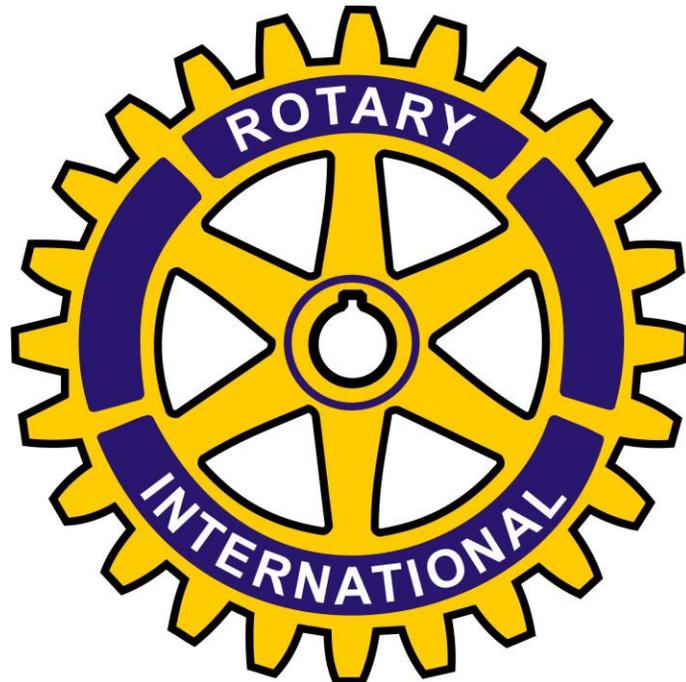


# **ROTARY DISTRICT 5240 YOUTH ABUSE & HARASSMENT PROTECTION POLICY**





## ROTARY DISTRICT 5240 YOUTH ABUSE AND HARASSMENT PREVENTION POLICY

### 1. Statement of Conduct for Working with Youth

District 5240 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/or any 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 each person's responsibility to be familiar with the entire Rotary District 5240 Youth Policy, the Reporting Guidelines, Affidavits, Host Applications, and all reporting forms. Each person who will work with Youth in any capacity must complete and sign the Rotary District 5240 Youth Volunteer Affidavit and Waiver. A copy of these documents is at the end of this Policy.

### 2. Definitions

**Volunteer:** Any adult involved with Rotary Youth Exchange activities that has direct interaction with students, either supervised or unsupervised. This includes, but is not limited to, club and District Youth Exchange Officers and committee members, Rotarian Counselors, Rotarians and non-Rotarians, their spouses and partners that host students for activities or outings, host parents, and other adult residents of the host home (including siblings and other family members).

**Student:** Youth involved with Rotary Youth Exchange, regardless of whether they are of the age of majority.

**Sexual abuse:** Sexual abuse refers to engaging in implicit or explicit sexual acts with a student, or forcing or encouraging a student to engage in implicit or explicit sexual acts, alone or with another person of any age of the same sex or the opposite sex. Additional examples of sexual abuse could include, but are not limited to:

- Non-touching offenses
- Indecent exposure
- Exposing a student to sexual or pornographic material

**Sexual harassment:** Sexual harassment refers to sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or "groom" their victims. Examples of sexual harassment could include, but are not limited to:

- Sexual advances
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Displaying sexually suggestive objects, pictures, or drawings
- Sexual leering or whistling, any inappropriate physical contact, such as brushing or touching, obscene language or gestures, and suggestive or insulting comments

Please refer to the Rotary District 5240 Reporting Guidelines for definitions and clarifications.

### 3. Volunteer Selection and Screening

The following screening steps must be completed prior to participation in Youth Exchange activities:

District 5240 will maintain all records of criminal background checks, waivers, and screening for adults working with minors until the criminal offense Statute of Limitations runs out from the date of the record's creation. If it is deemed more practical, these records may then be archived and made available upon request to authorized parties acting on behalf of the District or Rotary International by the company that is responsible for the background checks.

