



ROTARY INTERNATIONAL DISTRICT 6250, INC. DISTRICT LEADERSHIP PLAN

(last updated April 30, 2019 to take effect July 1, 2019)

All districts are required to develop and adopt a District Leadership Plan (DLP) in conformity with sections 17.030.1.-17.030.3. of the Rotary Code of Policies. The DLP is intended to supplement and/or clarify the provisions of the Rotary International (RI) and The Rotary Foundation (TRF) Code of Policies as well as the District 6250 Bylaws. The DLP shall in no way contradict or supersede the provisions of those documents.

The DLP includes District specific guidelines and policies. When these are required by RI or TRF policy the specific RI or TRF policy section(s) are referenced.

All District Committee Chairs will, on a bi-annual basis, review their committee operations, this DLP and RI and TRF policy to ascertain if there are District specific guidelines or policies that need to be added, deleted or edited. The DGN, in cooperation with the DG line, is responsible for coordinating this effort and for presentation of any revisions at the regularly scheduled April District Board Meeting in odd numbered years (2019, 2021, etc.)

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Article 1 - Introduction

As of July 1, 2019, District 6250 consists of 61 Rotary clubs serving South and Western Wisconsin and Eastern Minnesota.

The District is a not-for-profit non-stock corporation formed in the State of Wisconsin with approved Articles of Incorporation and Bylaws.

The corporate Board of Directors, as specified in 10.02 of the corporate bylaws, may formulate district specific policies and procedures, see to their implementation, and shall oversee operations of the District as a whole. The District Board of Directors consists of between 12 and 15 members.

The existence of this Board, as well as other offices and committees, in no way tends to dilute the authority or responsibility of the District Governor, who is the sole administrative officer of Rotary International recognized within the District.

The District Governor is authorized to hire a professional management firm to assist in the routine duties related to meeting site arrangements, preparation of the District Directory, as well as other projects as needed.

Article 2 – District 6250 Leadership Positions and Committees

Detailed descriptions of most District leadership positions and committees can be found in the latest edition of the Rotary International (RI) and The Rotary Foundation (TRF) Code of Policies published on-line quarterly. If not, they can be found in the District 6250 by-laws and/or in Article 3 of this DLP. A * below denotes a single Member of the 12-15 Member District 6250 Board of Directors.

Officers of the District per District 6250 by-laws are:

- District Governor * (RI Policy 19.010)
- District Governor-Elect * (RI Policy 19.020)
- District Governor-Nominee (Art. 3) * (District By-laws 4.03)
- District Governor-Nominee-Designate (Art. 3)..... (District By-laws 4.04)
- District Vice Governor * (District By-laws 4.05)
- District Treasurer (Art. 3) * (District By-laws 4.06)
- District Secretary (Art. 3) * (District By-laws 4.07)
- Other Officers as the District Governor may appoint.

Non-officer positions within the District:

- Twelve (12) Assistant Governors *(RI Policy 17.030.1)
- Immediate Past District Governor *
- At-large Board Members (up to three appointed by the DGE) ***

Required District Committees and Sub-committees (RI Policy 17.030.2)

- Membership *(RI Policy 17.030.2A)
- Public Image *(RI Policy 17.030.2E)
- Foundation * (TRF Policy 25.010)
 - PolioPlus (TRF Policy 25.020.1)
 - Grants (TRF Policy 25.020.2)
 - Fundraising (TRF Policy 25.020.3)
 - Annual Fund (specific to 6250)
 - Permanent Fund (specific to 6250)
 - Stewardship (TRF Policy 25.020.4)
 - Rotary Peace Fellows (TRF Policy 25.020.5)
- Finance (RI Policy 17.030.2C)
 - Audit
- Planning & Training (RI Policy 17.030.2I)

Optional District Committees (in place in District 6250)

- Nominating Committee (Art. 3)..... (RI Policy 19.030.1)
- Youth Programs *
 - Youth Exchange (RI Policy 17.030.3C, 41.070)
 - Rotary Youth Leadership Awards (RYLA) (RI Policy 41.080)
 - Interact (RI Policy 41.010)
 - Rotaract (RI Policy 41.040)
 - Youth Protection (RI Policy 2.120)
- Rotary Friendship Exchange (RI Policy 41.060)
- District Conference / Festival (RI Policy 17.030.2F)

Optional District Committees (not in place in District 6250)

- Alumni
- Community Service
- Convention Promotion
- International Service
- Programs

Article 3 – Job Descriptions (not defined by RI or TRF)

The following District Leadership positions do not have job descriptions defined in RI or TRF policy. If a job description cannot be found below it can be found in RI or TRF policy.

(a) District Treasurer

Basic Duties of the District Treasurer are as stated in the corporate bylaws. In addition, the District Treasurer shall:

1. Prepare and submit to the Finance Committee monthly financial statements.
2. Prepare annual financial statements for submission to the District Governor.
3. Prepare a yearly financial report to be presented at the annual meeting of the Corporation and submit same to Rotary International in accordance with Rotary International Bylaws Section 16.060.4.
4. Arrange for the preparation of IRS Form 990 of the District.

Some of these duties may be delegated to a professional administrative organization if one is engaged by the District. As specified in the Corporate bylaws an Assistant Treasurer may be appointed.

(b) District Secretary

Basic duties of the District Secretary are as stated in the corporate bylaws. In addition, the District Secretary shall:

1. Assist in making arrangements for meetings as requested
2. Receive and compiled monthly club attendance information

Some of these duties may be delegated to a professional administrative organization if one is engaged by the District.

(c) District Governor Nominee (DGN)

The DGN, selected by the District Governor Nominating Committee, is to become District Governor Elect in the ensuing Rotary year. The DGN is responsible for the following:

1. Beginning preparation for the role of Governor.
2. Becoming familiar with all aspects of the District Leadership Plan (DLP), District operations, the District By-laws, Rotary International Policy and Rotary Foundation Policy.
3. Ensuring that the DLP, District bylaws and RI and TRF Policy are up-to-date and in agreement with one another.
4. Attending and participating in District meetings whenever possible
5. Attending the District Team Training Seminar

6. Selecting a site for the district conference to be held during the year of the Governor Nominee's service as District Governor
7. Performing such duties as may be recommended by the District Governor or District Governor-Elect

(d) District Governor Nominee Designate (DGND)

The DGND is to become DGN in the Rotary year following selection by the District Governor Nominating Committee.

Duties of the DGND generally involve becoming knowledgeable and active in all aspects of District operations.

(e) District Governor Nominating Committee

This committee secures nominations, in accordance with RI bylaws, in order to nominate a future District Governor to RI. The chair of this committee is the Past District Governor, two years removed. Members include the immediate Past District Governor, District Governor, District Governor-Elect, and District Governor-Nominee. In addition, the District Governor-Elect shall appoint two at large members to serve on the committee during his/her term as District Governor.

In the event that the committee chair is unable or unwilling to fulfill the responsibilities of the position, then the immediate Past District Governor shall serve in that capacity.

