and two from different clubs in the district shall have or have had classifications other than education. The District Governor shall designate one committee member to serve as chairman each year. The duties of the Interact and Rotaract Committee shall be as follows:

Duties:

2. Act as a Champion for Interact/Rotaract—helping the clubs to find opportunities and to leverage their efforts.
3. Promote Interact/Rotaract involvement at District events, with other districts and with International Interact/Rotaract.
4. Put together a training program (Rotary-like) for Interact/Rotaract Clubs and officers, in concert with Interact/Rotaract leadership and the District Trainer.
5. Provide any support and/or problem solving for Club Interact/Rotaract programs.
6. Create an internal network of Interactors/Rotaractors, School Advisors and Rotarians throughout the year. This encourages support for all involved whether at the school or club level.
7. Arrange a District Interact/Rotaract (leadership) training seminar.
8. Host periodic joint meetings of all Interactors/Rotaractors—so they can exchange ideas and collaborate on projects.
9. Work closely with the District Risk Management Coordinator.

MEMBERSHIP

The goal of this committee is to increase the number of Rotarians, in order to accomplish the important service goals of the organizations. The goal is both membership and retention. The District membership committee will help club membership chairs meet their clubs’ growth and retention goals, encouraging clubs to embrace and achieve Club, District, and Rotary membership goals. The Chair and committee will identify, market, and implement membership development strategies within the district including the establishment of new clubs.

The qualifications of the Chair and committee members are: persons who have served as Presidents or membership chairpersons; Rotarians with a proven track record of inviting new members to join Rotary; Rotarians who understand retention and member development.

Duties

1. Serves as a member of the DLC
2. Serve as a link between the Governor, Rotary International, and the clubs in District with respect to membership development issues.
3. Report on the District’s progress in meeting its annual membership growth goals. Bring problems to the attention of the DG and the appropriate AG’s.
4. Establish an action plan for the committee and clubs to achieve the membership goals and objectives. Maintain close working relationships with appropriate staff at the Rotary Foundation and with Zone resources—in order to take advantage of their assistance, resources, and expertise. Bring in RI or zone resources to help.
5. Plan and actualize scheduled activities/training and communications with District Membership Team Leaders
6. Train and monitor/encourage the progress of Membership Development Committee members (AKA Team Leaders).
7. Advise the DGE as to membership goals for the upcoming year and report progress to the DG regularly during the year.
8. Identify best practices in clubs, and make this information available to other clubs.
9. Attend the District Council meeting on a bi-monthly/quarterly basis
10. Maintain an accurate roster of District Membership Development Committee members (AKA Team Leaders) and all District Clubs’ Membership Development Chairs.
11. Attend a training session conducted by the RI Membership Coordinator or RI Membership Zone Coordinator.

PEACE AND CONFLICT MANAGEMENT COMMITTEE:

The committee works collectively to create a positive impact on individuals and communities for building a sense of community and maintaining a sense of harmony in an increasingly conflicted world. Committee members will work to build processes that support efforts to ensure peace – within our District and throughout the world. The committee focuses on building partnerships with clubs, community entities, Rotary International, and interested individuals to achieve the committee goal:

To empower clubs, members, and District leaders to seek the knowledge and build the skills and partnerships necessary to support conflict prevention, management of human differences, and the mitigation of negative effects of conflict.

ROTARY YOUTH LEADERSHIP AWARDS (RYLA)

The District RYLA chair is responsible for developing and conducting a youth leadership-training program, to which Rotary clubs send student leaders. Approximately 100 high school students attend a four-day leadership-training seminar, held at College of Southern Idaho in Twin Falls. The seminar features many outstanding speakers who work with the students in a lively and interactive manner.

The Chair is a Rotarian, appointed by the District Governor, who serves for three years. The Qualifications are prior experience on the RYLA committee, expertise in developing and implementing training programs, particularly programs focused at Youth, knowledge of leadership concepts, a Rotarian in good standing.

The RYLA Committee consists of a chairman and at least four other members, all of whom shall be Rotarians in good standing from Rotary Clubs within District 5400. The District Governor appoints the chairman for the year of his office. It is recognized that experience of committee members greatly enhances the success of the RYLA program and therefore members should be expected to serve more than one year on the committee. The duties and responsibilities of the committee are:

Duties:

To set a time for the RYLA camp which shall be in the summer at a location where facilities are available for housing and caring for the number of expected youth participants and instructors.

The setting of schedules and programs shall be the responsibility of the committee under the leadership of its chairman and in consultation with the District Governor. It is expected that each Rotary Club in the district will send at least one person, male or female, who will be at least a junior in High School.

The participant’s attendance fee will be set by the RYLA Committee each year and the club sponsoring the student will be responsible for the payment of the fee in advance and the submission of the registration information to the RYLA Chairman, also in advance of the RYLA camp.

Upon receipt of the registration fees from the clubs, the chairman of the RYLA committee will transmit it to the District Treasurer for deposit in the District Operating Fund. The District Treasurer upon his receipt of properly submitted statements or invoices will pay expenses incurred in the conduct of the RYLA camp from the suppliers of goods and services approved by the chairman of the RYLA Committee.
It is expected that the RYLA Committee will carefully plan an estimate of expenses so that the fees charged for registration will pay for all the expenses of the RYLA program each year.

A report of the RYLA activities will be made by the chairman to the DLC immediately after the first meeting of the RYLA committee following the conclusion of the RYLA camp each year.

The District Governor will include a report in his newsletter following the conclusion of the RYLA Camp and the chairman of the RYLA Committee will make a report on the activities of the Committee to the District Conference.

Work closely with the District Risk Management and Youth Protection Committee.

**WORLD COMMUNITY SERVICE**

Members of District 5400's World Service Committee serve as liaisons to Rotary clubs in our District. Our objective is to assist clubs in becoming involved in World Service projects.

We assist our liaison clubs by:

- Determining if they have World Service projects they would like to recommend to other clubs in our District. Clubs that wish to recommend a project are asked to complete a one page form describing the project. (Completed by November 15).

- Forwarding club recommended projects to the Chair of the World Service Committee. The Chair will gather all recommended projects into a list of District 5400's Recommended World Service Projects. (Completed by December 1).

- Communicating important World Service information to our Clubs. This information includes our District's list of recommended projects, changes in rules for matching grants, fund-raising opportunities etc. We also provide our clubs with information on trips being planned to Rotary project sites.

- Assisting our clubs in preparing matching grant applications and obtaining answers to their questions. An increasing number of people in our District are becoming familiar with the matching grant process. If you don't know the answers, you can direct the questions to the chair or one of our experienced Rotarians.

- Facilitating cooperation between our clubs. Through e-mail, we keep each other informed of clubs who are looking for other clubs to partner with them in accomplishing recommended projects. Cooperation has become a powerful tool for us, enabling our clubs to accomplish much more than they could have accomplished working alone. We have had as many as 14 District 5400 Rotary clubs working together to complete one project. Project applications must be received by the Rotary Foundation by March 31, so coordination of this cooperation should be completed by March 1.

- Determining if our assigned clubs would like to provide or receive a World Service program at a club event. Our committee has developed World Service programs that have been well received at club meetings. Also, some clubs have developed programs for individual world service projects that they would be willing to present for other clubs.

**YOUTH EXCHANGE COMMITTEE:**

The Youth Exchange Chair is responsible for leading the Youth exchange program.

The Youth Exchange Committee is composed of several members selected from the three Areas of the District. The tenure of service on this committee is expected to be between four and eight years. The purpose of the committee is to assist and facilitate the several clubs of the district in arranging for youth exchanges as provided for in the program of Rotary International.
Budgetary requirements will be submitted to the District Governor Elect in time for the Budget and Finance Committee to prepare the budget for the coming fiscal year. This budget will be prepared in two sections.

**Outbound students:** The funds for this budget are from the required contributions from the sponsors, usually parents, of the students. The funds for this budget are under the oversight of the District Budget and Finance Committee and are for the purpose of funding the costs of maintaining a Youth Exchange Program in the District including costs for youth protection requirements as well as for general administration of the District Youth Exchange Program. We expect the required contributions will subsidize the costs of maintaining the Inbound Students program.

**Inbound students:** The funds for this budget are from District funds and donations. They are for the purpose of maintaining a Youth Exchange Program in the District including costs for youth protection requirements as well as for general administration of the District Youth Exchange Program.

**Duties:**
1. Establish necessary committee infrastructure: Outbound recruitment, Inbound Placement, Marketing and Promotion, Special Events & tours, and Summer Exchange.
2. Recruit committee members
3. Set the annual calendar
4. Participate in training programs, to explain to Rotarians how to have a successful Youth Exchange program. Act as a Champion for Youth Exchange in the District
5. Problem solves issues with students or hosts, which club committees are unable to resolve.
6. Comply with the Rotary International requirements to participate in the Rotary Youth Exchange program. A copy of the most recent requirements are set forth in the Appendix.
7. Adhere to all District Youth Protection Policy guidelines and work closely with the District Risk Management Coordinator to proofed protection to all youth in the program. Have a disaster plan in place, for any unexpected problems.
8. Assure that insurance is in place for the program.
9. Motivate the committee members. Work with other Districts and Rotary International, to take advantage of their ideas and support. Provide content to CIO, for posting on District Website. Identify what information must be kept on the secure portion of the web site (only accessible by Rotarians with access and passwords).