***All volunteers interested in participating in the District 5240 Youth Exchange program must:***

- Complete a *Youth Volunteer Affidavit* form and authorize the District to conduct a criminal background check (subject to local laws and practices).
- Undergo personal interviews.
- Provide a list of references for the District to check.
- 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 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.
- Understand and comply with RI and District guidelines for the Youth Exchange program.

***Host families*** must meet the following selection and screening requirements, in addition to those listed above. To enhance and share the hosting experience, each student will have from 2 to 4 host families during his or her exchange year.

Host families must undergo a comprehensive interview that determines their suitability for hosting exchange students. This should include:

- Demonstrated commitment to the safety and security of students
- Motivation for hosting a student that is consistent with Rotary ideals of international understanding and cultural exchange, eg., Outbound's families cannot be required to host
- Financial ability to provide adequate accommodations (room and board) for the student
- Aptitude for providing appropriate supervision and parental responsibility that ensures the student's well being
- Host families must complete a written application.
- Home visits must be conducted for each family and additional announced or unannounced visits may be made during the placement.
- Home visits must be conducted annually, even for repeat host families.
- All adult residents of the host home 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. ***Rotarian Counselors*** must meet the criteria for ***All Volunteers***, as well as the following:
- Counselors must not be a member of the student's regular host family. Short stays are permissible such as when host family is out of town for a few days or a week.
- Counselors must be trained in responding to any problems or concerns that may arise during the exchange, include instances of physical, sexual, or emotional abuse or harassment.

#### **4. Student Selection and Screening**

*All Students* interested in participating in the District 5240 Youth Exchange program must:

- Complete a written application and be interviewed for their suitability for participation in the Youth Exchange program.
- Attend and participate in all District orientation and training sessions

*All parents or legal guardians of Outbound students interested in participating in the District 5240 Youth Exchange program must:*

- Be interviewed to determine the student's suitability for participation in the Youth Exchange program.
- Adhere to the application and selection timeline. Students that begin the process after deadlines have passed may not be thoroughly interviewed and could miss vital orientation sessions.

***Inbound student selection:*** Students must apply through their home District's channels who in turn apply through the Host District's channels. "Backdoor Exchanges" are not permitted.

#### **5. Training**

District 5240 will provide abuse and harassment prevention training to all Youth Exchange program participants. The District Youth Exchange Chair will conduct the training sessions.

District 5240 will:

- Adapt the *Abuse and Harassment Prevention Training Manual* (when available) to include relevant information on specific District guidelines, local customs, cultural issues, and legal requirements.
- Develop a calendar for training and define the frequency of training required for each volunteer position, including descriptions of who is to participate, when training should occur, and how training will be conducted.
- Conduct specialized training sessions for the following Youth Exchange Program participants:
  - District Governor
  - District Youth Exchange Committee members
  - Rotarian Counselors
  - Host Families
  - Students (Outbound and Inbound)
  - Parents and Legal Guardians of students
- Establish guidelines to ensure that all those required to be trained have participated.
- Maintain records of participation to ensure compliance.

#### **6. Allegation Reporting Guidelines**

District 5240 is committed to protecting the safety and well being of Youth Exchange students and will not tolerate their abuse or harassment. All allegations of abuse or Harassment will be taken seriously and must be handled in accord with the *Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines*.

## **7. Investigation Guidelines**

District 5240 takes all allegations of abuse or harassment seriously and will investigate each allegation thoroughly and report to Rotary International within 72 hours. Other serious incidents such as crimes, early returns, life threatening illness or injury and deaths will also be reported to RI within 72 hours

The District will cooperate with all law enforcement, child welfare services, and legal investigations, and will not interfere with these investigations.