(f) District Insurance Representative (DIR)

A DIR is a Rotarian with familiarity of and an understanding of liability insurance, coming from the Risk Management field, a property and casualty insurance broker, a commercial lines insurance company underwriter or a claims adjuster. A DIR would:

1. Be familiar with and direct Rotarians to the resources available to clubs and districts under the U.S. Rotary club and district Liability Insurance Program (Insurance website, insurance broker, Rotary's Risk Management Dept. etc.)
2. Use the District's web page to post current insurance information on the District's web page
3. Receive and read email communications from insurance@rotary.org and communicate same to clubs.

Background: The DIR is not referenced in RI or TRF policy. In July of 2013, Rotary International Risk Management has asked each District with U.S. Clubs to assign a contact person for messages sent by Rotary International Risk Management about the U.S. Rotary club and district liability insurance program. The purpose was to improve communication to all U.S. Clubs within the District about their insurance. Preferably, this individual would have had insurance

experience. Over the last few years, Risk Management has maintained an informal list of District Insurance Representatives (DIRs) and communicated with them via insurance mailings and individual email contact. In March 2017, a Rotary International's committee, Operations Review Committee, requested that governors of districts with U.S. clubs to appoint a district insurance representative to help communicate with clubs about the U.S. Club and District Insurance Program. This position is now listed as District Insurance Representative (only U.S.)

(g) District Finance Committee

The following information serves as a supplement to RI Policy regarding the District Finance Committee. This committee reviews and evaluates the District's financial performance relative to the current District budget and prepares the District budget for the upcoming Rotary year. The committee consists of the District Treasurer, District Governor, District Governor-Elect, District Governor-Nominee, the immediate Past District Governor, and one member at large, who shall serve as chairperson.

All members of the Finance Committee shall always understand that they are fiduciaries of funds that belong to the Rotarians of this District and, therefore, shall at all times apply high standards of commitment to their jobs, in full compliance with the District's Policy on Conflicts of Interest and Code of Ethics. Although the Treasurer works closely with the District Governor, the Treasurer shall be primarily responsible to the Finance Committee.

Duties and responsibilities:

1. Prepare a budget of District expenditures in cooperation with the District Governor to be submitted to clubs at least four weeks prior to the Presidents-Elect Training Seminar (PETS) and approved at a meeting of incoming club presidents at said PETS.
2. Review and recommend the amount of per capita levy to be approved as part of the District budget.
3. Assure that proper records of income and expenditures are kept.
4. Appoint the members of the Audit Committee.
5. Arrange for the review of the annual financial statements of the District by the Audit Committee.
6. Assure that all bank accounts are maintained in the name of Rotary International District 6250, Inc.

The final decision on accounting matters shall rest with the Finance Committee. The Finance Committee may delegate this authority to the Chair of the Finance Committee.

Article 4 – District Specific Finance Policies

This article deals with matters not specifically addressed in RI/TRF Policy or in the District by-laws.

Expense Reimbursements

It is the policy of District 6250 to provide funding for Rotary expenses in line with Rotary International policies and the District budget, which is approved annually by the Presidents-Elect of the District. Expenses will be budgeted to allow for reasonable operations of District activities. Generally, the District will provide expense reimbursement to Rotary volunteers so that the financial burden of District service will not preclude the participation of any Rotarian in good standing.

The District is grateful to the many Rotarians who continue to volunteer their time and expenses to the service of Rotary at the District level. Should issues arise concerning expenditures, including expenses exceeding budgeted levels, they will be resolved by the District Governor with advice from the District Treasurer or District Finance Committee.

Expenditures shall be made only upon approval of the District Treasurer or the District Governor. If an expenditure is necessary in the absence of the Treasurer or District Governor, the Chair of the Finance Committee is authorized to make the approval. Requests for expenditures shall be evidenced by the original underlying invoices where practicable and by a voucher request for payment signed by the person requesting the payment and, if applicable, the appropriate committee chairperson.

All disbursements must be approved by the Treasurer and Professional Management Organization. For manual checks, two signatures shall be required. These may be any two of the District Treasurer, District Governor, Assistant Treasurer, and the hired Professional Management Organization.

The District Treasurer shall pay disbursements requests only if they contain proper documentation. Proper documentation means the original invoice or a clear copy from a vendor. If such invoice does not clearly explain the charge, the requestor shall write an explanation on the invoice. A credit card statement without the original invoice is not acceptable as proper documentation. The requestor shall complete an expense reimbursement form as provided by the Treasurer. The Treasurer may also require proof of payment of the invoice, by such means as a canceled check or a credit card statement.

For mileage reimbursement, the requestor shall submit a reimbursement request showing the date, destination, purpose of the trip, and miles driven.

The purpose of this policy is to (a) establish proper business standards that will comply with Internal Revenue Service rules; (b) ensure that a later reviewer can easily understand the nature of the expenditure to determine its propriety; and (c) safeguard the

District's funds. If for any reason the original invoices or copies thereof are unavailable, such expense request may be paid if both the District Treasurer and District Governor (or the Chair of the Finance Committee in the absence of the Treasurer or Governor) agree by their written authorization, but only on an exceptional basis.

Eligible expenses are those incurred in the **official** capacity of Rotary District 6250 and within the approved budget. They include:

- a. Travel expenses to District seminars, Foundation meetings, Central States Youth Exchange meetings, committee meetings, and zone meetings. **Officials are expected to use telephone conferencing and email to alleviate the expenses of mileage when appropriate.** Mileage is reimbursed at the prevailing rate established by the Federal government for business travel. The District Expense Reimbursement form is updated periodically to reflect changes in the rate.
- b. Hotel and meal expenses
- c. Printing and photocopying of materials
- d. Postage
- e. Office supplies
- f. Telephone and fax usage expenses
- g. The reimbursement policy for the District Governor (DG), District Governor-Elect (DGE), and District Governor-Nominee (DGN) for attendance at Zone meetings and the DGE's International Convention is as follows:
 - It is the policy that spouses/partners of the DG, DGE, and DGN are to be in attendance and participate at Zone meetings. Expenses incurred by the aforementioned positions and their respective spouses/partners shall be reimbursed with full participation in Zone events.
 - The DGE and his/her spouse/partner shall be reimbursed for the cost of attendance at the Rotary International Convention that is held in the Rotary year before the DGE becomes the DG. It is expected that spouses/partners will attend all required and customary meetings.
 - Full reimbursement is for travel, lodging, meals and meeting registration and is based on the best air fare and direct mileage.
- h. Attendance at the Zone Institute and training sessions is also recommended for the District Trainer and District Foundation Chair if training is provided for these positions. The travel, lodging, meals, and meeting registration will be reimbursed, **excluding** spouses/partners, with full participation in the training events and Zone Institute.