**III C. ROTARY FOUNDATION CHAIR AND SUBCOMMITTEES:**

The District Rotary Foundation Chair has overall responsibility for fundraising for The Rotary Foundation (TRF) and for channeling information about TRF and its programs to others in the District. The Foundation Chair and his/her committees educate, motivate, and inspire Rotarians to participate in Foundation programs and fundraising activities---and help make the connection between giving and humanitarian programs of Rotary International, the District, and local clubs.

The District Foundation Chair is a Rotarian with a history of leadership in the District or at the Club level. The Chair is appointed for a three-year term. He/she is expected to have significant knowledge of the Rotary Foundation and its programs. In addition, must have the ability to oversee, manage, motivate and support the subcommittees. Prior service as District Governor plus involvement in District Foundation subcommittees is advisable.

**Duties:**
1. Serves as a member of the DLC
2. Prior to International Assembly, meet with the DGE, to establish goals and objectives for the District Foundation giving (Annual Fund, Permanent Fund, and Bequest Society) as well as agree on goals for the subcommittees. The Foundation chair shall meet with the various Foundation Committee chairs in developing recommendations. Co-Sign the annual district SHARE allocation form submitted by the DGN
3. Monitor, maintain, and communicate up-to-date reports as to Annual Foundation giving and Permanent Fund participation. Insure that the reports are current and accurate, and communicated to the District Newsletter chair and to the CIO for posting on the District Web Site.
4. Track donations to the Rotary Foundation, communicating regularly with the DG and with the Club Foundation Chairs.
5. Prior to July 1 of each year, convene a meeting of the incoming District Foundation Sub-Committee chairs, to communicate and coordinate achievement of District Foundation goals and objective.

6. At the Rotary Foundation seminar, convene a meeting of the incoming Club Foundation chairs to discuss the upcoming Foundation goals and to provide clubs Foundation chairs with specialized training.

7. Communicate regularly with club Foundation Chairs (If appropriate, Select and lead a group of District Foundation leaders, who have the same club coverage as the Assistant Governors) Communicate or unique fundraising approaches to Foundation Chairs.

8. Set up recognition opportunities within the District, including (but not limited to) District Governor recognition of Rotary Foundation giving.

9. Share information with the World Community Services Chair and the Foundation Grant Subcommittee Chair (in that RI often only sends information to the Foundation Chair about changes in the matching grant program).

10. Participate in PETS discussion of Foundation Goals—at which time President-elects will be developing their own goals and actions strategies to accomplish those goals.

11. Attend Rotary sponsored Regional Rotary Foundation seminars, and maintain contact with the Regional Rotary Foundation Coordinator. Utilize the Regional Rotary resources to leverage District 5400 efforts.

12. Conduct a Foundation Training Seminar (with the support of the District Trainer and in consultation with the District governor).

13. Consult with the Foundation Grants Sub-Committee Chair to track progress in spending SHARE monies.

14. Function as an Ex officio member of all District foundation Subcommittees.

15. Set up recognition opportunities within the District, including (but not limited to) District Governor recognition of Rotary Foundation giving.

THE ROTARY FOUNDATION (TRF) SUBCOMMITTEES

A Subcommittee structure is implemented for committees whose responsibility is fundraising and allocation of such funds to projects utilizing tax-exempt TRF funds under provisions of the US tax code. The District Foundation Chair has direct responsibility for the purpose delegated from the Trustees of TRF.

The District Governor as the RI Officer in the District and overall responsibility for all functions within the District has responsibility for setting goals and implementing District programs with the assistance of the District Leadership Council of which the District Foundation Chair is a member.

ANNUAL GIVING

Designs and implements a comprehensive district program to achieve the district’s Annual Program Fund Giving. These donations are the basis for the District’s SHARE allocation, and, hence are critical for the District to conduct its annual educational and humanitarian programs (which are leveraged by District and Rotary International funds). Make the connection between Rotary’s service goals and it’s funding (through annual giving to the Rotary Foundation).

The Annual Giving Chair may establish committees and advisors as needed.

Duties:

1. Prior to International Assembly, Assist the Governor Elect and the District Foundation Chair in establishing a challenging, yet realistic district Annual Fund Rotary Foundation Goal.

2. Establish an action plan for Subcommittee to achieve the Annual Giving goals and objectives. Maintain close working relationships with appropriate staff at the Rotary Foundation and with Zone resources—in order to take advantage of their assistance, resources, and expertise. Bring in RI or zone resources to help at the District Assembly or the Spring Rotary Foundation seminar, participate in District Foundation Chair’s meeting with incoming Club Foundation chairs to discuss the upcoming Foundation goals and to provide clubs Foundation chairs with specialized training. Conduct training on strategies to increase annual giving.

3. Assure that club Foundation Chairs is aware of the District per-capita Annual Giving goals and overall goal, and that they receive regular feedback and information. Assure that Rotary foundation Reports are getting to the Club Foundation Chair (Coordinate this with District foundation Chair)

4. Identify opportunities to recognize giving—at the club level, at Foundation seminars, at District events. Plan Foundation events if appropriate.
5. Promote special giving opportunities such as corporate matching gifts and corporate and community Foundation support—to maximize and leverage the Rotarians’ gifts.

6. Promote the concept of annual gifts from every Rotarian every year.

7. Participate in District Foundation seminars.

8. Answer inquiries and assists club Foundation Chairs, Presidents, and others in interpreting their club contribution reports and giving records. Assist them in leveraging prior contributions or credits, to give PHF awards. Problem solves with TRF staff on problems.

**FOUNDATION ALUMNI SUBCOMMITTEE:**

Actively track and keep in touch with returning ambassadorial scholars, GSE team members.

Encourage alumni to join rotary. Ensures that the Scholarship and GSE alumni are involved in Rotary activities on an ongoing basis—including becoming members of Rotary. Maintain a database of present and past Foundation program participants. The chair is encouraged to use the Foundation Alumni Resource (FATG) an international task force intending to aid districts Foundation alumni committees.

**GRANTS SUBCOMMITTEE**

**Duties:**

1. Keep on top of changes in Rotary Matching Grant and funding programs (via the Rotary Foundation). This will include matching grants, CAP grants, transportation grants, Discovery Grants, 3-H Grants, and others.

2. Assist clubs in preparing matching grant application forms (all kinds), advising them re: how to complete the application accurately and completely. Is THE person to acquire the District Governor signature on matching grants, and to submit them to Rotary International?

3. Maintain matching grant files until the project is completed, all reports received by RI, and RI has closed the file.

4. Advise the incoming District Governor (DGE) re how much to allocate in DDF/SHARE for matching grants.

5. Provide the District Governor with regular reports on the status of matching grants in the district.

6. Speak at Foundation seminars, Rotary training meetings (as requested) and training seminars for International Chairs. Serve as co-leader for periodic Matching-Grant How-To seminars.

7. Problem solve, on behalf of clubs, with Rotary International.

**GROUP STUDY EXCHANGE (GSE) SUBCOMMITTEE**

Promote club and district participation in the GSE program, recruit, select and help the Team Leader prepare the outbound GSE team for its exchange, and plan and implement the visiting GSE Team’s itinerary. Manage the GSE Selection Committee—which selects and outbound team leader and team members.

**Duties:**

1. Recruit members of the District GSE Committee—providing opportunities for new participants. Members and the chair should rotate off the committee on a periodic basis.

2. Set up the process and timetable for recruiting and selecting the Outbound District Rotarian team leader and alternate(s). Manage the process. Establish selection criteria. Assure fairness. Assure clear communication.

3. Set up the process and timetable for recruiting and selecting Outbound District GSE team members, and alternate(s). Communicate with clubs. Manage the process.

4. Support the outgoing team leader in arranging for pre-trip orientation and language training.

5. Ensure fulfillment of all program guidelines and requirements as described in the district Leaders’ Handbook.

6. Manage the District budget allocation for GSE.

7. Arrange for GSE inbound and outbound members to attend the District Conference. Keep financial records, in order to get Rotary Reimbursement ($500). Arrange for the Inbound (and outbound, if possible) teams to speak at the District conference for at least 30 minutes.
8. Organize the GSE program for the incoming team, including housing, transportation, events, vocational days, club visits, team orientation and support.
9. Provide opportunities for bonding between the Inbound and Outbound teams.
10. Develop and have in place a disaster-plan—should something happen to team members while on an exchange.
11. Provide support to incoming District governors in selecting and arranging for upcoming exchanges.
12. Participate in District Foundation seminars.
13. Explain and promote Group Study Exchange at club meetings and district events.
14. Develop and train successor.

