

**Rotary District 5130 Youth Exchange
Abuse and Harassment Prevention Policy**

Frequently Asked Questions

What do the Clubs of District 5130 need to do in order to comply with the District's Abuse and Harassment Prevention Policy?

All volunteers (club counselors, youth exchange committee chairs, host families, or others who may have unsupervised (one on one) contact with inbound or outbound exchange students) must complete a Youth Volunteer Affidavit form and sign a waiver/consent/release from to authorize the district to conduct a Live Scan criminal background check.

All volunteers must submit to a Live Scan criminal background check by the California Department of Justice.

All volunteers must undergo personal interviews.

All volunteers must provide a list of references for the District to check.

All volunteers must meet RI and District 5130 eligibility requirements. Any volunteer found to have engaged in or have been convicted of sexual abuse or harassment shall be prohibited from working with the Youth Exchange Program.

All clubs must submit a written statement of compliance with District 5130's Abuse and Harassment Prevention Policy to the District Abuse Prevention Coordinator.

Who is the District Abuse Prevention Coordinator and how can he/she be contacted?

The District Abuse Prevention Coordinator for District 5130 is Wulff Reinhold, a member of the Rotary Club of Rohnert Park-Cotati. He can be reached by phone at 707-508-5819 (cell). His home address is 1200 Oak Springs Lane, Santa Rosa, CA 95404-9206. His e-mail address is: wreinhold@cds1.net

Who must submit a Volunteer Affidavit form, a waiver/release/consent form, and Live Scan results?

At a minimum each club's Youth Exchange Counselor, Youth Exchange Committee Chair, and all adult members of host families. If others in your club are likely to have one on one contact with exchange students outside of Rotary meetings or club functions or other group activities, they, too, should submit the affidavit, the waiver, and Live Scan results.

Where do I obtain a copy of the affidavit and waiver/release/consent forms?

These forms appear as Appendix A to the District's Abuse and Harassment Prevention Policy. The policy and the forms have been distributed to the Youth Exchange Counselor of each club in District 5130. They can also be obtained by requesting copies from the District Abuse Prevention Coordinator. All forms are also available electronically on the Western States Student Exchange (WESSEX) website at:

<http://rotarywessex.org/forms/default.asp>, the District's Youth Exchange website at: <http://www.youthexchange5130.org/forms.shtml>, or from the District's general website at: <http://www.rotary5130.org/youthprotection.shtml>.

What is a Live Scan criminal background check?

Live Scan is an electronic fingerprinting process conducted by local law enforcement agencies and authorized private vendors under the auspices of the California Department of Justice.

Where do I go for a Live Scan?

To find the nearest Live Scan site to you, check the following web page of the California Department of Justice: <http://ag.ca.gov/fingerprints/publications/contact.php> or check with your local law enforcement agency.

What if I have already completed a Live Scan for another volunteer position with my local schools or other non-profit organization?

The Department of Justice will not share information with District 5130 that has been previously released to any other organization, so it is necessary to undergo a separate Live Scan for each volunteer activity that may require it. District 5130 will receive information only for applications with our specific ORI code attached.

How do I obtain a Live Scan application?

The Live Scan application is available on the District 5130 website at: http://www.rotary5130.org/youthprotection/forms/SA_Scan.pdf

This version already has all of the District information filled out and you only need to fill in your personal information. You can fill out the form online, but it must be printed out and presented at the law enforcement agency conducting the Live Scan. The completed PDF form can be saved on your computer for your reference. A copy of the completed form signed by the Live Scan operator must be submitted to the District Abuse Prevention Coordinator (Wulff Reinhold, 1200 Oak Springs Lane, Santa Rosa, CA 95404-8206)

If needed, blank forms are usually available from the agency conducting the Live Scan, but you can also download a “Request for Live Scan Services” form from the following Department of Justice web page: http://ag.ca.gov/fingerprints/forms/BCII_8016.pdf

What is the cost of a Live Scan and who will pay?

District 5130 has been recognized by the California Department of Justice as a non-profit organization, so you will not be charged the DOJ application fee of \$32, however, there will be a \$30 fee for submission to FBI. When the Live Scan agent enters the ORI number (listed below), your application will be recognized as one requested by a non-profit organization. You may also be assessed a rolling fee (usually \$15 to \$25) by the agency providing the service. You should consult with your local Rotary Club regarding who is responsible for paying the fee.

What information do I need to complete the application?

If you use the form from the District 5130 website, all the necessary district information is already completed.

*If you use a blank form, you will need to know the following information: Our District’s **ORI number** is **AA198**. The type of application is **Volunteer**. The job title is your particular volunteer role, e.g. Rotary Club Youth Exchange Counselor or Rotary Club Youth Exchange Host Family. The agency authorized to receive the criminal history information is **Rotary District Fifty One Thirty**. Please note that it must be spelled out; the numerals 5130 are not acceptable to the Department of Justice. The mail code is: **11591**. The agency address that we are using is the address of our District Student Safety Officer. It is **4959 Fern Place, Rohnert Park, CA 94928**. The contact name is **Tim Miller**. The telephone number is **(707)849-2079**. In block 3, the Misc. No BIL (agency billing number) is **N/A**. The Misc. Number is your phone number. In block 4, you will **not** be required to submit an OCA number (mark it **N/A**). The level of service requested is **DOJ and FBI** (check the boxes). Mark all of the items in block 5, **N/A**. They do not apply to volunteer applicants. The final block will be completed by the person doing the Live Scan.*

Who will see the Live Scan results?

The Live Scan results will be sent directly to Tim Miller, the District Student Safety Officer. In compliance with the Abuse and Harassment Prevention Policy, Tim has a background of law enforcement (he is a retired California Highway Patrol sergeant) and is qualified to analyze the Live Scan background checks. He will maintain strict confidentiality of the forms in compliance with state and federal law. In the event that he determines on the basis of the Live Scan results that an individual is not acceptable as a youth exchange volunteer, he will advise the District Abuse Prevention Coordinator

(without disclosing the details or reasons behind the decision) who will then advise the Club Youth Exchange Counselor or appropriate officer of the volunteer's home club. Information regarding the specific reasons for disqualification will not be shared with any members of the volunteer's club or with any individuals involved with the Youth Exchange program at the District or club level.

What is considered to be sexual abuse under the District 5130 policy?

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 opposite sex. Additional examples of sexual abuse could include but are not limited to: non-touching offenses, indecent exposure, or exposing a student to sexual or pornographic material.

What is considered to be sexual harassment under the District 5130 policy?

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, or comments about an individual's sexual activity, deficiencies, or prowess, and verbal abuse of a sexual nature.

What should I do if a case of sexual abuse or harassment is reported to me or if I wish to report a case of personal harassment or abuse?

*In most cases the first contact should be your Rotary Club Counselor, who should immediately contact one of the following three people: **Wulff Reinhold, District Abuse Prevention Coordinator**, at 707-508-5819; **Tim Miller, District Student Safety Officer**, at 707-849-2079; or **Glenda Sales, Rotary District 5130 Youth Exchange Chair**, at 707-545-4127. Any of these people can help you through the necessary follow-up steps. It is also important that you **establish the precise geographic location of the alleged incident** in order to involve the appropriate law enforcement agencies in an investigation of an abuse complaint.*

*The complete guidelines for reporting incidents of Sexual Abuse or Harassment are outlined in **Appendix B** of Rotary District 5130's Youth Exchange Program Abuse and Harassment Prevention Policy.*