Ineligible expenses include the following:

- a. Those expenses that are reimbursed directly by RI
- b. Expenses of a spouse/partner when attendance is not expected or when not participating in all Rotary events
- c. Registration fees for district seminars, assemblies, or conference
- d. Purchases of office equipment, telephones, computers or the repair of such items
- e. Digital cameras, scanners, etc., or the repair of such items
- f. Software or help desk support costs of such items

- g. High speed internet lines/cable, additional phone lines or repair of such items
- h. Travel expenses outside the District and related hotel and meal costs, except those recognize by RI or approved by the District Governor
- i. Travel expenses to the RI Convention and related costs (except for DGE)
- j. Automobile repair costs
- k. Dry cleaning costs
- l. Personal grooming or medical expenses
- m. Rental of office space or equipment
- n. Bar bills or entertainment expenses
- o. Expenses of non-Rotarian volunteers unless approved in advance by the District Governor
- p. Any other item not included in the District budget

Reimbursement Guidelines:

- a. Should questions arise about expense reimbursement, they will be resolved at the discretion of the District Governor after consulting with the Treasurer and Finance Committee.
- b. All Rotarians must pay for individual travel, lodging or registration expenses. The District will not allow direct or group billing of such expenses.
- c. In order to obtain reimbursement, the individual must complete the District Expense Report and attach all applicable copies of bills and receipts. All Expense Reports must be signed by the committee chairperson or District Governor before submission to the District's **Administrative Profession Organization**. The Expense Report form is available on the District website.
- d. Travel, lodging and registration expenses for "guests of the District" such as GSE teams, RI President's Representatives and partner, or presenters at training events may be waived with advance approval of the District Governor.
- e. All requests for reimbursement must be in the hands of the District's **Administrative Profession Organization** by **June 30** for each Rotary year or they **will not be reimbursed**.
- f. **Travel by airplane shall be reimbursed in an amount not exceeding the lesser of actual cost or lowest available commercial economy fare.**

District 6250 Refund Policy:

Refunds of registration and meal costs will be made up to five days before the start of the event. No refunds will occur if requested after five days before an event.

Insufficient Funds Checks:

In the event that a check is returned by the District bank because of insufficient funds, the party issuing the check must provide payment via cashier's check or money order to cover not only the original check amount, but the bank charge involved as well. A second personal or business check to replace the original will not be acceptable.

Depreciable Assets

In general, the District funds shall not be used to purchase any equipment or other tangible property that is expensive or has a useful life of two or more years. However, the Finance Committee or Board of Directors may make exception if, in its opinion, there is good and sufficient reason. In such case, the equipment or property purchased shall be owned by the District. The current District Governor's budget shall be charged for any such purchases.

Budget

The budget shall be prepared and presented to the incoming club presidents in accordance with the Rotary International Code of Policies. The District Governor Elect shall inform the presidents elect of any expected dues changes at the annual [Pre-]PETS meeting to allow the clubs time to adjust their club budgets accordingly.

Allocation of Funds from Rotary International

The expense allocation provided by Rotary International to the District Governor shall be deposited in the District bank account. Should the Governor fail to deposit such funds with the District, the Governor will not receive any reimbursements from the District fund until he or she does so.

The District Governor shall take all necessary steps to comply with Rotary International requirements to collect the final allocation installment, and shall cause such funds to be deposited in the District bank account.

Article 5 – District Specific Friendship Exchange Guidelines

It is the policy of Rotary District 6250 to promote and encourage Rotary Friendship Exchanges and to achieve broad participation among District members and clubs. The District Friendship Exchange Committee shall promote and facilitate reciprocal inbound and outbound Rotary Friendship Exchanges (RFEs) with other Districts of Rotary International in accordance with Rotary International Policy and the general guidance provided in the Rotary Friendship Exchange Handbook published by Rotary International.

- a. The District Governor shall appoint the Committee Chair. Chairs are encouraged to serve three years to achieve program continuity.
- b. The Committee shall be comprised of 3-5 members appointed by the District Governor. The Committee may recruit additional members if, in the judgment of the chair, this will serve to promote greater participation in RFEs. Committee members are encouraged to participate for 3 year or more years.

Duties and Responsibilities

- a. The Committee Chair shall be the primary contact for other RI Districts seeking to organize an RFE with our District.
- b. The Committee shall be responsible for publicizing and promoting exchanges in a manner that reaches as many district members as possible and which encourages broad participation.
- c. The Committee shall develop and maintain a District RFE handbook with procedures, guidelines and resource information to facilitate effective exchanges.
- d. In the event that more Rotarians wish to participate in an outbound exchange than can be accommodated, the District Committee will review the applications select the participants. It is the policy of the District that the selection process give priority to first time exchange participants while ensuring capable leadership and encouraging balanced participation among clubs in the district.
- e. The Committee Chair shall designate individuals to lead each outbound exchange and coordinate the reciprocal inbound exchange.
- f. The Committee shall submit an annual report to the District Board summarizing the exchange activities of the preceding Rotary year. This report shall include the countries and Rotary districts involved, the names and clubs of Rotarians participating in outbound exchanges, the selection procedures used. Its efforts to publicize and promote RFEs, and any recommendations pertinent to District policy.
- g. The District Board shall maintain sole discretion and authority of expenditure of District Funds for any RFE related purpose. Any such expenditure shall be strictly in accord with District policy and procedures.

Additional Guidelines

- a. District 6250 Rotary Friendship Exchanges shall be funded entirely by the program participants and are to be carried out at no expense to Rotary International or District 6250. No District funds shall be used to underwrite inbound or outbound exchanges.
 - Outbound participants shall be personally responsible for all travel and personal spending expenses.
 - District 6250 Rotarians acting as inbound exchange hosts are expected to provide housing, some meals, local transportation and sightseeing opportunities at their own expense: the same types of courtesies that would be extended to visiting friends.
 - Local clubs may elect to provide limited funding or host expense reimbursement at their own discretion and in accordance with their budget and administrative procedures.
- b. RFEs can be arranged by any of the following:
 - District-wide by the RFE Committee,
 - By Rotaract or Interact Chapters,
 - By individual clubs or subsets of clubs within the District,
 - By individuals with specific interest or contacts in other RI Districts.
- c. Any RFEs not organized by the district RFE Committee shall inform the RFE Committee Chair of their plans and are encouraged to seek advice from the Committee.
- d. Following each RFE, each RFE leader/coordinator shall prepare and submit a report on the exchange to the District RFE Committee and is encouraged to submit an article for publication through District channels.

Article 6 – District Specific Youth Protection Policy

This article deals with Youth Protection Policies not specifically addressed in RI/TRF Policy or in the District by-laws.

1. Statement of Conduct for Working with Youth

District 6250 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians; spouses or partners of Rotarians; 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 youth with whom they come into contact.

2. Definitions

Volunteer: Any adult involved with any Rotary sponsored youth activity that has direct interaction with youth, either supervised or unsupervised. This includes, but is not limited to:

- Club and District Youth Protection Officers, (CYPO) and (DYPO), respectively.
- Youth Exchange Officers (YEO), Youth Exchange Counselors (YEC), and Youth Exchange Committee member.
- RYLA, Interact, Rotaract and Speech Contest volunteers.
- Rotarians and non-Rotarians, their spouses and partners, who host youth for activities and outings or who might drive youth to Rotary events or functions.
- Host Parents and other adult members of the host family, including siblings who are home from college, who host youth for a period shorter than 14 days (Short Term Host Parents).
- Host Parents and other adult members of the host family, including siblings who are home from college, who host youth for a period of 14 days or longer (Long Term Host Parents).