## **8. Other District 5240 Responsibilities**

District 5240 will:

- Have procedures for reporting, investigating, and proper handling of non-criminal offenses or historic cases that law enforcement will not investigate.
- Ensure that participating Rotary Clubs comply with District's youth protection policy and procedures
- Recommend that all inbound Youth Exchange students maintain insurance at the following level: \$500,000 minimum health and liability.
- Provide each student with a list of local services in the District (rape and suicide crises hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services, etc.) (see page 17)
- Maintain and provide to Youth Exchange Students a list of emergency telephone numbers of Youth Exchange Committee members. (See page 18)
- Evaluate and review this policy and accompanying procedures on an annual basis
- Will follow RI guidelines for Youth Exchange Web sites and usage of the Rotary Logos



# Rotary District 5240 Reporting Guidelines for Abuse and Neglect

## Introduction

A Youth Exchange student will spend an extended period of time living with a host family in a country other than their own. Rotarians, their families, and non-Rotarian volunteers are expected to use their best efforts to safeguard the welfare of and prevent the physical, sexual, emotional abuse or neglect of every student with whom they come into contact.

Rotary International and District 5240 is committed to protecting the safety and well being of Youth Exchange students and will not tolerate their abuse or neglect. All allegations of abuse or neglect will be taken seriously and must be handled within the following guidelines. **The safety and well-being of students should always be the first priority.**

## Definitions

Sexual abuse: Sexual abuse refers to engaging in implicit or explicit sexual acts with a student, or forcing or encouraging a student to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite sex.

Other examples of sexual abuse include but are not limited to:

- Non-touching offenses
- Indecent exposure
- Exposing a child to sexual or pornographic material

Sexual Harassment: Sexual Harassment refers to sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to 'groom' their victims.

Examples of sexual harassment could include, but are not limited to:

- Sexual advances
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Displaying sexually suggestive objects, pictures or drawings
- Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures and suggestive or insulting comments

## Allegation Reporting Guidelines

For use by all persons to whom a student reports an incident of abuse, neglect or harassment. Any person to whom a student reports an incident of abuse, neglect or harassment is responsible for following these **Allegation Reporting Guidelines**.

### 1. Report from the Student

a. **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse/neglect or harassment. 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/neglect to make it stop and to ensure that it does not happen again to him or her or to other students.
- c. **Get the facts, but don't interrogate.** Ask the student questions that establish what was done and who did it. Reassure the student that s/he did the right thing in telling you. Avoid asking "why" questions. Remember, your responsibility is to present the students' story to the proper authority.
- d. **Be non-judgmental and reassure the student.** 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 student. Assure the student that the situation was not their fault and that they were brave and mature to come to you and report the issue.
- e. **Record.** Keep a written record of the conversation with the student as soon after the report as you can, including the date and time of the conversation. Use the students' words and record only what has been told to you.
- f. **Protect the Student** Ensure the safety and well-being of the student. If the host family is involved in the allegation of abuse, our procedure is to immediately remove the student from the situation. In any other circumstances, the student is immediately removed from any and all contact with the alleged abuser. Each Rotary Club has emergency temporary hosts available (usually Rotary Counselor, Club President, Club YEO, or previous host parent). Give reassurance that this is for the students' safety and is not a punishment.

### 3. Report to Appropriate Authorities

District 5240 ensures the prompt notification of allegations of abuse, neglect or harassment of Youth Exchange Students in compliance with state laws and statutes. California State Law requires any person who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, sexual abuse, sexual conduct with a minor, sexual assault, molestation, sexual exploitation of a minor, incest, child prostitution, or neglect that appears to have been inflicted on the minor by other than accidental means shall immediately report this information, or cause reports to be made, to a law enforcement official or child protective services in the Department of Economic Security. Generally, reports should be made to Child Welfare Services if the alleged abuse is by a family member or legal guardian. All other reports should be made to law enforcement. *In cases of non-criminal harassment, the District Youth Exchange Chair and District Governor are responsible for investigating and will be in contact with the alleged offender after the student has been moved to a safe environment.*

Upon notification to proper officials, the reporter shall then contact the District Youth Exchange Chairperson concerning the filing of a report, on behalf of the student. Also, information concerning the location of the Rotary Youth Exchange Student should be provided to the Club Counselor, as well as at the District level, to ensure the students' continued safety. The District is responsible for notifying the RYE students' family in the country of origin, as well as other members within the District responsible for investigating/continuing care of the student.