PERMANENT FUND AND MAJOR GIFTS SUBCOMMITTEE:

The Chair and any committee are responsible for soliciting and securing Benefactor Commitments, Bequest Society donations/member, and major donations to the Permanent Fund of the Rotary Foundation. The chair is also responsible for soliciting, securing and presenting Foundation recognition to benefactors, Bequest Society members, and Major Donors.

The Chair should have prior service or involvement in District Foundation programs or subcommittees, expertise in fundraising and public relations, and a commitment to and understanding of the Rotary Foundation Programs. His/her term of office shall be three years.

The Permanent Fund and Major Gifts Chair may set up advisory committees as necessary, particularly calling upon Past District Governors with expertise in this area.

Duties:

1. Prior to the International Assembly, Work with the District Governor and District Foundation Chair to establish District benefactor, Bequest Society and Major Donor goals.
2. Establish an action plan for Subcommittee to achieve the Permanent Fund giving goals and objectives. Maintain close working relationships with appropriate staff at the Rotary Foundation and with Zone resources—in order to take advantage of their assistance, resources, and expertise. Bring in RI or zone resources to help.
3. Inform Rotarians of Planned Giving opportunities.
4. Participate in District Foundation seminars.
5. Work with the Governor, the Foundation Chair, PDGs and others to identify and solicit potential donors.
6. Maintain contact with those who have already made commitments, have been recognized as benefactors, major donors or bequest society members—, and encourage them to be part of the solicitation team to identify additional donors.
7. Plan and implement appropriate recognition events—at the Club, at District events. Nurture relationship with benefactors and major donors.
8. With Foundation Chair, Co-host annual reception for the Bequest Society members, Major Donors and Benefactors at the District conference. (This will be held in the Governor-elect’s suite).
9. Maintain close working relationships with appropriate staff at the Rotary Foundation and with Zone resources—in order to take advantage of their assistance, resources, and expertise. Bring in RI or zone resources to help.

SCHOLARSHIPS SUBCOMMITTEE

Manage all aspects of the program: promoting and recruiting, selection, orientation, training and mentoring outbound scholars, mentoring and hosting inbound scholars. Conduct alumni outreach and ongoing relationships. The Chair and the Committee are responsible for promoting club participation in the Ambassadorial Scholarships, Grants for University Teachers, and Rotary Centers for International Studies in Peace and Conflict Resolution.

Duties:

1. Recruit new members for the Scholarships committee, providing opportunities of new Rotarians to participate.
2. Work with clubs to obtain students. Distribute application materials to clubs, notifying them which Foundation scholarships and grants are being funded through DDF, Endowed Funds, and world-competitive scholarship opportunities.
3. Promote an understanding and effective participation in the scholarship programs, through regular contact with clubs in the district and through district meetings.
4. Publicize scholarship availability through local media.
5. Set up relationships with the UM, MSU and other colleges and university scholarship and study-abroad programs—to inform students and faculty about the program.
6. Conduct district-level interviews. Set up a process for reviewing applications and ever improving the interview process. Select qualified scholars and grant recipients from club-endorsed candidates.
7. Complete paperwork for RI
8. Conduct orientation/training for outbound scholars, including speaking engagements, prior to their departure and upon their arrival.
9. Arrange for appropriate social and entertainment events for inbound and outbound Ambassadorial scholars.
10. Assign mentors for in-bound scholar. Provide guidance and training to sponsor counselors appointed by sponsor clubs for outbound program participants, and to host counselors appointed by host clubs for each inbound program participant.
11. As appropriate, recommend scholars to speak at the District Conference and other training events.
12. Maintain contact with recipients during the study year; encourage timely submission of resorts to sponsor and host district governors and the Foundation.
13. Participate in District Foundation seminars.
14. Connect recipients with the District Alumni chairperson; maintain ties with recipients upon their return.
15. Issue annual press releases to local media (including student media) recognizing outbound Rotary Scholars.
16. Develop and have in place a disaster-plan.
17. Develop and train successor.

**POLIO PLUS SUBCOMMITTEE**

Responsible for supporting Rotary’s commitment to polio eradication and encouraging participation in the Polio Plus program. Assure that clubs are informed of opportunities to promote immunization projects.
IV. APPENDICES

A. ROTARY INTERNATIONAL POLICIES REGARDING YOUTH EXCHANGE
B. DISTRICT 5400 YOUTH PROTECTION POLICY
A. ROTARY INTERNATIONAL POLICIES REGARDING YOUTH EXCHANGE
(Excerpted from the Rotary Code of Policies as provided to the District April, 2009)

2.110. Youth Protection

2.110.1. Statement of Conduct for Working with Youth
Rotary International strives to create and maintain a safe environment for all
youth who participate in Rotary activities. To the best of their ability, Rotarians,
Rotarians’ spouse, and partners, and other volunteers must safeguard the children
and young people they come into contact with and protect them from physical,
sexual, and emotional abuse. *(November 2006 Mtg., Bd. Dec. 72)*

2.110.2. Failure to Comply with Youth Protection Laws
Upon obtaining information that a club has failed to address an allegation against
a member in connection with a Rotary-related youth program for violating
applicable law regarding the protection of youth, the board may suspend or
terminate the membership of the club in accordance with RI Bylaws section

Source: June 2007 Mtg., Bd. Dec. 226

2.110.3. Sexual Abuse and Harassment Prevention
All Rotarians, clubs and districts should follow the statement of conduct for
working with youth and RI guidelines for abuse and harassment prevention
established by the general secretary. The guidelines include the following
requirements
1. RI has a zero-tolerance policy against abuse and harassment.
2. An independent and thorough investigation must be made into any claims of
sexual abuse or harassment.
3. 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.
4. Any allegation of abuse must be immediately reported to the appropriate law
enforcement agency, in accordance with RI’s zero-tolerance policy.
5. 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. *(Upon obtaining
information that a club has knowingly failed to terminate the membership of such
a Rotarian, the RI Board will take steps to have the Rotarian’s membership
terminated, including action to terminate the club’s charter for failure to comply).*
6. If an 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. Regardless of criminal or civil guilt, the
continued presence of the adult could be detrimental to the reputation of the
organization and could be harmful to youth. It can also benefit the adult in
preventing additional accusations from other youth. 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. *(November 2006 Mtg., Bd. Dec. 72)*


2.110.4. Travel by Youth

Recognizing that Rotary clubs and districts are encouraged to undertake activities that develop the New Generations, club and district programs or activities that involve minors undertaking travel outside their local community must develop, maintain, and comply with youth protection policies and written procedures.

Clubs and districts:

1. shall obtain written permission from the parents or guardians of all youth participants for travel outside the local community in advance;
2. shall provide parents or legal guardians with specific details about the program, location of event, travel itineraries, sleeping accommodations, and contact information for program organizers before departure;
3. should, when traveling 150 miles away from home residence or out of home country, require the parents or legal guardians of each minor to provide travel insurance for the minor, which includes such coverages as medical (when traveling outside home country), emergency medical evacuation, repatriation of remains, and legal liability, in amounts satisfactory to the club or district organizing the activity or event, with coverage from the time of the minor’s departure from home until the return home.

Club and district policies and procedures should include:

1. volunteer application and screening procedures;
2. outlines of volunteer job descriptions and responsibilities;
3. supervision standards for ratio of adults to minors
4. crisis management plan including:
   a. handling medical and other emergencies and providing for adult support;
   b. procedures for communicating with parents and legal guardians;
5. written guidelines for reporting and follow-through on allegations or incidents consistent with RI policy. *(January 2009 Mtg., Bd. Dec. 155)*


41.080. Youth Exchange

*Youth Exchange is a structured program of Rotary International, adopted by the Board in 1974.*

The Rotary Youth Exchange program provides young people with the opportunity to meet individuals from other countries, experience new cultures and to learn first hand about all aspects of life in another country. Host clubs, host families, and entire communities are enriched by extended, friendly contact with someone from a different culture. The program instills in young people the concept of international understanding and goodwill.

The Board of Directors of Rotary International has established policies to assist clubs and districts in implementing Youth Exchange activities effectively and responsibly. These policies pertain to all types of exchanges, including Long-term, Short-term, and New Generations exchanges unless otherwise indicated.

*Note: The Board regularly reviews and amends, where necessary, these policies.*

Any other provisions consistent with these policies and which are deemed necessary or convenient for the operation of an exchange program may be adopted by the clubs or districts concerned.

By mutual consent of the parties concerned, any of the volunteer responsibilities indicated below may be assigned to someone other than the party specified. *(January
41.080.1. District Governor Authority
Each governor has the responsibility 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 should report to them.