Youth: Children and adolescents who are involved with any Rotary sponsored program.

Sexual Abuse: Sexual abuse refers to engaging in implicit or explicit sexual acts with a student/youth, or forcing or encouraging a student/youth 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 Harrassment: 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 or language, explicit or implicit.
- 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.
- Unwanted sexual overtones.

Emotional or Verbal Abuse: The use of fear, humiliation, or verbal assaults to control the behavior of another. Examples include rejection the person, preventing him or her from developing normal social relationships, and making derogatory statements about his or her race, religion, ability, intellect, tastes, or personal appearance.

Physical Abuse: Physical contact intended to cause pain, injury, or other physical suffering or harm.

Neglect: Failure to provide the food, shelter, or medical care that is necessary to well-being.

District Youth Protection Officer (DYPO): Oversees the enforcement of the Youth Protection Policy for the District. See Appendix C for complete job description.

Club Youth Protection Officer (CYPO): Overseas the enforcement of the Youth Protection Policy at the Club level. See Appendix D for complete job description.

Youth Exchange Officer (YEO): Accomplishes the detailed duties and responsibilities related specifically to the Youth Exchange Program.

Youth Exchange Counselor (YEC): Acts as an intermediary for the exchange student and host family and is the student's advocate and confidante. Provides assistance to the YEO.

3. Volunteer Selection and Screening

ALL VOLUNTEERS interested in participating in Rotary Youth activities that involve one-on-one (unsupervised) contact with Rotary Youth must:

- Complete a *Youth Volunteer Application* on-line at *Rotary6250.org*, *Youth Programs*, every four years:
 - Authorizing the District to conduct background checks at least annually (subject to jurisdictional law, ordinance, and/or policy.)
 - Provide references to be checked by the Club/ District Youth Protection Officer or District 6250 Youth Exchange Assistant Chair.
- 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.
- Undergo personal interviews by the Club Youth Protection Officer or Youth Exchange Officer.
- Participate in District and/or Club Youth Protection training.
- Understand and comply with the District Youth Protection Policy.
- **Long Term Host Families** see Section 11 for details regarding Youth Exchange.
- **Short Term Host Families** must meet the following selection and screening requirements.

- Complete a *Short-Term Exchange Application Form – with Host Family Form* at Rotary6250.org Short-Term Youth Exchange, authorizing the District to conduct background checks (subject to local laws and practice).
- Provide references to be checked by the Short-Term Exchange Coordinator or District Youth Protection Officer.
- Undergo a comprehensive interview conducted by the YEO and/or the CYPO that determines the family's suitability for hosting students/youth. All host family members need to be part of the screening interview. The interview should determine:
 - Demonstrated commitment to the safety and security of students/youth.
 - Motivation for hosting a student/youth is consistent with Rotary ideals.
 - Financial ability to provide adequate accommodation (room and board) for the student/youth.
 - Aptitude for providing appropriate supervision and parental responsibility that ensures the student/youth's well-being.
- In-Home screening visit must be conducted for each host family prior to approving the family for hosting.
 - In-Home screeners will provide the host family a copy of the District Youth Protection Policy.
 - In-Home screeners will provide the host family ideas and best practices for creating a positive experience for the student/youth, club and community.

4. Allegation Reporting Guidelines

All allegations of abuse or harassment will be taken seriously and must be handled in accordance with the Youth Protection - Abuse and Harassment Allegation Reporting Guidelines in Appendix B.

5. Investigation Guidelines

The Club and District will cooperate with all law enforcement, child protective services, and legal investigations, and will only conduct its own independent investigations such that it does not interfere with other investigations.

Rotary Club members and District 6250 officers will cooperate with all law enforcement, child protective services, and legal jurisdictional investigations. Rotary

will conduct its own independent investigations per Rotary International, District, and Club policy to such extent that it does not interfere with the above investigations.

6. Training in Youth Protection

All volunteers with Rotary Youth activities will receive Youth Protection Training at a frequency determined by the District Youth Protection Officer.

7. District 6250 Responsibilities

District 6250 has the following responsibilities related to carrying out the Youth Protection Policy.

1. Establish a standing District 6250 Youth Protection Committee.

Members will include:

- i. Representatives of all District Youth programs.
- ii. Representatives of relevant professions such as school personnel, social work, law enforcement, medical, and legal.
- iii. Former District Governor(s).

Responsibilities will include:

- i. Meet at least twice a year and more often as needed.
 - ii. Regularly review District Youth Protection Policy.
 - iii. Help select District Youth Protection Officer.
 - iv. Work closely with District Youth Protection Officer to enforce this policy.
 - v. Provide assistance in answering District hotline for youth protection.
 - vi. Address any concerns or allegations of abuse in District Rotary Youth programs.
 - vii. As necessary, take appropriate action to protect youth in District Rotary Youth programs.
2. Appoint a District Youth Protection Officer who will be a member of the Youth Protection Committee.
 3. Maintain records of background checks, Youth Volunteer Applications and any screening documentation for all volunteers working with youth in Rotary activities in perpetuity.
 4. Maintain a toll-free District Hotline for youth to use when there are concerns or emergencies related to Youth Protection.
 5. Have a procedure for reporting, investigating, and proper handling of non-criminal offenses or historic cases that law enforcement will not investigate.

6. Assist in locating an independent lawyer, therapist or counselor to represent any alleged victim in cases of sexual abuse and harassment.
7. Report all criminal allegations involving any Rotary youth activity to RI within 72 hours.
8. Evaluate and review this policy and accompanying procedures on a regular basis.

8. District Youth Protection Officer (DYPO)

The complete DYPO job description appears in Appendix C. The District Governor will appoint the DYPO whose main duties and responsibilities are to:

- Host workshops / roundtables throughout the district delivering training on Youth Protection.
- Assist Clubs in the recruitment and selection of Club Youth Protection Officers.
- Interview, check references and train Club Youth Protection Officers. If not providing the direct training, arrange for an appropriate trainer.
- Assist in recruiting, selecting, and training of an Assistant District Youth Protection Officer who will function as a back-up and to ensure succession planning.
- Maintain familiarity with current state, federal and Rotary youth protection policies, laws, practices and ethics.
- Stay in contact with the Club Youth Protection Officers to assure they are carrying out their responsibilities according to the Youth Protection Policy. Maintain complaint procedures.
- Monitor youth protection procedures, rules and regulations.
- Maintain complaint procedures.
- Handle, with the involvement of the Youth Protection Committee, concerns and allegations of abuse.
- Maintain data base of Certified Clubs within the District.
- Develop and distribute training material.
- Compose articles on youth protection for the District Newsletter.

- Participate as a member of the District Youth Protection Committee.
- Adapt the **Rotary Youth Protection Guide** 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.
- Establish guidelines to ensure that all those required to be trained have participated.
- Maintain records of participation to ensure compliance.
- Interview Club Youth Protection Officers and review completed background checks.
- Develop a uniform plan to assist clubs in complying with this policy.
- Fulfill the current Job Description as established by the District.