#### **4. Avoid Gossip and Blame**

Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation. Information concerning the alleged report will not be disclosed to any individual unless mandated for the purpose of investigation. Failing to adhere to this policy could open up the “reporter”, club and/or District to liability.

#### **5. Do not challenge the alleged offender**

The adult to whom the student reports must not contact the alleged offender. Abuse and neglect interrogation must be left entirely to the proper authorities.

#### **6. Follow-up**

After reporting allegations to the Rotarian Counselor and District Youth Exchange Chair, follow-up to make sure steps are being taken to address the situation. Any Adult against whom an allegation of abuse, neglect, or non-criminal harassment has been made will be removed from all contact with youth until the matter is resolved.

#### **7. Post Report Procedures**

*For use by Rotarian Counselors and District Youth Exchange Chair of 5240.*

1. The adult to whom the student reports the abuse should follow the Allegation Reporting Guidelines.
2. Confirm that the student has been removed from the situation immediately and all contact with the alleged abuser. Ensure that contact with the alleged perpetrator will not occur during the investigation.
3. Ensure the student receives immediate support services. Social services may be able to assist in providing referrals.
4. Contact the student’s parents or legal guardian. Provide the option of staying in the country or returning home.
5. Cooperate with the investigation.
6. If the Rotarian Counselor is first notified, contact the Youth Exchange Chair of 5240. Provide written follow-up reports of the steps taken, outcome of all investigations and actions taken.

#### **8. Appropriate Response for Addressing Issues within the Rotary Club for Allegations Made Against Rotarians or Non-Rotarians.**

When addressing an allegation of abuse, the most important concern is the safety of the students and protection of their right to privacy. Club members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any police or criminal investigations. Club members should be cautioned about speculating or commenting on the matter during the investigations. Comments made about alleged victims in support of alleged abusers do not support our statement of conduct or Rotary ideas. Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser.



## Rotary District 5240 Youth Volunteer Affidavit (For Host Families and Rotary Counselor)

District 5240 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 any 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.

### PERSONAL INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

How long at this address? \_\_\_\_\_ (If less than five years, please list prior residence(s) on the back of this sheet.)

Are you a member of a Rotary club? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please give club name and year joined: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Have you worked with Youth in Rotary in the past? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what position and when? \_\_\_\_\_

### EMPLOYMENT HISTORY (5 years – please attach additional sheets, if necessary)

Current Employer: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Position: \_\_\_\_\_

How long with this company? \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Position: \_\_\_\_\_

How long with this company? \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

**VOLUNTEER HISTORY WITH YOUTH** (5 years – please attach additional sheets, if necessary)

Organization Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Position: \_\_\_\_\_

Dates Held: \_\_\_\_\_ Director's Name: \_\_\_\_\_

Previous Organization: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Position: \_\_\_\_\_

Dates Held: \_\_\_\_\_ Director's Name: \_\_\_\_\_

**PERSONAL REFERENCES** (not relatives and not more than one former or current Rotarian)

1. Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Relationship: \_\_\_\_\_

**CRIMINAL HISTORY**

1. Have you ever been convicted of or plead guilty to any crime(s)? yes no

2. Have you ever been subject to any court order involving any sexual, physical or verbal abuse including but not limited to any domestic violence or civil harassment injunction or protective order?  
yes no

If yes, on number one or two above, describe in full. Also indicate dates(s) of crime(s) and in which country and state each took place. (Attach a separate sheet if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**WAIVER/CONSENT/RELEASE**

I declare under penalty of perjury that all of the statements in this Youth Volunteer Affidavit, are true and correct to the best of my knowledge. I also certify that I have not withheld any information that would affect this affidavit unfavorably, if disclosed. I understand that any omission of facts or misrepresentation will result in my elimination from consideration for any volunteer position with the District 5240 Youth Program or its affiliates. I further certify that I understand that District 5240 Youth Program's intent is to deny a position to anyone convicted of a crime of violence or a crime against another person.