Governors are encouraged to use the period between their nomination and assuming office to learn as much as possible about the Youth Exchange program in the district and the qualifications and skills of those who administer it. (January 2009 Mtg., Bd. Dec. 152)


41.080.2. District Certification Program
The general secretary shall administer and maintain a district certification program. All club and district Youth Exchange programs shall comply with RI youth protection policies and other requirements set forth by the general secretary in order to be certified. In order to participate in the Youth Exchange program a district must be certified by the general secretary.

The certification process requires all district Youth Exchange programs to provide RI with evidence that they have adopted the certification requirements in their Long-term, Short-term and New Generations exchange programs (including any tours or camps).

The general secretary may grant waivers to districts that have implemented alternative policy and alternative procedures that meet the intent of RI policy in instances when RI policy or certification requirements are contrary to local law and customs. If local circumstances are such that a district cannot meet any of the requirements, districts must provide the general secretary evidence of the specific circumstances that prohibit compliance and a written explanation of alternative procedures that maintain the intent of the policy or requirements. The general secretary will evaluate and determine whether the alternatives posited by districts meet the intent of the policy, and may bring matters to the Board should circumstances warrant.

Other certification policies include:
A. Certification of Districts for Sending Students Only
In circumstances where districts may only wish to send Youth Exchange students without serving as hosts for inbound students, the general secretary may waive certification requirements related to hosting inbound students in these districts.

B. Certification of Multi-country Districts
In circumstances in multi-country districts where not all countries within the district wish to participate in the Youth Exchange program, the general secretary may waive certification requirements for non-participating countries in these districts.

C. Certification and Multidistrict Youth Exchange Activities
The general secretary may remove a district from a multidistrict Youth Exchange activity upon notice that they have failed to comply with the district certification program with or without the consent of the district governor. (January 2009 Mtg., Bd. Dec. 152)

41.080.3. Incorporation
Districts must establish a corporation or similar formal legal entity that includes the district Youth Exchange program. This requirement may be met by incorporating the district Youth Exchange program, a group of programs that includes Youth Exchange, or the district as a whole in accordance with Rotary Code of Policies 17.020.

Districts may also meet this requirement by affiliation with an incorporated multidistrict Youth Exchange program for the districts’ activities that are conducted within the scope of the multidistrict program. (January 2009 Mtg., Bd. Dec. 152)

41.080.4. General Liability Insurance
Districts must secure general liability insurance for the district Youth Exchange program with coverage and limits appropriate for their geographic location. Clubs and districts are strongly encouraged to consult legal counsel regarding liability issues before undertaking Youth Exchange activities. Youth Exchange programs in districts located entirely within the United States meet this requirement through participation in the U.S. Rotary Club and District General Liability Insurance Program.

The general secretary is authorized to grant an exception to the general liability insurance requirement for a period of not longer than five years to districts where it has been demonstrated that such insurance is not available. (January 2009 Mtg., Bd. Dec. 152)

41.080.5. Reporting to Rotary International
Districts must provide to RI a copy of the Guarantee Form of the standard Youth Exchange applications for each inbound student hosted by the district prior to the beginning of an exchange.

All serious incidents, including but not limited to, accidents, death, early returns, and crimes, and any allegations of abuse or harassment shall be reported by the district to RI within 72 hours of the time a district officer learns of the incident. Districts must identify a person within the district who will be responsible for reporting to RI. (January 2009 Mtg., Bd. Dec. 152)

41.080.6. Types of Exchanges
The Youth Exchange program includes three distinct program types:

A. Long-term Exchange Program
These exchanges are open to students aged 15 to 19 years old. Long-term 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. During this time the student lives with more than one family in the host country and is required to attend school in the host country. Students must have more than one host family; three successive host families is preferable.

Parents of outbound students shall not be 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 club must 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 must be trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and emotional abuse.

The host club should provide for all educational expenses, arrange an appropriate academic program, and provide a program of orientation and continued contacts to familiarize the student with the host community.

The host club or district should provide a modest monthly allowance for the student in an amount to be jointly determined by the parties concerned. Where meals eaten at school are not otherwise provided for, the monthly allowance should be sufficient to include the cost of such meals.

The sending and host club or district should require, at a minimum, quarterly reports from the 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 should review the reports carefully and, when necessary, take action to respond to any irregularities reported by the students.

B. Short-term Exchange Program
These exchanges are open to students aged 15 to 19 years old, and 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. Short-term exchanges generally involve a homestay experience with a family in the host country, but may be organized as international youth camps or tours that bring together students from many countries.

It is recognized that many successful exchanges are made for less than a full academic year and that in the interest of international understanding and goodwill, not all programs need be reciprocal.

For Short-term exchange homestay programs, one family is usually sufficient. The sending and host club must 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 must be trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and emotional abuse.

The host club should also provide a program of orientation and continued contact to familiarize the student with the host community.

C. New Generations Exchange Program
Young adults aged 18 to 25 years old may participate in a New Generations exchange which last between three and six weeks. These exchanges may be organized for individuals or groups and may include a vocational element. The schedule of activity for the visitors shall be people-to-people contact related to Rotary activities, for goodwill and understanding and for better cultural education and exposure.

The host district may home host participants and provide local transportation. 
41.080.7. Eligibility
Participants in the Long-term and Short-term programs should be between the ages of 15 and 19 at the beginning of the exchange and participants in the New Generations Exchange program should be between the ages of 18 and 25 at the beginning of the exchange unless the laws and regulations of a specific country deem otherwise, or a different age range is mutually agreed upon by the participating clubs or districts.

Youth Exchange welcomes any young people, including sons and daughters of Rotarians, who meet the requirements of the program and who are recommended and sponsored by a Rotarian, a club, or a district. They should be above average in their schoolwork, preferably in the upper third of their school class. (January 2009 Mtg., Bd. Dec. 152)

41.080.8. Application
Candidates of ages acceptable to both sending and host districts and according to the laws and regulations of both countries 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.

Clubs and districts are encouraged to use the standard Youth Exchange applications which can be obtained from the Secretariat. (January 2009 Mtg., Bd. Dec. 152)

41.080.9. Selection and Placement
Selection procedures should occur in a similarly thorough manner for all exchange programs: Long-term, Short-term, and New Generations exchanges. The sending district is responsible for ensuring that each student is accepted and hosted by a club in a partner district. Districts are urged to utilize agreements with their exchange partners to establish Short-term, Long-term, and New Generations exchange activities to ensure that all expectations of the exchange relationship are met, such as certification of exchange partners, logistics, and student selection and orientation.

All individuals involved in the exchange, including students and their parents or legal guardians, host family members and Rotarian counselors, must agree in writing to all the requirements of the program as determined by the sending and host clubs or districts.

Student travel itineraries must be agreed upon by the students’ parents or legal guardians and the host club or district. (January 2009 Mtg., Bd. Dec. 152)

41.080.10. Student Travel Insurance
Host clubs, districts, and multidistrict Youth Exchange groups should determine the minimum level of insurance adequate for the exchange length and local conditions in which the student will live and travel during the exchange. The parents or legal guardians of each student shall provide travel insurance, including medical and dental coverage for accidental injury and illness, death
Appendix A: Rotary International Policies Regarding Youth Exchange, Revised May 15, 2009

benefits (including repatriation of remains), disability/dismemberment benefit (also known as capital benefits), emergency medical evacuation, emergency visitation expenses (for transportation of parent or guardian to student’s location), 24-hour emergency assistance services, and legal liability (covering the student for any of his or her acts or omissions in connection with the Youth Exchange program), with respect to each student in amounts satisfactory to the host club or district in consultation with the sending club or district, with coverage from the time of the student’s departure from home until the student’s return home. At the option of the parents or legal guardians, such insurance may also include cancellation expenses, loss of property, loss of money, or kidnap, and ransom. Evidence of coverage and level and limits of coverage of all insurance with a responsible insurance company or companies satisfactory to the host district prior to the beginning of the exchange shall be submitted to, received by, and accepted by the host district prior to the student’s departure from home.

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’ written permission, and adequate insurance should be required. (January 2009 Mtg., Bd. Dec. 152)


41.080.11. Preparation

The parents or legal guardians of the student are responsible for providing appropriate clothing and round-trip transportation to and from the host district. The student and the prospective host family should communicate with each other before the student leaves home.

The host and sending club or districts must provide 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 Rotarian counselor, host club president, host district chair, host governor, sending district chair, sending governor, sending club president and two non-Rotarian resource persons (one male and one female). This list must also include local resources for medical, dental and mental health care and law enforcement professionals. Where available, this list should also include local resources, suicide prevention hotlines, rape crisis hotlines, and local child protection agencies. (January 2009 Mtg., Bd. Dec. 152)


41.080.12. Orientation

The sending club or district must organize a mandatory orientation for students and their parents or legal guardians prior to departure. This orientation must inform the participants about the rules, procedures and expectations associated with the Youth Exchange program and should include a briefing about the local Rotary club and its activities.