9. Club Responsibilities

Clubs participating in Rotary Youth activities and especially with Rotary Youth Exchange are encouraged to be Certified by the District by demonstrating the following:

- Compliance with District Youth Protection Policy.
- Assure that the Club Youth Protection Officer (CYPO) is carrying out their duties as defined in the District Job Description for this position.
- Amend their club by-laws to include the CYPO as an official and standing officer of the club. The Club will cooperate with all law enforcement, child protective services, and legal jurisdictional investigations. Rotary will conduct its own independent investigations per Rotary International, District, and Club policy to such extent that it does not interfere with the above investigations.
- Complete and return a signed resolution that the club is operating their program in accordance with District 6250 and RI policy. See Appendix E for Sample Resolution.

10. Club Youth Protection Officer (CYPO)

Clubs will appoint a Club Youth Protection Officer whose responsibilities will include the following:

- Assure that volunteers, including the YEO, YEC, and host families are trained in Youth Protection and how to respond to an abuse or harassment allegation as required by this policy. Such training will take place at least annually and include:
 - District and RI expectations for all volunteers involved with youth activities.
 - Definitions of what constitute abuse and harassment. What type of situation might constitute an incident.
 - Reporting guidelines.
- Work with District Youth Exchange Chair and Committee to provide information to exchange students about local and District services including: District hotline for Youth Protection; suicide crisis hotlines; alcohol and drug awareness programs for youth; proper law enforcement agencies, community services, private services, YEO and YEC information, and both female and male support persons separate from YEO, YEC, and host families.
- Provide 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, Web site links, etc.
- Arrange to have all volunteers involved with youth programs complete an on-line Youth Volunteer Application and consequent background check.
- Verify completion of background check of all volunteers through contact with District 6250 Assistant Youth Exchange Chair or District Youth Protection Officer.
- Follow the District 6250 *Abuse and Harassment Reporting Guidelines* found in *Appendix B*. Report all cases of alleged ~~sexual~~ abuse or harassment to the appropriate law enforcement authorities immediately and then to the club and district Youth Protection Officer for investigation. If a Youth Exchange student is involved the Youth Exchange Chair will be notified.
- Report all ~~serious~~ incidents (accidents, crimes, early returns of exchange students, death) involving any student to the District immediately.
- Cooperate with club leadership to establish club policy that instructs volunteers that, prior to any activity where they expect to have one-on-one (unsupervised) contact with Rotary Youth, they notify the CYPO, YEO, YEC, or other club member of the activity and its expected duration. Both the initiator of the activity and the person notified will assess the activity to determine if it is appropriate under the circumstances for the club and the Rotary Youth. In making the assessment the volunteer will use a basic test of whether they would allow their own child to participate in the activity as planned. If there are any questions

about whether the activity and the contact are appropriate, both the initiator and the person notified will make reasonable attempts to contact the CYPO, YEO, YEC, or other club officer to discuss the situation.

11. Rotary Youth Exchange Program Requirements

*Any adult volunteer having one-one-one (unsupervised) contact with a Rotary Youth Exchange. Student must have completed a background and reference check **before** having such contact.* Rotary District 6250 Youth Exchange Program is part of Central States Rotary Youth Exchange which is an incorporated entity and maintains liability insurance sufficient to cover the claims reasonably considered possible.

- Travel/Medical Insurance: All inbound and outbound exchange students through Central States Rotary Youth Exchange have travel/medical insurance during the exchange year. The policy is ACE-USA POLICY GLMN00060501. The outline of the benefits is attached to this policy as Appendix F.
- The Rotary Youth Exchange Program is coordinated by the District Rotary Youth Exchange Committee. It is made up of positions that are required to carry out an effective Rotary Youth Exchange program. The Committee includes, but not limited to: Chairperson, Assistant Chairperson, Inbound Coordinator, Outbound Coordinator, Conference Coordinator, Information Coordinator, and Rebound Coordinator.
- The Chairperson of the District Rotary Youth Exchange Committee will be responsible to see that RI receives a copy of all Guarantee Forms of current inbound students.
- The Rotary Youth Exchange Committee has the following responsibilities:
 - Trains volunteers, inbound and outbound exchange students, and outbound parents on Youth Protection.
 - Addresses concerns about youth protection in cooperation with the District Youth Protection Committee.
 - Work with the District Youth Protection Officer to develop uniformity amongst clubs in carrying out this policy wherever possible.
- All students interested in participating in the District 6250 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 sessions.
- Long Term Host Families must meet the following selection and screening requirements:
 - Undergo a comprehensive interview conducted by the YEO and/or the CYPO that determines the family's suitability for hosting exchange students. All host family members need to be part of the screening interview. The interview should determine:
 - Demonstrated commitment to the safety and security of students
 - Motivation for hosting a student is consistent with Rotary ideals of international understanding and cultural exchange.
 - 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.
 - Complete a written Host Home Application. A copy of the Host Home Application is available on-line. See Appendix G.
 - In-Home screening visit must be conducted for each host family prior to approving the family for hosting.
 - Monthly in-home visits with the host family, both announced and unannounced visits, need to take place during the placement. These visits may be made by any Rotarian and must be documented.
 - Participate in a Host Family Orientation facilitated by the YEO prior to the placement of the student. Content of the Host Family Orientation will include, but not be limited to:
 - RYE program objectives.
 - Rules and Regulations of RYE.
 - Department of State J-Visa Regulations
 - Role of CSIET (Council on Standards for International Educational Travel).
 - District Youth Protection Policy.
 - Role of District RYE staff, host clubs, YEO's, and YEC's.
 - Best practices for creating a positive exchange for the student, club, and community.
 - District RYE policies including travel limitations for the student.
 - District RYE calendar of events including mandatory events for students.

- All adult residents of host families 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.
- Training designed specifically for those involved with Youth Exchange will include the following participants:
 - District Rotary Youth Exchange Committee members.
 - Club Youth Exchange Officers, Youth Exchange Counselors, and Youth Exchange Committee members.
 - Host families.
 - Exchange students – both Outbound and Inbound.
 - Parents and legal guardians of Outbound students.
 - Other Rotarians and non-Rotarians who participate in Youth Exchange activities.
- Rotary Youth Exchange Students arriving in District 6250 will be provided with:
 - An ID card containing the Rotarian Counselor, host family contact information, YEO contact information, and District Chair name and phone number, and emergency hotline phone number.
 - Before arriving, information listing 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

12. Club Youth Exchange Responsibilities

A Youth Exchange Officer (YEO) and Youth Exchange Counselor (YEC) will be appointed. The YEO and the YEC must meet the criteria for All Volunteers, as well as the following:

- **Not** a member of the exchange student's host family at any time during the student's exchange year.

- Be trained in responding to any problems or concerns which may arise during the exchange, which may include instances of physical, sexual, or emotional abuse or harassment.