I hereby give my permission for District 5240 Youth Committees to investigate, verify and obtain information given in this affidavit, including searches of law enforcement and published records (including driving records and criminal background checks), contact with former employers and reference interviews. I understand that this information will be used, in part, to determine my eligibility for a volunteer position with the District 5240 Youth programs. I also understand that as long as I remain a volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and that there is a procedure available for clarification, if I dispute the record as received.

I have received a copy of and further agree to conform to the rules, regulations, and policies of Rotary International, the District 5240 Youth programs and its affiliates, and understand that my service can be modified or terminated, with or without notice or cause, at any time, at the option of either the District 5240 Youth programs or its affiliates, or at my option. I understand and agree that the District 5240 Youth programs or its affiliates may, in their sole discretion, decline to accept my application for volunteer services with or without cause.

**I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE AFFIDAVIT, WAIVER, CONSENT AND RELEASE, AND THAT I SIGN THIS FORM VOLUNTARILY.**

---

Signature of Applicant

Please Print Name

Date

# Host Family Application

(Please print in ink or type)

Host Father's full name: \_\_\_\_\_

Host Mother's full name: \_\_\_\_\_

Home address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home telephone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Host Father's occupation: \_\_\_\_\_

Business telephone: \_\_\_\_\_ Work Fax: \_\_\_\_\_

Host Father's cell phone: \_\_\_\_\_

Host Mother's occupation: \_\_\_\_\_

Business telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Age group: Husband:  Over 25  Over 35  Over 45  Over 55

Wife:  Over 25  Over 35  Over 45  Over 55

Host Father's country of birth: \_\_\_\_\_

Host Mother's country of birth: \_\_\_\_\_

Religious background or affiliation: \_\_\_\_\_

## List all children:

Name	Relationship	Sex	Age	Lives at home?
_____				<input type="checkbox"/> Yes <input type="checkbox"/> No
_____				<input type="checkbox"/> Yes <input type="checkbox"/> No
_____				<input type="checkbox"/> Yes <input type="checkbox"/> No
_____				<input type="checkbox"/> Yes <input type="checkbox"/> No

List all other persons living in your home:	Relationship:	Sex	Age	Lives at home
_____				<input type="checkbox"/> Yes <input type="checkbox"/> No
_____				<input type="checkbox"/> Yes <input type="checkbox"/> No
_____				<input type="checkbox"/> Yes <input type="checkbox"/> No

Please indicate foreign language background, if any, for family members: \_\_\_\_\_

Name of school which student will attend (if applicable): \_\_\_\_\_

Organizations and clubs to which family members belong: \_\_\_\_\_

Please indicate if you have pets in your home:  Cats  Dogs  Other(s): \_\_\_\_\_

Please indicate if you are applying to host a student for:

1/3 year (3-4 months)  1/2 academic year (5-6 mo.)  Academic year  Summer Exchange

Please indicate the following: My family can receive a:  Boy  Girl  Either  
Would prefer to host a student in the:  Fall  Winter  Spring  Summer  
Will the student share a bedroom?  Yes  No If yes, with whom? \_\_\_\_\_  
Indicate briefly your main reasons for wishing to participate in the Rotary Youth Exchange program: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe other hosting experiences you have had: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you learn about Rotary and hosting exchange students? \_\_\_\_\_  
\_\_\_\_\_

If you have any additional comments you would like to include please use the space provided below: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you know of any other families that may wish to host students? If yes, please list their contact information below:  
\_\_\_\_\_

If selected as a host family, do you agree to treat the student as your own son or daughter and to provide appropriate parental supervision?  Yes  No

**Please sign below:**

Host Father's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Host Mother's signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Rotary District 5240 Youth Suspected Abuse/Neglect Report