The sending club or district must provide abuse prevention and awareness training for both students and parents or legal guardians. The host club or district must also provide an orientation program for inbound students. This must include 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 must include information on local laws and customs, which may apply to young people. (January 2009 Mtg., Bd. Dec. 152)
Appendix A: Rotary International Policies Regarding Youth Exchange, Revised May 15, 2009

41.080.13. Student Responsibilities
Students should display comportment at all times reflecting credit on self, the home country, and Rotary and should respect each other and act responsibly, befitting their role in the program.

Students should strive to adapt to the way of life, including language acquisition, of the host country and host family members should assist students to ease that transition.

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 undertake no 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.

Students should accept the supervision and authority of the host family and the host club or district during the exchange. (January 2009 Mtg., Bd. Dec. 152)

41.080.14. Student Debriefing
Due to the likely effects of reverse culture shock, following their return, students and their parents or legal guardians should be encouraged to attend a debriefing meeting for the purpose of assisting them to transition to their home, school, and community environment. (January 2009 Mtg., Bd. Dec. 152)

41.080.15. Volunteer Selection and Screening
Careful selection of all individuals involved in Youth Exchange should be of paramount concern and be done with the utmost care and consideration. All adults (Rotarian and non-Rotarians) involved in the program, including but not limited to committee members, host families, club counselors, and others, must be 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. The host club or district must conscientiously screen and select 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.

Any participant who does not comply with the requirements of the program should 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. (January 2009 Mtg., Bd. Dec. 152)

41.080.16. Volunteer Training
All adults (Rotarian and non-Rotarians) involved in the program, including but not limited to committee members, host families, club counselors, and others, must receive training that includes information on program administration and rules and abuse and harassment awareness and prevention. (January 2009 Mtg., Bd. Dec. 152)
Appendix A: Rotary International Policies Regarding Youth Exchange, Revised May 15, 2009

41.080.17. Host Family Rules and Expectations
The host family should provide room and board for the student and exercise appropriate supervisory and parental responsibility to ensure the student’s wellbeing.


41.080.18. Early Returns
Any participant who does not comply with the requirements of the program should be 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, must be 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.


41.080.19. Youth Exchange Alumni
Districts and clubs are encouraged to establish Youth Exchange alumni groups.


41.080.20. Multidistrict Youth Exchange Program
It is recognized that there may be instances where two or more districts wish to cooperate in jointly undertaking Youth Exchange. The Board has no objection to such cooperative effort, provided any activity or project is not undertaken unless two-thirds of the clubs in each such district have first approved participation. Furthermore, the governors of the respective districts shall secure in advance specific authorization of the general secretary acting on behalf of the Board. Each governor has the responsibility for the supervision and control of the Youth Exchange Program within the district. Multidistrict activities shall be administered by a committee composed of current district Youth Exchange chairs and other officers appointed by the respective governors of participating districts. Such a multidistrict committee is responsible for reporting in writing not less often than annually on its work and finances to all governors in the participating districts.


41.080.21. International Travel by Youth Exchange Students
No club shall assist or cooperate in sending a young person abroad on an international travel activity unless careful plans are made in advance covering every aspect of the proposed trip.
In particular, no club should provide an identification card, letter of introduction, request for assistance or other credential or document intended to identify or introduce a young person to a club or clubs in another country, unless complete mutual agreement has been reached in advance with respect to the hospitality or assistance to be provided by the host club.
No club is obliged to provide hospitality or assistance to any young person from another country, despite any documented or claimed sponsorship of a Rotary club, unless the host club has specifically agreed in advance to provide such hospitality or assistance.
Appendix A: Rotary International Policies Regarding Youth Exchange, Revised May 15, 2009

It is the prerogative of any club to determine what assistance, if any, it will offer to young persons. *(January 2009 Mtg., Bd. Dec. 152)*

41.080.22. Involvement by Persons With Disabilities
The Board encourages the involvement of people with disabilities in Youth Exchange programs and other youth projects where and when this is possible and agreed upon between the sending and host clubs or districts. The Board recommends that governors appoint one member of their district Youth Exchange committee to be responsible for encouraging and aiding in the participation of people with disabilities in Long-term, Short-term, and New Generations exchanges. *(January 2009 Mtg., Bd. Dec. 152)*

41.080.23. Paid Wages for Youth Exchange Students
Employment regulations in various countries make it impractical for clubs and districts to engage in any international exchange programs in which participants are paid wages. However, individual Rotarians may provide support to other organizations that are properly equipped to undertake this type of the international exchange of youth. *(January 2009 Mtg., Bd. Dec. 152)*

41.080.24. Youth Exchange Committee
The president should appoint annually a Youth Exchange committee to advise the Board on all aspects of the Youth Exchange program and to develop program content for the annual Youth Exchange Officers preconvention meeting. *(January 2009 Mtg., Bd. Dec. 152)*
Source: June 2001 Mtg., Bd. Dec. 393

41.080.25. District Youth Exchange Committee Chair and Multidistrict Officer List
The general secretary should publish annually a list of all Youth Exchange officers or district Youth Exchange committee chairs serving one district, more than one district, or all the districts in one country. This list will exclude districts that have not met district certification requirements. This list should be revised and distributed annually to governors and to those who are included in the list. *(January 2009 Mtg., Bd. Dec. 152)*

41.080.26. Youth Exchange Officers Preconvention Meeting
The annual Youth Exchange officers preconvention meeting, as part of the official convention program, should be conducted in accordance with RI policy regarding convention operations and procedures. The general secretary is requested to provide staff support for such meeting. *(January 2009 Mtg., Bd. Dec. 152)*

41.080.27. Officer and Staff Attendance at Youth Exchange Regional Meetings
A current or past RI officer selected by the president and a staff person should attend regional meetings of Youth Exchange officers on a periodic basis. *(January 2009 Mtg., Bd. Dec. 152)*
APPENDIX B. YOUTH PROTECTION POLICY

Rotary District 5400

Policy and Procedures
For Prevention of Abuse and Harassment

Approved by Rotary International - January 2008
Revised by District February, 2009
Reapproved by Rotary International, March 2009
From: Maria Spencer  
To: Gene Day  
Cc: genehoge@cableone.net  
Sent: Thursday, March 12, 2009 9:22 AM  
Subject: RE: D5400 Amended Policy and Procedures

PDG Day:

Nice speaking with you. Thank you for sending Rotary District 5400 Policy and Procedures for Prevention of Abuse and Harassment. It has been reviewed and the changes made are approved. The new policy has been saved and I welcome you to send the updated version at your convenience.

Thank you for your time and attention to Youth Exchange and to youth protection. Please contact me if you would like any additional information or clarification.

Best regards,

Maria Spencer  Program Coordinator  Youth Exchange  Phone: 847-866-3383 Fax: 847-866-6116 Email: Maria.Spencer@rotary.org

Overview

The Rotary International Board of Directors in November 2002 adopted this statement of conduct for working with youth as follows:

“Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians’ spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.”

It is the policy of Rotary International that each district shall put in place guidelines for the prevention of abuse and harassment that apply to all Rotary programs, activities and planned events.

The board of District 5400 in Idaho recently approved three documents: (1) Policy for prevention of abuse and harassment; (2) Reporting guidelines for allegations of abuse and harassment, and (3) Requirements of clubs regarding prevention of abuse and harassment.

This policy may be amended or its contents changed at any time by a majority vote of the District Leadership Council of Rotary District 5400. The District Risk Management Coordinator (DRMC) and all Club Risk Management Coordinators (CRMC) shall be notified of any such changes or amendments.

All Rotary clubs in District 5400 are to follow these guidelines in connection with programs, activities and planned events. Clubs are required to adopt the District policy and procedures in order to participate in Youth activity programs. Club bylaws shall be amended to include these guidelines either directly or by reference.
**Introduction**

District 5400 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. Rotarians, their families, and non-Rotarian volunteers are expected to use reasonable efforts to safeguard the welfare and prevent the physical, sexual or emotional abuse or harassment of every young person with whom they come into contact in connection with any Rotary program, activity or event. [Revised February, 2009]

Rotary Clubs place great emphasis on their work with people in the community, including children, and young people through Rotary’s many programs including Rotary Youth Leadership Awards “RYLA”, Interact and Rotaract clubs, mentoring programs, and Rotary International Youth Exchange “Youth Exchange.” This volunteer effort is vital to the quality of life in our communities and to the good reputation of Rotary and Rotarians. For this exemplary work to continue, it is important that our Rotary Clubs protect the interests of everyone involved by creating and maintaining a safe and respectful environment for all participants in Rotary programs, activities or events.

All allegations of abuse or harassment will be taken seriously and must be handled in accordance with these guidelines. This policy will also assist in ensuring that an adult against whom an allegation is made is treated fairly, since an allegation of abuse or harassment does not necessarily mean that abuse or harassment actually occurred. Nonetheless, whenever an allegation is made, the safety and well-being of youth or young persons should always be the first priority.

