

YOUTH EXCHANGE CERTIFICATION

2017-18 ANNUAL RENEWAL FORM

The following checklist represents the minimum requirements for certification as specified in the Youth Protection and Rotary Youth Exchange sections of the [Rotary Code of Policies \(RCOP\)](#). These policies pertain to all types of exchanges, including all long-term and short-term exchanges unless otherwise indicated. All districts participating in one or more long-term or short-term exchange must agree to follow all program requirements.

To renew district certification for the 2017-18 Rotary year, complete this form and submit it to Rotary International by **1 June 2017**. Review the current certification requirements and any district-specific policy alternatives accepted by the general secretary. **Sign and return one copy of the last page** by e-mail, fax, or post. Signatures of the 2017-18 district governor and district Youth Exchange committee chair indicates confirmation of continued district compliance with Youth Exchange certification requirements. Failure to submit the form by the deadline may jeopardize your district's certification status, and your district will not be listed in the July edition of the Youth Exchange Directory. Staff will review the forms and send confirmation via e-mail.

Youth Protection

- The district has adopted the Statement of Conduct for Working with Youth (RCOP: Youth Protection.)
- The district has adopted RI's zero-tolerance policy against abuse and harassment.
- The district will conduct an independent and thorough investigation into any claims of sexual abuse or harassment. The district has identified the individuals responsible for this investigation.
- The district has developed a procedure for contacting the student's parents or legal guardians as well as the sending district and club once an allegation is brought forth.
- The district has established a reporting hierarchy so that only those required by the procedures are informed of the allegation in order to protect the privacy of both the victim and accused during the investigation.
- Any adult involved in a Rotary youth program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matter is resolved.
- The district has a procedure for moving a student into temporary housing if the accused individual is a member of the student's host family.
- The district has identified appropriate support services for students who report abuse or harassment, including appointment of non-Rotarian counselors for each student.
- Any allegation of abuse must be immediately reported to the appropriate law enforcement agency, in accordance with RI's zero-tolerance policy.

- A club must terminate the membership of any Rotarian who admits to, is convicted of or is otherwise found to have engaged in sexual abuse or harassment. A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from working with youth in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual abuse or harassment.
- If a district investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the adult shall be permanently prohibited from working with youth in a Rotary context. A person who is accused but later cleared of charges, may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.

District Governor Authority

- The district governor is responsible for the supervision and control of the Youth Exchange program within the district. The district Youth Exchange officers, or committees, are under the supervision of their respective governors and report to them.
- The district complies with the Youth Protection and Rotary Youth Exchange sections of the RCOP.
- Club exchanges are arranged within the structure of the district Youth Exchange program
- The district has a system to ensure club compliance with district Youth Exchange policies.

Legal entity

- The district has established a corporation or similar formal legal entity that includes the district Youth Exchange program.

Liability Insurance

- The district has secured general liability insurance for the district Youth Exchange program with coverage and limits appropriate for their geographic location.

For Districts located in the United States: Coverage under the Rotary U.S. Club and District Liability Insurance Program does not apply to the non-authorized Youth Exchange activities or operations of U.S. districts located wholly or partly within the United States, and their clubs, not in compliance with the Rotary Youth Exchange certification program. Exchanges planned while the district was certified may be completed even if the district does not maintain positive certification status; these exchanges will be considered authorized and will be covered by the Rotary U.S. Club and District Liability Insurance Program

Reporting to Rotary International

- The district provides to RI the following data on all inbound students prior to or shortly after the beginning of an exchange:
 - Exchange type
 - Student name and contact details in home country

- Gender
 - Date of birth
 - Sending district
 - Sending club
 - Host district
 - Host club
 - Name of Rotary counselor in host club
 - Name and contact details for all host families
- District submits annual survey to RI.
 - All serious incidents, including but not limited to, accidents, death, early returns, and crimes, and any allegations of abuse or harassment will be reported by the district to RI within 72 hours of the time a district officer learns of the incident. District has identified a person within the district who will be responsible for reporting to RI.

Records & Documents

- The district has a retention policy for student, volunteer, and host family applications and materials related to Youth Exchange.
- The district complies with Rotary International's procedures for use of Rotary Marks as detailed in the *2016 Manual of Procedure*, in district Youth Exchange promotional materials, including any email addresses and/or websites.

Long-term Exchange Program: Exchanges should be for one academic year but may be extended to include part or all of the holiday periods immediately preceding and immediately following the academic year.