Today's Date \_\_\_\_\_

Child Information						
Last name	First Name		Middle Name	Gender		
	Ethnicity	Date of birth	Age	Grade	Height	Weight
Home address in the United States (host family)			City	Zip	Home Phone	
Home address in foreign country			City	Country	Phone	

Composition of Family (who live in household)						
Last Name	First Name	Gender	Relation to student	Work Phone	Cell phone	√ if alleged perpetrator

**Nature of suspected abuse or neglect (check all that apply)**

- Non-Accidental Injury    
  Physical Abuse    
  Neglect    
  Other

How and when did Rotary become aware of the situation (include name of personnel who first learned of the abuse)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What were the Child's responses to the following four questions (use exact quotes and verbatim language)?

1. What happened? \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
2. Who did it? \_\_\_\_\_
3. When did it happen? \_\_\_\_\_
4. Where did it happen? \_\_\_\_\_

Additional information volunteered by the child (use exact quotes and verbatim language whenever possible).  
 Note: please attach additional pages whenever needed

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Observation of the child's injury, if any: \_\_\_\_\_

Describe child's demeanor at time of disclosure and note recent changes observed: \_\_\_\_\_

Other information that might be helpful: \_\_\_\_\_

**Contact made with**

1. Contact appropriate Police Agency (List  agency contacted)
- |  |   |
|--|---|
| <input type="checkbox"/> _____ Police Department | <input type="checkbox"/> Other Agency, if any |
| Number _____                                     | Number _____                                  |
| Officer _____                                    | Officer _____                                 |
| Badge number _____                               | DR# _____                                     |
| DR# _____  |   |

2. Contact Child Welfare Services      CWS Intake Worker \_\_\_\_\_      CWS Office Assigned \_\_\_\_\_

Contact Numbers for **Counties in or near District 5240**: **Kern**: 661-631-6011; **Los Angeles**: 800-540-4000; **San Luis Obispo**: 800-632-4615; **Santa Barbara**: 800-367-0166 Days; 805-683-2724 Nights; **Ventura**: 805-654-3200

For all CWS Agencies in California Refer to website: [http://www.dss.cahwnet.gov/cfsweb/res/pdf/EmergencyR\\_315.pdf](http://www.dss.cahwnet.gov/cfsweb/res/pdf/EmergencyR_315.pdf)

Signature of person(s) completing report \_\_\_\_\_

Name of person who received disclosure \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

# CRISIS HOTLINES & CHILD WELFARE AGENCIES

## 24-Hour Rape Crisis Hotlines:

**Ventura County:** 805-656-1111 (English) or 1-800-300-2181 (Spanish)

**Santa Barbara County Rape Crisis Center:** 805-564-3696 [www.sbrapecrisiscenter.org](http://www.sbrapecrisiscenter.org)

North County Rape Crisis & Child Protection Centers:

**Lompoc/Solvang:** 805-736-7373, **Santa Maria:** 805-928-3554

**San Luis Obispo County:** Rape Crisis Center: 805-545-8888

**Kern County:** 661-322-0931

**24 Hour Toll Free Rotary YES/SCANEX Emergency Contact Number: 800-5STJOHN**

## National Hotlines for other services:

- National Drug & Alcohol Treatment Hotline: 1-800-662-HELP
- National Domestic Violence Hotline: 1-800-799-7233
- National Child Abuse Hotline: 1-800-4-A-CHILD
- National Youth Crisis Hotline: 1-800-HIT-HOME
- National Adolescent Suicide Hotline: 1-800-621-4000
- National Runaway Hotline: 1-800-621-4000
- Panic Disorder Information Hotline: 1-800- 64-PANIC

Contact Numbers for Child Welfare Agencies for Counties in or near District 5240:

**Kern County:** 1-661-631-6011

**Los Angeles County:** 1-800-540-4000

**San Luis Obispo County:** 1-800-632-4615

**Santa Barbara County:** 1-800-367-0166 Days; 805-683-2724 Nights

**Ventura County:** 805-654-3200

Cities within the 4 Counties of Rotary District 5240 that are  
Hosting 1 or more Rotary Exchange Students for 2009-10 (**in bold**):

This list is provided for students to determine which of the above phone numbers to use for their corresponding County.