**Scope**

This Policy applies directly to all Rotarians and volunteers in District 5400 programs, activities, or events who come into solitary or unsupervised contact with youth – including host families and club counselors in Youth Exchange programs and leaders in RYLA, Interact, or Rotaract clubs. This Policy also applies to all adults over the age of 18 years who are ordinarily resident in homes in which an Exchange student is residing.

Furthermore, each club that belongs to the District must follow the “Requirements to Clubs” that are attached as Schedule “B” to this Policy.

**Definitions**

In this Policy and in the Guidelines:

“Abuse” means physical, emotional or sexual abuse.

“Physical abuse” means the intentional use of force to the body that results in injury. It may be a single incident or a series or pattern of incidents.

“Emotional abuse” means chronic exposure to alcohol or drug abuse, verbal attacks on a person’s sense of self, repeated rejection or humiliation. It also means exposure to domestic abuse, isolation or existing in an environment of fear and/or anxiety.

“Sexual abuse” means improper and unwanted exposure to sexual contact, activity or behavior. This may be engaging in implicit or explicit sexual acts with a young person, or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age of the same sex or of the opposite sex. It includes, but is not
limited to, any sexual touching, intercourse or exploitation, non-touching offenses, indecent exposure, or exposure to sexual or pornographic material.

“Harassment” means any conduct by an individual that is directed at, and offensive to, another person or persons and which the individual knew, or ought reasonably to have known, would cause offense or harm. It includes any objectionable act, comment or display that belittles, demeans or causes personal humiliation or embarrassment or any act of intimidation or threat.

Harassment may include, but is not limited to:
• Conduct that erodes the dignity of the victim, particularly based on the victim's color, race, national origin, ethnic origin, age, sex, gender, physical characteristics, sexual orientation, or physical or mental disability;
• Unwelcome and demeaning remarks, jokes, and innuendos about race, sex, religion, age, national origin, marital status, color or disability;
• Use, display, or distribution of racist, pornographic, derogatory, or other offensive written material;
• Practical jokes based on race, sex, or other discriminatory grounds;
• Verbal abuse or threats;
• Inappropriate or offensive gestures;
• Voyeurism or inappropriate photography or recording;
• Misuse of the Internet or the telephone.

“Sexual harassment” means any intentional or unintentional behavior of a sexual nature that would make a reasonable person feel offended, humiliated or intimidated.

Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, and the display of offensive material or other behavior that creates a sexually hostile environment. An act, even though not intended to, may still result in offence, humiliation or intimidation. An act may constitute sexual harassment even if it was not intended to offend, humiliate or intimidate.

Sexual harassment may include, but is not limited to:
• Uninvited or unwanted touching;
• Uninvited or unwanted kisses or embraces;
• Crude or sexist jokes or comments;
• Sex-based insults, taunts, teasing or name-calling;
• Making sexually suggestive or obscene comments or gestures;
• Staring or leering at a person or at parts of their body;
• Making promises or threats in return for sexual favors;
• Making requests for sex or sexual favors;
• Repeated invitations to go out after prior refusal;
• Unwelcome sexual flirtations, advances or propositions;
• Persistent or unwelcome questions or insinuations or comments about a person's private or sex life;
• Offensive phone calls, letters or internet communication;
• Voyeurism or inappropriate use of photography or recording; and
• Sexual assault.

“Volunteer” means any adult involved with Rotary programs involving youth who has direct, unsupervised interactions with those young persons. This includes, but is not limited to, Rotarians and non-Rotarians, their spouses and other family members.

“Youth” or “young person” means any child or person regardless of whether he or she is of legal age of majority involved in a Rotary program such as Youth Exchange, RYLA, Interact, Rotaract, or any other community project or youth service project, activity, or event and to whom Rotary may have a duty of care and specifically includes children.

“Prohibited person” means anyone who
1) Has been convicted of an offense which resulted in harm to an individual, including assault, sexual assault, sexual interference with a minor or failure to provide the necessities of life;
2) Has been convicted of any offense which, in the opinion of the District Risk Management Coordinator (DRMC), suggests an unacceptable risk of harm to a person in the care of that individual; or
3) Is subject to a court order prohibiting that person from being in contact with any other individual.

**Policy Statement**

It is the responsibility of every Rotarian and every volunteer in Rotary programs to safeguard the welfare of every young person with whom they come into contact during Rotary activities. This includes the prevention of abuse and harassment.

Rotarians and volunteers should always:

- Treat young persons with respect;
- Provide a model of good and appropriate behavior;
- Respect young persons’ right to privacy;
- Be aware that behavior can be misinterpreted even when well intentioned; and
- Challenge unacceptable behavior.

**District Commitments**

In accordance with its moral, ethical and legal obligations, insofar as reasonably possible District 5400 [Revised February, 2009]:

1) Will ensure that youth who are involved in District programs, activities, or events are protected from abuse, harassment, or sexual harassment;
2) Will ensure that District programs for youth are provided in a safe and caring environment;
3) Will prevent contact between youth and individuals who are either prohibited by law from working with youth, or who are considered by the District to be inappropriate individuals to be working with youth;
4) Will not permit a prohibited person to participate in any program related to youth;
5) Will not permit any person to host or become a counselor or a mentor to a youth exchange student, whether as a home-stay parent or as an adult living in the same home in which the youth exchange student will live, without first determining the suitability of the person through the District’s Youth Exchange screening process;
6) Will designate each year a District Risk Management Coordinator (DRMC), whose duties will include maintaining and raising awareness of this Policy and advising the District Governor with respect to matters of harassment or abuse;
7) Will encourage and facilitate the timely reporting of incidents where youth are at risk of harm;
8) Will ensure prompt notification of allegations of abuse or harassment made by youth where allegations involve Rotarians or persons involved with Rotary programs, activities or events; and
9) Will report any allegations of abuse of youth in compliance with state law as outlined in the Guidelines.

**District Procedures**

1) Rotary District 5400 will be incorporated under the laws of the State of Idaho, USA.
2) District 5400 and its members will be covered for general liability insurance by the policy of Rotary International purchased as a part of the annual dues.
3) A District Risk Management Coordinator (DRMC) will be appointed yearly to oversee the workings of this policy. (See job description Appendix “C”)

Appendix B: Youth Protection Policies, Revised May 15, 2009
4) District 5400 will keep records of participation for all trainings on file (i.e. who attended, what training, date, etc.)

5) District 5400 will report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to RI within 72 hours.

6) District 5400 will provide abuse and harassment training to all Youth Exchange and other vulnerable sector program participants who will come into direct, unsupervised contact with youth. It will also maintain records of participation in training to assure compliance that all persons required to be trained have participated.
   a) The responsibility for providing these training sessions will rest with both the DRMC and the chairs of the programs (e.g.: Youth Exchange, RYLA, Rotaract, Interact, et. al.).
   b) The calendar for training, the frequency of such, the descriptions of who is to participate in each session, and the content of the Program is the responsibility of the DRMC.
   c) Who is to be trained will be determined by the DRMC, working in conjunction with the Club Youth Protection Coordinators. Participants in the training may include the District Governor, District Youth Exchange Committee members, Rotarian counselors, RYLA counselors, Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as tours and other District events.

7) District 5400 is committed to protecting the safety and well being of all youth and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and will be handled in accordance with the Guidelines defined in Schedule “A.”

8) District 5400 takes all allegations of abuse and harassment seriously and will investigate each allegation thoroughly in accordance with the Guidelines defined in Schedule “A”. The District will cooperate with all law enforcement, child protection services, and legal investigations, and will only conduct its own independent investigations such that it does not interfere with other investigations.

9) Other responsibilities of District 5400, carried out through the DRMC, and committee chair (Youth Exchange, RYLA, etc.) include:
   a) Have a procedure for reporting, investigating, and proper handling of non-criminal offenses or historic cases that law enforcement will not investigate.
   b) Ensure that all inbound Youth Exchange students maintain adequate medical insurance.
   c) Provide each Youth exchange and other youth with a list of the local services in the District. (Rape and suicide crisis hotline, alcohol and drug awareness programs, proper law enforcement agencies, community services, private services, etc.)
   d) Have a completed student data request form held in District Youth Exchange files for all participating Youth Exchange students one month before the beginning of the exchange.
   e) Maintain and provide to Youth Exchange and other youth in District youth activities a “district hotline”
   f) Will follow RI guidelines for Youth Exchange Websites
   g) Will appoint an independent lawyer, therapist, or counselor to represent any alleged victim in cases of sexual abuse and harassment.
   h) Will report all criminal allegations to RI within 24 hours of learning of the incident.
   i) Will immediately report to the District Governor all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students and other youth involved in Rotary District 5400 programs.
   j) Will evaluate and review these policies and procedures yearly.

