



Rotary District 5440 Criminal Background Check Guidelines

Purpose – Standardize the submission and processing of District 5440 Volunteer Affidavits for the purpose of obtaining a Criminal Background Check clearance.

Who is Required to Have a Criminal Background Check? – District Youth Exchange committee members; Youth Exchange host families members (all family members 18 years of age and older); Club members or other adults having individual and/or unsupervised contact with a Youth Exchange student; District and Club members involved in Interact, RYLA and Young RYLA programs as counselors, mentors or chaperones; Anyone involved in a club sponsored project having direct contact with youth, elderly or at-risk individuals.

Submission of District 5440 Volunteer Affidavit – For standardization purposes, District 5440 requests all background checks, required by Rotary Clubs in District 5440, be submitted to the current District 5440 District Protection Officer for processing. This background check will serve as the primary background check and clearance. Clubs may use a secondary source for background checks at their discretion and at their expense. All background checks involving Youth Exchange and RYLA will be processed by the current District Protection Officer.

Volunteer Affidavits should be submitted to the current District Protection Officer for all persons, required in the above guidelines, to have a Criminal Background Check. Each Rotary Club is responsible for paying the cost of the Criminal Background Check for their club members, Youth Exchange host families and any other persons requiring a background check involved in their club sponsored programs. Payment for the Criminal Background Check will accompany the Volunteer Affidavit at the time it is submitted to the District Protection Officer.

Background Check Clearance – All cleared background checks are valid for one year from the date of clearance. Cleared background checks will be posted on the District 5440 web site with the date of clearance. It is the responsibility of each Rotary Club to submit Volunteer Affidavits to the District Protection Officer for all persons requiring a Criminal Background Check. Clubs are also responsible for re-submitting new Volunteer Affidavits for all persons whose background check clearance has expired, if that individual continues in a position requiring a Criminal Background Check.

Background Check Questions – Questions regarding background check guidelines or clearances should be directed to the District Protection Officer or your club's Assistant Governor.