**SANTA BARBARA COUNTY CITIES & COMMUNITIES:** Buellton, Carpinteria, **Goleta**, Lompoc, Los Olivos, **Santa Barbara**, Santa Maria, **Santa Ynez Valley**, Solvang

**VENTURA COUNTY CITIES & COMMUNITIES:** **Camarillo**, **Conejo Valley**, Fillmore, Newbury Park, **Ojai**, Oxnard, Port Hueneme, Santa Paula, Simi Valley, **Thousand Oaks**, **Ventura**, Westlake Village

**SAN LUIS OBISPO CITIES & COMMUNITIES:** Arroyo Grande, Atascadero, Cambria, Cayucos, Grover Beach, Los Osos, Morro Bay, Nipomo, Paso Robles, Pismo Beach, **San Luis Obispo**, Templeton

**KERN COUNTY:** Bakersfield, China Lake, Delano, Inyokern, Kern River Valley, Tehachapi, Taft, Wasco

## **ROTARY INTERNATIONAL DISTRICT 5240 DISCLOSURE**

As part of the background and investigation done by Rotary International - District 5240 on the fitness of an applicant to participate in youth-oriented activities, we may obtain criminal history reports or prepare an investigative report. The investigative report may consist of, but not be limited to, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Rights under the Fair Credit Reporting Act.

### **AUTHORIZATION TO RELEASE INFORMATION**

I, _____	_____	_____
First Name	Middle Name	Last Name
_____		_____
Current Address		Dates Lived Here
_____		_____
City		Zip Code
_____		_____
<u>Addresses for the Past Seven Years: (include street, city, state, zip code):</u>		<u>Dates of Residence:</u>
_____		_____
_____		_____
_____	_____	_____
Date of Birth	Other Names Used (including maiden name)	Years Used
_____	_____	_____
Social Security Number	Driver's License #	State
_____	_____	_____
_____	Purpose of application: Rotary Youth Exchange _____ RYLA _____ Interact _____ Youth Act _____	
Daytime Phone Number		

do hereby authorize verification of all information in my application from all sources of motor vehicle, criminal history, and personal character and authorize any duly authorized agent of **IntelliCorp Records, Inc** to obtain, whether the said records are public or private, and including those which may be deemed to be privileged or confidential in nature and I release all persons from liability on account of such disclosures. Information appearing on this Authorization will be used exclusively by **IntelliCorp Records, Inc** for identification purposes and for the release information that will be considered in determining any suitability for participating in youth-related programs with Rotary International District 5240. I certify that I have made true, correct, and complete answers and statements on my application, any supplements to it and in any interview in the knowledge that they will be relied upon in considering my application. I agree to provide additional information that may be requested to process my application. I authorize without reservation, any party or agency contacted by **IntelliCorp Records, Inc** to furnish the above-mentioned information. This authorization is valid for a period of one (1) year from the date hereof to the extent permitted by law.

**\*\*I hereby do \_\_\_\_\_ do not \_\_\_\_\_ authorize you to contact my current employer for Employment and Reference Verifications (This will authorize immediate inquiries to the Human Resources Dept. and to any listed supervisors or references in the Employment/Reference Section of your application.)**

I have the right to make a request to **IntelliCorp Records, Inc**, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which **IntelliCorp Records, Inc** has previously furnished within the two year period preceding my request.

I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of my application to participate in youth-related activities.