Club Commitments:

District 5400 has adopted the Rotary District 5400 Policy for the Prevention of Abuse and Harassment (the “District Policy” above) and the Rotary District 5400 Reporting Guidelines for Allegations of Abuse and Harassment (the “District Guidelines” Schedule “A”) in an effort to enhance existing protections at both a club and District level for youth who are involved in Rotary programs, activities or events.
The District requires that each Club adopt the District Policy and apply the District Guidelines described in Schedule “B”, in order to participate in Rotary District 5400 programs affecting youth or other young persons. Club Bylaws also need to include these directives.

Specific recommendations to the clubs as to written policies, guidelines on dealing with disclosure or discovery of abuse or harassment, function of the Club Risk Management Coordinators, and screening of volunteers and participants are spelled out on Schedule “B” that follows.

**Screening of Rotarians and Volunteers**

It is the policy of District 5400 that

1) In connection with the Youth Exchange, all Club counselors, mentors, and host family members over 18 must provide the host club with a completed Criminal Record Check for working with youth. These forms should be kept on file by the club, with a copy sent to the DRMC for permanent record filing. The cost of such screening is the responsibility of the Youth Exchange program.

2) For all other District programs, events and activities involving protected persons such as RYLA and Interact, Rotarians and volunteers who will be involved on a regular or continuing basis with protected persons will provide to the District Committee chair responsible for the program, event or activity a completed Criminal Record Check. Copies of this will be forwarded to the DRMC, for permanent record filing. The cost of such screening is the responsibility of the sponsoring Club or District Committee.

**Student Selection and Screening:**

1) All students interested in participating in District 5400 Youth Exchange or other youth related programs must complete a written application and be interviewed for suitability. They must attend and participate in all district orientation and training sessions.

2) All parents or legal guardians of students interested in participating in District 5400 Youth Exchange or other youth related programs must be interviewed to determine the youth’s suitability for participation on the program.

**Volunteer Selection and Screening:**

All volunteers interested in participating in District 5400 Youth Exchange or other programs involving youth must:

1) Complete a Youth Volunteer Affidavit form and authorize the district to conduct a criminal background check.

2) Undergo personal interviews.

3) Provide a list of references.

4) Understand and comply with RI and district guidelines for the Youth Exchange or other program.

5) Meet RI and district eligibility requirements for working with students.

*RI requires that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited from working with youth in a Rotary context. If an individual is accused of sexual abuse or harassment, and the investigation into the claim is inconclusive, then, for the safety of the 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. A person 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.*

**Host families**
1) Host families will meet the selection and screening requirements listed above for all volunteers.

2) In addition they will complete a written application such as the *Youth Volunteer Affidavit* form.

3) Participate in a comprehensive interview that determines their suitability for hosting students. This should include:
   a. Demonstrated commitment to the safety and security of students.
   b. Motivation to hosting a student is consistent with Rotary ideals of international understanding and cultural exchange.
   c. Financial ability to provide adequate accommodations (room and board) for the student
   d. Aptitude for providing appropriate supervision and parental responsibility that ensures the student’s well being.

4) Agree to home visits, both announced and unannounced, and both prior to and during the placement. Home visits must be conducted annually, even for repeat host families.

5) All adult residents of the host family must meet the selection and screening guidelines. This includes adult children of the host family, and other members of the extended family that reside in the home either on a full or part-time basis.

**Rotary Counselors**

1) Must meet all the criteria for all Volunteers listed above.
2) Must not be a member of the student’s host family.
3) Be trained in responding to any problems or concerns that may arise during the exchange, which may include instances of physical, sexual, or emotional abuse or harassment.
Appendix A

ROTERY INTERNATIONAL District 5400
REPORTING GUIDELINES FOR ALLEGATIONS
OF ABUSE OR HARASSMENT

Introduction

These reporting guidelines should be read and used in conjunction with the Rotary International District 5400 Policy for the Prevention of Abuse and Harassment (the “Policy”). In particular, please refer to the Policy for definition of terms used in these Guidelines.

The Guidelines were initially developed in connection with the Youth Exchange Program, but have been adapted to be of assistance with respect to all those defined as youth or young persons in the Policy.

Scope

These guidelines are intended to be used in connection with allegations arising in the context of District and Club programs, activities or events. References to the District Governor, District Risk Management Coordinator (DRMC) and District Committee Chair should be applied, respectively, to the Club President, Club Risk Management Coordinator (CRMC) and Club Committee Chair or responsible Director (depending on a club’s organization).

Definitions

In addition to the definitions already set out in the Policy, in these Guidelines:

“Complainant” means the protected person making an allegation of abuse and/or harassment, either directly or through another person.

“Respondent” means the adult against whom a complainant has made an allegation of abuse and/or harassment.

Procedures for Adult Receiving Allegation

Any adult to whom a complainant reports an incident of sexual abuse or harassment should comply with the following guidelines.

1. Receive Report from Complainant
   a) Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be encouraging. Do not express shock, horror or disbelief.
   b) Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it does not happen to other youth.
   c) Get the facts, but don’t interrogate. Ask the complainant questions that establish what was done and who did it. Reassure the complainant that he or she did the right thing in telling you. Avoid asking ‘why’ questions. Remember your responsibility is to present the complainant’s story to the proper authorities.
   d) Be non-judgmental and reassure the complainant. Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the complainant. Assure the complainant that the situation was not his or her fault and that he or she was brave and mature to come to you.
   e) Record. Keep a written record of the conversation with the complainant as soon after the report as you can, including the date and time of the conversation. Use the complainant’s words, and record only what has been told to you.

2. Protect the Complainant
Ensure the safety and well being of the complainant. If you or the complainant has any concerns regarding his or her safety, immediately remove the complainant from the situation and from all contact with respondent. Reassure the complainant that this is for his or her own safety and is not a punishment. If there are no safety concerns, determine if the complainant would nonetheless prefer to be removed or cease contact, and comply with the complainant’s wishes.

3. **Report to District Committee Chair and DRMC**

Immediately upon receiving the complaint report the allegation to the District Committee Chair responsible for the program, activity or event in which the alleged incident or incidents occurred and to the DRMC. They will immediately advise the District Governor and will review the complaint in order to ascertain whether it needs to be referred to an appropriate law enforcement authority or whether it is a matter to be handled using internal policies and guidelines.

4. **Reporting Allegations to Law Enforcement**

   **This procedure is of critical importance and time requirements for reporting must be met.**

   The DRMC will report any alleged incident believed to be of criminal nature to the proper law enforcement authority within 24 hours.

   If the complaint is of criminal nature, the person receiving the complaint shall, within 24 hours, personally report the allegations in full to either a local law enforcement agency or the Idaho Department of Health and Welfare as required by Section 16-1605 of the Idaho Code. Oregon reports shall also be made within 24 hours to either local law enforcement or the Oregon Department of Human Services. Failure to make such a report within 24 hours of becoming aware of the allegations is a misdemeanor under Idaho law. When making such a report, be certain to note the date and time of the report and obtain the name of the person to whom it is made and any relevant case or tracking number. Idaho Code 16-1605 states, in relevant part: "... or other person having reason to believe that a child under the age of eighteen (18) years has been abused, abandoned or neglected or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse, abandonment or neglect shall report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or the department... Failure to report as required in this section shall be a misdemeanor.

5. **Ensure Privacy is Respected**

   Avoid gossip and blame. Do not tell anyone about the allegation other than those whom these Guidelines require to be told. Except as required by these Guidelines, all information with respect to the allegation must be kept strictly private and confidential to protect the rights of both the complainant and the respondent.

6. **Follow Up**

   Your role is complete once the case has been reported to the DRMC, District Committee Chair, and the students’ guardians/parents (in the event of sexual abuse/harassment allegation). You may wish to follow up to ensure that steps are being taken to address the situation. You must not however contact the respondent about the allegation.

**Procedures in Response to Allegation**

The District Committee Chair who receives the report of an allegation has the primary responsibility for responding to an allegation and should comply with the following guidelines. The District Committee Chair should work with the advice and support of the DRMC, and both should ensure that the District Governor is fully advised of the steps being taken to deal with the allegation. Where appropriate, the District Governor may wish to become directly involved in some or all of the steps set out below.

For Youth Exchange, the District Youth Exchange Chair should keep the complainant’s Rotarian counselor fully advised of all steps being taken. Unless otherwise specified, these steps must be taken immediately following receipt of a report of an allegation of abuse and/or harassment, and no later than three working days thereafter.

1. Confirm that the complainant has been removed from the situation immediately and from all contact with respondent.

2. The District Governor, District Committee Chair and the DRMC, shall, with the assistance of legal counsel if appropriate, immediately report the allegation of abuse to the appropriate law enforcement agency, in accordance with Rotary International’s zero-tolerance policy. From that point forward, the responsibility for investigation of the complaint lies with the law enforcement agency and all District personnel should cooperate with any police investigation. The DRMC should ask the police to keep him/her advised of the progress of the investigation.
3. If a decision is made that the appropriate course of action is to investigate the allegations internally, or if the police decline to investigate, complete an investigation plan in collaboration with the DRMC. Depending on the nature of the complaint, its severity, and the facts surrounding the case, one or more of the following options can be discussed with the complainant (remember that if a youth is involved he or she has the right to have an adult present at all times and to be represented by an adult):

- pursuing an informal resolution of the complaint;
- proceeding with a formal investigation;
- taking advantage of counseling, mediation, and other resources; and/or
- exploring other possible avenues of recourse including the police, appropriate provincial agencies or the Human Rights Commission.