Club Youth Exchange Officer (YEO) responsibilities include:

- Report all cases of ~~sexual~~ abuse or harassment to the appropriate law enforcement authorities immediately for investigation and then to the Club and District Youth Protection Officer.
- Assure monitoring of an exchange student's placement including: monthly in-home visits by a Rotarian, documentation of visitation with student and host parents, and a Host Family Orientation prior to student's placement.
- Conduct follow-up evaluations of both exchange students and host families.
- Assure the Youth Exchange Committee has set procedures for the process of removing a student from the host family if it becomes necessary along with contingency plans for hosting that include pre-screened and available back-up families.
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
- Ensure that long-term exchange students have multiple host families.
- Ensure that the Youth Exchange Officer and Youth Exchange Counselor for each student is not a member of the student's host family.
- Prohibit direct placement of students outside of the District 6250 Youth Exchange program structure (e.g. "backdoor exchanges").
- Follow RI guidelines for Youth Exchange Web sites and usage of the Rotary Marks.
- Conduct interviews of all Outbound exchange student applicants and applicants' parents or legal guardians.

Club Youth Exchange Counselor (YEC) responsibilities include:

- Works in conjunction with the Club Youth Exchange Officer and provides an additional resource for the youth exchange student and host family to rely upon for support.

13. Additional Reporting Guidelines

Serious incidents involving Rotary Youth such as hospitalization, serious injury, or death must be reported to District 6250 and RI within 72 hours. Such incidents must be reported to the U.S. State Department using their required form:

(http://csrye.org/uploads/1264451660RI_Incident_Rpt_Form_1-15-10.doc)

APPENDIX A

DISTRICT 6250 YOUTH PROGRAMS

Volunteer Application

Do not use for host families

A current Volunteer Application form is available at: *Rotary6250.org, Study/Youth Programs, Youth Protection, Youth Volunteer Application.*

APPENDIX B

District 6250 All Rotary Youth Programs

Abuse and Harassment Allegations

Reporting Guidelines

Is it Abuse or is it Harassment?

Whether the alleged conduct amounts to ~~sexual~~ abuse or ~~sexual~~ harassment is not to be determined by the adult to whom allegations are reported. After ensuring the safety of the student, all allegations should be immediately reported to appropriate law enforcement authorities.

Allegation Reporting Guidelines

For use by all adults to whom a student reports an incident of abuse or harassment

- Any adult to whom a student reports an incident of ~~sexual~~ abuse or harassment is responsible for following these *Allegation Reporting Guidelines*.

1. Report from Student

- 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.
- 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 doesn't happen to other students.
- 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 student's story to the proper authorities.
- 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.
- 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 student's words, and record only what has been told to you.

2. Protect the Student

- Ensure the safety and well-being of the student. Remove the student from the situation immediately and all contact with the alleged abuser or harasser. Give reassurance that this is for the student's own safety and is not a punishment.

3. Report to appropriate Law Enforcement Authorities

- Immediately report all cases of abuse or harassment to the appropriate law enforcement authorities first and then to the club and district leadership for investigation. In District 6250, the appropriate law enforcement office is the local police or county sheriff. In most situations the first Rotary contact is the Club Youth Protection Officer who has responsibility for seeking the advice of and interacting with appropriate agencies. If the allegation involves the conduct of the Rotarian YEO or YEC, the District Youth Exchange Chair should be contacted. All allegations must be reported to RI within 72 hours; the person responsible for doing so is the Chair of District 6250 RYE. District 6250 will cooperate with police and legal investigations.

4. Report to Youth Protection Officers and Youth Protection Committee

- Report allegations to the Club Youth Protection Officer who will then report to the District Youth Protection Officer and, if the allegation involves a youth exchange student, to the District RYE Chairperson.
- The District 6250 Youth Protection Committee will conduct an independent and thorough investigation into any claims of abuse or harassment. Any adult against whom an allegation of abuse or harassment is made will be removed from all contact with youth until the matter is resolved.
- Confirm that the student has been removed from the situation immediately and all contact with alleged abuser or harasser.
- Contact appropriate law enforcement agency immediately (if not already done). If law enforcement agencies will not investigate, the District 6250 Youth Protection Committee should coordinate an independent investigation into the allegations.
 - Ensure the student receives immediate support services.
 - Offer the student an independent, non-Rotarian counselor to represent the interests of the student. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with Rotary or the Rotary Youth Exchange program.
 - Contact the student's parents or legal guardian. If away from home, provide the student with the option of either staying in country or returning home.
 - Remove alleged abuser or harasser from all contact with the specific student and other youth while investigations are conducted.
 - Cooperate with the police or legal investigation.
 - The Club's Youth Protection Officer should inform the District Youth Protection Officer, District Youth Exchange Chair and District Governor of the allegation. The District Youth Protection Officer, 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, the outcome of all investigations, and resulting actions.

5. 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.
- District 6250 maintains the privacy (as distinct from confidentiality) of any accused person by enforcing the following procedures:
- The allegations will be shared by Rotarians only with the local police or sheriff's office, RI, the District RYE Chair, Assistant RYE Chair, Inbound or Outbound Coordinator, the District 6250 Youth Protection Committee and the District Governor.
- Do not challenge the alleged offender.
- The adult to whom the student reports must not contact the alleged offender.
- In situations where an allegation of abuse is expressed, initial interrogation/interviews must be conducted by law enforcement authorities. All Rotarians, volunteers, and other individuals involved with the case should understand they may be called upon by authorities to answer relevant questions. They should cooperate fully if requested to provide information. District 6250 Youth Exchange Chair and Youth Protection Officer will consult with the law enforcement agency when their investigation is complete.
- In situations where law enforcement will not investigate, the district Youth Exchange Chair, Youth Protection Officer, and district governor are responsible for investigating. They will be in contact with the alleged offender after the Rotary youth has been moved to a safe environment.

6. Additional Guidelines

- There will need to be a cohesive and managed team approach to supporting the student after an allegation report. The student is likely to feel embarrassed, confused, and may become withdrawn and appear to be avoiding members of the host family or club. After a report of harassment or abuse, students 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 Rotary club depending on the circumstances. In some cases, a student may wish to remain in country, but change to a different host club.

- It may be difficult for club members and host families to understand how the student is feeling, but it would be helpful for the student to know that the club remains a support for them. Club members 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 student of their support at all times.
- When addressing an allegation of abuse or harassment, the most important concern is the safety of the students. 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 ideals. Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser.
- Always remember that District 6250 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians; spouses or partners of Rotarians; 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 youth with whom they come into contact.

APPENDIX C

Job Description: District 6250 Youth Protection Officer (DYPO)

Responsible To: District Governor

Main Purpose of Job: To insure the all Rotary Clubs are in compliance with youth protection policies of District 6250 and that children who participate are protected from abuse. To recommend to district leadership updates and changes in the youth protection policies and procedure as needed.

Skills Required:

- Approachable with friendly manner
- Good listener
- Well organized
- Motivated
- Familiar with state, federal, and Rotary International youth protection policies and practices.
- Proficient with Hotline procedures and checklists.
- Prepared to pass on concerns to professional agencies when necessary.

Main Duties and Responsibilities:

1. Host workshops / roundtables throughout the district delivering training on state, federal and Rotary International youth protection policies, procedures, and

Practices for Club Youth Protection Officers (CYPO).