_____	_____	_____
Printed Name	Applicant Signature	Date

**CALIFORNIA, OKLAHOMA, and MINNESOTA RESIDENTS ONLY: If you are a current California, Oklahoma, or Minnesota resident and would like to request a copy of your Consumer Report or Investigative Consumer Report, please check the box. This report may include character and reputation information obtained through personal interviews.**

**DISCLAIMER: THIS FORM IS NOT MEANT TO PROVIDE LEGAL ADVICE OF ANY KIND. LEGAL ADVICE SHOULD BE SOUGHT FROM YOUR ATTORNEY. WE MAKE NO CLAIMS, PROMISES OR GUARANTEES ABOUT THE ACCURACY, COMPLETENESS, OR ADEQUACY OF THE INFORMATION CONTAINED HEREIN. WE MAKE NO WARRANTY THAT THIS FORM IS APPROPRIATE FOR YOUR PARTICULAR NEEDS.**

**FAX COMPLETED FORM TO: Paul Dryman 805-371-1294**

# DISTRICT 5240 - EMERGENCY CONTACT SHEET

## Rotary & Non-Rotary (\*) Contacts in case of abuse or harassment

### DISTRICT CONTACTS

**Deepa Willingham**  
*District Governor 2010-2011*  
Rotary District 5240  
725 Croft Lane  
Solvang, CA 93463  
Home/Work: (805) 686-2949  
Cell: (805) 698-6910  
www.RotaryDistrict5240.org  
[deepa2@verizon.net](mailto:deepa2@verizon.net)

**Ronda Werner**  
*Youth Exchange Chair*  
456 Valley Vista Drive  
Camarillo, CA 93010  
Home: (805) 384-0240  
Business: (805) 388-7002  
Cell: (805) 259-8698  
E-mail: [tshirts@adelphia.net](mailto:tshirts@adelphia.net)

**Scott Burns**  
*Youth Protection Chair*  
2319 Garden Street  
Santa Barbara, CA 93015  
Home: (805) 682-1246  
Cell: (805) 448-8810  
E-mail : [wsburns@cox.net](mailto:wsburns@cox.net)

### NON-ROTARY CONTACTS:

*Jamie Farrell\* (male contact)*  
**Rotex 2007-08**  
304 Pomo Street  
Ventura, CA 93001  
Home: (805) 641-0810  
Cell: (850) 667-7999  
E-mail: [farrjam@yahoo.com](mailto:farrjam@yahoo.com)

*Courtlin Stoker\* (female contact)*  
**Rotex 2005-06**  
101 Oceano Ave #12  
Santa Barbara, CA 93109  
Home: (805) 686-4300  
Cell: (805) 245-8846  
E-mail: [courtlin88@hotmail.com](mailto:courtlin88@hotmail.com)

### LOCAL CONTACTS

**Frank Tripicchio** (RC Bakersfield South)  
*Student Protection Officer*  
Rotary Groups 1,2,3  
1404 Calle Hermosa  
Bakersfield, CA 93309  
Phone: (616) 331-7075  
Cell: (805) 444-7755  
E-mail: [frtripi@zeus.kern.org](mailto:frtripi@zeus.kern.org)

**Mary M. Howard, Esq.**  
Rotary Groups 4,5,6  
199 Figueroa St., Second Floor  
Ventura, California 93001  
(805) 641-9997  
FAX (805) 641-9998  
[www.venturalaw.com](http://www.venturalaw.com)  
[mhoward@venturalaw.com](mailto:mhoward@venturalaw.com)

**Les Esposito** (RC Montecito)  
*Student Protection Officer*  
Rotary Groups 7,8,9  
1537 Meadow Circle  
Carpinteria, CA 93013  
Business: (805) 963-7339  
Home: (805) 684-2447  
Cell: (805) 705-5035  
E-mail: [les@dyslexiacenter.org](mailto:les@dyslexiacenter.org)

**Paul Dryman**  
*Background Check Officer*  
CA PI # 23854  
Informed Decision  
60 N. Rancho Road, Suite 22  
Thousand Oaks, California 91362  
(805) 371-1264  
(805) 371-1294 Fax  
[Paul@info-decision.com](mailto:Paul@info-decision.com)  
[www.info-decision.com](http://www.info-decision.com)