4. Ensure the complainant receives immediate support services.

5. Offer the complainant an independent, non-Rotarian counselor to represent his or her interests. Ask the appropriate social service or law enforcement agency to recommend someone who is not a Rotarian nor in any way involved with the program, activity or event in question.

6. For Youth Exchange, the Rotarian counselor must contact his/her parents and discuss whether the complainant should have the option of either staying in country or returning home. For any other situation involving a youth, decide these issues in consultation with an adult (other than the respondent) who is responsible for the complainant.

7. While investigations are being conducted, remove the respondent from any contact in Rotary programs, activities or events with all youth, including the complainant.

8. For Youth Exchange, the complainant’s Rotarian counselor must inform the District Youth Exchange Chair and District Governor of the allegation. Either the District Governor or the District Youth Exchange Chair must inform Rotary International of the allegation within 72 hours, and provide follow-up reports of steps taken, outcome of all investigations and resulting actions.

9. Complete as quickly as possible the investigation in accordance with the investigation plan and provide a report on the findings made to the respondent, the complainant and the District Governor.

Understanding the Needs of the Complainant

There will need to be a cohesive and managed team approach to supporting the complainant after an allegation is reported. The complainant is likely to feel embarrassed or confused and may become withdrawn.

For Youth Exchange, the complainant may in addition appear to be avoiding members of the host family or hosting Rotary club. After a report of harassment or abuse, complainants may or may not want to remain on their exchange. If they do, they may or may not want to continue their relationship with their hosting club depending on the circumstances. In some cases, a complainant may wish to remain in country, but change to a different host club if one is available.

It may be difficult for club members, volunteers and host families who become aware of the complaint to understand how the complainant is feeling, but it would be helpful for the complainant to know that the club remains a support for them. Club members, volunteers and host families may experience ambiguity toward their roles and may feel unclear regarding their boundaries. However they need to do whatever is necessary to reassure the complainant of their support at all times.

Appropriate Behavior for Others Aware of Allegation

When addressing an allegation of abuse or harassment, the most important concern is the safety of a complainant. Club members who become aware of the allegation should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any investigation. Club members who become aware of the allegation should be cautioned about speculating or commenting on the matter during the investigation.

Comments made about a complainant in support of a respondent or about a respondent in support of a complainant are inconsistent with our Rotary ideals. Furthermore, adverse comments made against either a complainant or a respondent could lead to a defamation claim filed against Rotarians or clubs by the person about whom those comments are made.

Sanctions
If the allegations made against a respondent are found to be true, in addition to and independent from any civil or criminal legal consequences,

1) Rotarian who is found to have abused and/or harassed a youth will be subject to disciplinary action up to and including a lifetime ban from Rotary International; and

2) The participation in District programs, activities and events of any non-Rotarian who is found to have abused and/or harassed a youth will be curtailed or prohibited as appropriate and any such non-Rotarian will not be invited to join any Rotary club in the District.
Appendix B

ROTARY INTERNATIONAL DISTRICT 5400

REQUIREMENTS OF CLUBS

REGARDING PREVENTION OF ABUSE AND HARASSMENT

Introduction

District 5400 has adopted the Rotary District 5400 Policy for the Prevention of Abuse and Harassment (the “District Policy”) and the Rotary District 5400 Reporting Guidelines for Allegations of Abuse and Harassment (the “District Guidelines”) in an effort to enhance existing protections at both a club and District level for youth who are involved in Rotary programs, activities or events. Please refer to the District Policy for definition of terms used here.

The District requires that the clubs adopt the District Policy modified to apply to the club and apply the District Guidelines in Appendix “A” in order to participate in Rotary sponsored programs that deal with youth.

In all instances, it should be the action of the club to assure that any youth be afforded a safe and healthy environment. If there is any doubt, as Rotarians, we err on the side of protection of youth.

Requirements for Rotary Clubs:

1) Each club must have a written policy on the prevention of abuse and harassment. This is an adoption of the District policy noted above. It must also include the delineated details following, and be approved by the District Risk Management Coordinator (DRMC).

2) Each club must issue guidelines on how to deal with the disclosure or discovery of abuse or harassment. It is recommended that they adopt the District Guidelines (Appendix A)

3) Each club will designate a Club Risk Management Coordinator (CRMC) responsible for the protection of youth. This person may also be the club’s Youth Exchange Counselor or RYLA Coordinator.

For those small clubs where situations of size prohibit the confidentiality of this position, the DRMC, with the agreement of the District Governor, may assist as CRMC.

a. This person, along with the club president, will yearly complete and return a signed compliance statement that the club is operating their programs for youth in compliance with District 5400 and RI policy.

b. The CRMC will assure that all volunteers complete and sign the Youth Volunteer Affidavit

c. The CRMC and/or Youth Exchange Chair will provide the DRMC:
   i. Copies of all materials produced in the club to promote and support the Youth Exchange program, including, but not limited to promotional materials and brochures, applications, policies, website links, etc.
   ii. A list of services in area (rape and suicide crisis hotline, alcohol and drug awareness programs, proper law enforcement agencies, community services, private services, etc.)
   iii. Details of the club abuse and harassment training program.

d. The CRMC will conduct criminal background checks and reference checks for all volunteers involved in the programs, including, but not limited to, adult full-time residents of the host home, counselor, club chair, and all Rotarians and their spouses with direct, unsupervised contact.
e. The CRMC is responsible for dealing with allegations or disclosures and should designate at least one alternate to do so when he or she is not available. Members and volunteers should know how to contact the CRMC or the alternate quickly.

f. The CRMC is also responsible for raising awareness and training all members of the club for the procedures they should follow when concerned with matters of harassment or abuse.

4) Each Club will establish a process where youth can talk in confidence and safely with an independent person. With respect to the Youth Exchange, this person would be the student’s Rotarian counselor. Counselors should not be members of the host family, and should be trained in responding to problems that may arise during an exchange or other youth program. This is to include prevention of physical, sexual and emotional abuse and harassment. Three backup volunteers’ names and contact information should be provided to students in the event of the counselor’s absence (these back-up volunteers will be both male and female and cannot be related to each other and cannot have close ties to the host families or the club counselor.)

5) Each club will prepare Rotarians and volunteers to work effectively with all - youth. Training on abuse and harassment prevention is to be provided for all volunteers, counselors, host families, inbound and outbound students, and their parents or legal guardians. A copy of the club’s policy to prevent abuse or harassment and instructions on what to do if abuse or harassment is discovered or suspected should be provided to each Rotarian and volunteer.

6) Each club will establish a process of screening of volunteers, students and host families. This should follow the directives in the District 5400 policy noted above for “screening”.

7) Each club will have policies for reporting all suspected cases of abuse or harassment. These should be reported to the DRMC immediately who will inform the District Governor. Reports to proper law enforcement agencies are covered in Appendix “A”.

8) All Rotarians should always let the Four Way Test be the guide for their ethical and moral behavior.

The Four Way Test

1. Is it the Truth?
2. Is it Fair to all concerned?
3. Will it build Goodwill and Better Friendships?
4. Will it be Beneficial to all concerned?
Appendix C

District Risk Management Coordinator,
Job Description

The District Risk Management Coordinator shall be a Rotarian in good standing in District 5400 with an interest in youth and in protection of cases of harassment and abuse.

This appointment is yearly renewable for three years.

Duties:

1. Serves as the chair of the District Risk Management committee.
2. Maintains, supervises, and increases awareness of the District abuse and harassment polices.
3. Assures that clubs that wish to participate in, and committees that supervise, Rotary sponsored activities involving youth such as Youth Exchange, RYLA, Rotaract and Interact, have their own policies in place that address abuse and harassment.
4. Assures that clubs and committees that participate in Rotary sponsored activities involving youth follow the District 5400 policies for abuse and harassment and the reporting guidelines for such allegations.
5. Assures that clubs and committees that participate in Rotary sponsored activities involving youth follow the District 5400 policy for screening of program volunteers, hosts and participants.
6. Reports to the District Governor any information regarding situations of possible abuse or harassment.
7. Assures that cases of abuse and harassment are reported to the proper law enforcement agency, in compliance with District policy.
8. Supervises District training in the prevention and awareness of abuse and harassment.
9. Maintains records of club and District compliance with these District policies and guidelines.
10. Maintains a list of local services for crisis situations as supplied by participating clubs.
11. Supervises the District 24-hour “hotline” for crisis situations involving youth.
12. May, with the agreement of the District Governor, assist as Club Youth Protection Coordinator for those small clubs where situations of size prohibit the confidentiality of this position.