2. Recruit, interview, select, orient, train, retain and recognize CYPO's.
3. Recruit, interview, select, orient, train, retain and recognize an Assistant DYPO to function as a back-up and to ensure succession planning.
4. Maintain familiarity with current state, federal and Rotary youth protection practices and legislation.
5. Monitor the activities, duties, and responsibilities of the CYPO.
6. Monitor youth protection procedures, rules and regulations.
7. Ensure that the complaint procedures are met and see the procedures through to the final decision in the event of a complaint being made.
8. Maintain complaint procedures.
9. Maintain data base of certified Club Youth Protection Officers and certified clubs within the District.
10. Train Club Youth Protection Officers.
11. Develop and distribute training material.

APPENDIX D

Job Description: District 6250 Club Youth Protection Officer (CYPO)

Responsible To: Club President + District Youth Protection Officer

Main Purpose of Job: To insure the CYPO's Rotary Club is in compliance with all youth protection policies of District 6250 and that children who participate are protected from abuse.

Skills Required:

- Approachable with friendly manner
- Good listener
- Well organized
- Motivated
- Trained by DYPO or other responsible youth protection Rotarian familiar with District 6250 youth protection policies and practices.
- Proficient with Hotline procedures and checklists.
- Prepared to pass on concerns to professional agencies when necessary.

Main Duties and Responsibilities:

1. Attend workshops / district roundtables to receive training on District Youth Protection policies, procedures, and practices.
2. Maintain knowledge of current state, federal and Rotary youth protection guidelines and legislation.
3. Understand youth protection procedures, rules and regulations.

4. Ensure that the complaint procedures are met and see the procedures through to the final decision in the event of a complaint being made.
5. Maintain complaint procedures.
6. Present existing and new youth protection information to the club once a year.
7. Compose articles for the Club newsletters.
8. Identify Rotarians who will likely be in the presence of youth that would require a background check. Help facilitate the background check process for club Rotarians.
9. Insure that all volunteers that will have one-on-one contact with Rotary Youth have completed the on-line Volunteer Application. Verify background check completion with District 6250 Assistant Youth Exchange Chair or District6250 Youth Protection Officer.

10. Recruit, interview, select, orient, train, retain and recognize an Assistant CYPO to function as a back-up and to ensure succession planning.

APPENDIX E

District 6250 - Resolution Adopting and Approving Youth Protection Policy

RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROTARY CLUB OF

(Name of Club)

APPROVING AND ADOPTING THE DISTRICT 6250 POLICY REGARDING YOUTH PROTECTION

“Protecting You, Rotary and the Youth We Cherish”

WHEREAS Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities and it is the duty of all Rotarians, Rotarian’s 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 or young people with whom they come in contact and District 6250 is committed to the same and

WHEREAS the Board of Directors, Rotary International adopted the above Statements of Conduct for Working with Youth in November 2002 and

WHEREAS the Club must ensure that all officers, staff and volunteers are carefully selected, trained and accept responsibility to help prevent the abuse of children and respond swiftly and appropriately to all suspicions or allegations of harassment and/or abuse, and by providing a safe atmosphere so youth and adults feel comfortable expressing any concerns about abuse / harassment and

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF

_____ (Name of Club)

THAT:

1. The Board hereby approves and adopts the Youth Protection Policy, Exhibit A attached, and authorizes and directs the President to appoint a Club Youth Protection Officer with the associated Job Description, Exhibit B attached, to implement the Policy in the Club.
2. This Resolution shall be effective immediately upon its adoption.

APPROVED AND ADOPTED BY:

President, Board of Directors Date

Secretary, Board of Directors Date

Please note that this policy is subject to change. Please contact District Youth Protection Officer to receive the most current copy. Adopted by District 6250 on

_____ 20__

APPENDIX F

CENTRAL STATES ROTARY YOUTH EXCHANGE PROGRAM, INC.

SERVING 17 DISTRICTS IN ILLINOIS, INDIANA, MICHIGAN.

WISCONSIN AND ONTARIO. CANADA

5580, 6220, 6250, 6270, 6290, 6310, 6330, 6400, 6420,

6440, 6450, 6460, 6490, 6510, 6540 6560, 6580

OUTLINE OF INSURANCE COVERAGES

UNDER ACE-USA POLICY GLMN00060501

Accidental Death & Dismemberment\$20,000

Accident & Sickness Benefits:

Major Medical:

There is a \$100 per year deductible, then the plan will pay 80% of the usual and customary covered expenses up to the policy maximum of \$500,000.

There is a special limitation for Chiropractic care.

Accident Benefit:

For accidental injuries there is a \$25 deductible per accident, then the plan pays the next \$5,000 of the usual and customary charges in full. Any expense in excess would then fall under the major medical benefit.

The maximum out of pocket expense due to deductibles and coinsurance is \$2,500.

Repatriation Expense-Accident & Sickness:.....\$50,000 Maximum*

Emergency Medical Evacuation\$250,000 Maximum*

Emergency Reunion Benefit..... \$12,500 Maximum*

*Excess expenses for these are not eligible under the major medical

Not considered as Medial Expenses are: Normal Health Exams; Sports Physicals; Eye Glasses; Alcoholism; Drug Abuse; Injuries arising out of any employment; Pre-existing conditions;

Suicide or Attempted Suicide; elective or non-medical expenses.

Exclusions: please refer to the policy certificate.

There is a coordination of benefits provision, and this policy is excess to any other insurance plan.

As of 01/01/07 for students arriving/leaving on or after January 1, 2007

Personal Liability.....\$100,000 per claim

Aggregate per insured..... \$200,000

This plan covers all students in the Central States Rotary Program, anywhere in the world and is in effect from the time the student leaves home, until the student returns home or 1 year whichever shall first occur. This is a brief outline, and in no way alters or amends the insurance policy. A certificate of insurance is available at www.csrye.org.

Be sure to review it. Any questions on this please contact Robert Hosch email:

rhosch@wi.rr.com.

APPENDIX G

DISTRICT 6250 MEMBER OF CENTRAL STATES ROTARY YOUTH EXCHANGE PROGRAM, INC.

HOST HOME APPLICATION

The current version of the Host Home Application can be found on the Central States Rotary Youth Exchange website: www.csrye.org 4/26/2016

ADDENDUM H

To Rotary District 6250 Youth Protection Policy

Wisconsin statutes related to sexual abuse and harassment and legal requirements of volunteers participating in youth programs including statutes that address reporting allegations of abuse and/or harassment. Chapter 948 of Wisconsin Statutes is titled "Crimes Against Children." It defines the law of Wisconsin related to sexual abuse and harassment of children (persons under age 18). Sections of this statute that address abuse and harassment as defined by RI and District 6250 policy are:

- 948.01 Definitions
- 948.02 Sexual assault of a child.
- 948.03 Physical abuse of a child.
- 948.05 Sexual exploitation of a child.
- 948.005 Causing a child to view or listen to sexual activity.
- 948.07 Child enticement.
- 948.095 Sexual intercourse with a child age 16 or older.
- 948.095 Sexual assault of a child by a school staff person or a person who works or volunteers with children.
- 948.11 Exposing a child to harmful material or harmful description or narrations.
- 948.13 Child sex offender working with children.

Each of these sections defines penalties for violation of the section.

Chapter 48 – Children’s Code of Wisconsin Statutes addresses reporting requirements for persons having knowledge of abuse. Specifically, sections of this statute that address reporting guidelines as defined in RI and District 6250 policy are:

- 48.981 (2) persons required to report. Specifically 48.981 (2) 3 (c).
- 48.981 (3) Reports; Investigation. This section defines who the report is provided to.
- 48.981 (6) Penalty. Defines penalty for failure to report.

Visit: <http://legis.wisconsin.gov/rsb/stats.html> for statute detail

APPENDIX I

Record Retention Policy

In accordance with best practices, the District has adopted the following “Records Retention Policy” Each District Governor is responsible to ensure adherence to these guidelines.

Description of record(s)	Manner of record keeping	Disposition
I. Corporate/ organizational records:		
Incorporation documents including articles of incorporation, bylaws, and related documents	Store in electronic format if available. Treasurer and President to maintain a copy.	<u>Permanent</u>
Tax-exemption documents including application for tax exemption (IRS Form 1023), IRS determination letter, and any related documents	Store at MDS if available.	<u>Permanent.</u> Federal law requires copies of these documents to be held at organization’s headquarters office. These records must be made available for public inspection upon request.
Meeting/board documents including agendas, minutes and related documents	Compile & file records on yearly basis; Store in electronic format.	<u>Permanent</u> Care should be taken to include only necessary information in these documents.
II. Financial records:		
Year end Treasurer’s financial report/statement	Store in electronic format.	<u>Permanent</u>
Treasurer’s reports, periodic	Include in Board Minutes as permanent record.	<u>Permanent</u>
Bank statements, canceled checks, check registers, investment statements, and related documents	Compile & file records on a yearly basis. Stored checks in electronic format. Store Bank Statements in electronic format.	<u>Seven Years.</u> Store w/financial records. Destroy after seven years.
Annual information returns (IRS Forms 990)	Federal law requires that the three most recent years returns be kept in the organization’s	<u>Seven Years.</u> Store w/financial records. Destroy after seven years.

	headquarters office and be made available for public inspection upon request.	
III. Scholarship records		
Scholarship applications	Compile & file records on yearly basis	<u>Three Years.</u> Store with scholarship records. Destroy after three years.
Scholarship recipient information, including names, addresses and school attending	Compile & file applications on yearly basis. Add names to list of past recipients. List should include names, addresses, school attending when scholarship received, and year in which scholarship received.	<u>Permanent.</u> List of past recipients should be kept in corporate record book. Additional recipient information including complete applications should be filed in a permanent scholarship information file.
Selection committee records, including selection criteria used and other documentation regarding the selection process	Compile & file records on yearly basis.	<u>Three Years.</u> Store with scholarship records. Destroy after three years
IV. Contracts		
Insurance Records	File records on a yearly basis. Treasurer to maintain backup copies.	<u>Three Years.</u> Destroy after three years
Invoices to members/customers	File records on a yearly basis.	<u>Three Years.</u> Destroy after three years
Contracts –Vendor – Hotel - AMC	MDS will store the contracts provided to us in electronic format.	<u>Seven Years.</u> Store w/financial records. Destroy after seven years.
V. Governance		
Training Manuals	This data is electronically stored.	<u>Permanent</u>
Policy and Procedures Manual	This data is electronically stored.	<u>Permanent</u>
General correspondence, routine correspondence with	This data is electronically stored.	<u>Two Years.</u>

clients, members and vendors		
		-
VI. Youth Exchange Records		
Youth Exchange Applications	Compile & file records on yearly basis	<u>Three Years.</u> Store with youth exchange records. Destroy after three years.
Youth Exchange information, including names and addresses	MDS stores this data in an electronic format.	<u>Permanent.</u> List of past recipients should be kept in corporate record book. Additional recipient information including complete applications should be filed in a permanent scholarship information file.

APPENDIX J CONFLICT OF INTEREST POLICY

The purpose of this Board conflict of interest policy is to protect Rotary District 6250, Inc. when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer or director of the District, or might result in a possible excess benefit transaction.

For purposes of this policy, the term "interest" shall include personal interest, interest as director, officer, member, stockholder, shareholder, partner, manager, trustee or beneficiary of any concern, or having an immediate family member who holds such an interest in any concern. The term "concern" shall mean any corporation, association, trust, partnership, limited liability entity, firm, person or other entity other than the District.

No director or officer of the District shall be disqualified from holding any office in the District by reason of any interest in any concern. A director or officer of the District shall not be disqualified from dealing, either as vendor, purchaser or otherwise, or contracting or entering into any other transaction with the District, or with any entity of which the District is an affiliate. No transaction of the District shall be voidable by reason of the fact that any director or officer of the District has an interest in the concern with which such transaction is entered into, provided:

1. The interest of such officer or director is fully disclosed to the board of directors.
2. Such transaction is duly approved by the board of directors not so interested or connected as being in the best interests of the District.
3. Payments to the interested officer or director are reasonable and do not exceed fair market value.
4. No interested officer or director may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting at which such transaction may be authorized.

The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

WHISTLEBLOWER POLICY

Rotary District 6250, Inc. (the District) requires directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the District, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable directors, officers, employees, volunteers and others to raise serious concerns internally so that the District can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of, or suspected violations of law or regulations that govern the District's operations.

No Retaliation

It is contrary to the values of the District for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the District.

Reporting Procedure

Individuals are encouraged to report complaints or concerns about suspected ethical and legal violations in writing to the District Governor (or another board member), who has the responsibility to investigate all reported complaints.

The District Governor is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The District Governor will advise the Board of Directors of all complaints and their resolution.

The District Governor shall also immediately notify the Finance Committee of any concerns or complaint regarding District accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious offense and may result in discipline, up to and including dismissal from the volunteer position, or termination of employment.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The District Governor will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

[The following is submitted for discussion and consideration for approval]

APPENDIX K
DISTRICT FINANCIAL RESERVES GUIDELINES

District 6250 intends to maintain an Unrestricted Fund Balance of not less than 30%, and not more than 50% of budgeted annual general operating expenses for the succeeding year. (General operating expenses exclude all youth exchange programs that are intended to be self-sustaining.) In accordance with the District Policy Manual, the Unrestricted Fund Balance of the District is defined as the net assets of the District as of the end of the immediate past fiscal year. If the Board of Directors determines that the Unrestricted Fund exceeds the established guidelines, the excess, or any portion thereof, may either be rebated to the clubs, or used for some purpose beneficial to all clubs in the District.

If a rebate is to be issued, such rebate shall be returned to clubs as a rebate of annual dues and each club shall receive a portion of the total excess to be returned which portion is the percentage of district dues paid by the club over the prior [one-year???] two-year period. For example, if a club had paid 2.5% of all District dues paid by the clubs in the District in years 1 and 2, and if the total to be returned to clubs subsequent to the end of year 2 is \$40,000, then such club would receive \$1,000 ($\$40,000 \times 2.5\%$). Such rebate shall used to reduce each club's dues in the subsequent year.

The District may choose to rebate or use excess Unrestricted Fund Balances, (or any combination thereof) at any time that there is an excess Unrestricted Fund Balance.