- Students have more than one host family; three successive host families is preferable.
- Parents of outbound students are not required to host inbound students. However, parents of outbound students may volunteer to host or may be asked to assist in finding suitable host families.
- The sending and host clubs select an individual Rotarian counselor for each student to be in regular contact with the student and to serve as a liaison between the student and the club, the student's parents or guardians, host family, and community at large. The club counselor must not be a member of the student's host family and has been trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and emotional abuse.
- The sending and host club or district requires, at a minimum, quarterly reports from students. This report should include information on their current hosts, feelings, concerns, ideas, and suggestions regarding their exchange experience thus far. The designated Youth Exchange officer reviews the reports carefully and, when necessary, takes action to respond to any irregularities reported by the students.

Short-term Exchange Program: Exchanges vary from several days to several weeks. They often take place when school is not in session and usually do not include an academic program; some feature a homestay, camp, or tour component.

- For homestay programs one family is usually sufficient.

- The sending and host clubs select an individual Rotarian counselor for each student to be in regular contact with the student and to serve as a liaison between the student and the club, student's parents or guardians, host family and community at large. The club counselor is not a member of the student's host family and has been trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and emotional abuse.

Application

- Candidates must submit a written application and must undergo a selection process including personal interviews with the applicant and the applicant's parents or legal guardians at the club level and at the district level.

Selection and Placement

- The sending district ensures that each student is accepted and hosted by a club in a partner district that has been certified by Rotary International to participate in the Youth Exchange program.
- All individuals involved in the exchange, including students and their parents or legal guardians, host family members, and Rotarian counselors, agree in writing to all the requirements of the program as determined by the sending and hostclubs or districts.
- Student travel itineraries are agreed upon by the students' parents or legal guardians and the hostclub or district.

Student Travel Insurance

- Evidence of student travel insurance coverage shall be submitted to, received by, and accepted by the host district prior to the student's departure from home. As the host Rotary district must be in a position to arrange immediate and emergency medical attention when it is needed, the host district must be satisfied that the insurance coverage carried by the student is with a responsible insurance company which will ensure that any service providers receive complete and prompt payment.
- The parent or legal guardian of the Youth Exchange student is responsible for the payment of all medical and accident costs. The parent or legal guardian of each student shall provide travel insurance, including, but not limited to, medical and dental coverage for accidental injury and illness, accidental death, dismemberment, and disability benefits (also known as capital benefits), repatriation of remains, emergency evacuation, 24-hour emergency assistance services, and personal legal liability. Such amounts shall not be less than the following minimum limits and benefits per student:
 - Provide coverage on a 24-hour basis from the time the student leaves their home until they return home inclusive of any personal travel before and/or after the agreed exchange period
 - Valid in the host country, any transit countries and countries included on any tours with the exception of student's home country
 - 24-hour emergency assistance services
 - US\$1,000,000 for expenses related to injury or illness such as hospital, doctors/physicians, dentist, ambulance or other usual and customary medical services
 - US\$100,000 for accidental death, dismemberment, or disability

- US\$50,000 for necessary emergency transport or evacuation of student in the event of severe illness or bodily injury
 - US\$50,000 for repatriation of student's remains or cremation expenses in the event of the death of the student
 - US\$50,000 for necessary emergency transport or evacuation of student in the event of a non-medical emergency, including due to a political crisis or a natural disaster
 - US\$500,000 for personal legal liability for liability arising from the student's actions or omissions that cause bodily injury to a third party or damage to a third party's property.
- Where it is a statutory or legal requirement for travel insurance to be purchased in the host country, such insurance shall be in accordance with these limits and benefits. In all other cases dual insurance should be avoided unless agreed to by all parties.
 - Clubs and districts are strongly encouraged to consult insurance counsel for advice on obtaining liability insurance and other coverage and should be fully informed about government's policies and regulations regarding foreign students, including insurance coverage requirements.
 - Participation in extreme sports, such as hang gliding, rock climbing, and bungee jumping, is discouraged. If students are allowed to participate in extreme sports, these activities should be undertaken with the host districts' and parents or legal guardian's written permission, and additional adequate insurance should be obtained.

Preparation

- The host and sending club or districts provides students with a list of individuals to contact in the case of a problem or emergency. This list must include the name and contact information for the student's:
 - Rotarian counselor
 - Hostclub president
 - Host district chair
 - Host governor
 - Sending club president
 - Sending district chair
 - Sending district governor
 - Two non-Rotarian resource persons (one male and one female)

This list must also include local resources:

- Medical care
- Dental care
- Mental health care
- Law enforcement professionals

Where available, this list should also include:

- Suicide prevention hotlines
- Rape crisis hotlines
- Local child protection agencies

- District provides a 24-hour emergency contact number or other means for ensuring that students can contact a district representative by telephone at all times.

Student Orientation & Debriefing

- The sending club or district organizes a mandatory orientation for students and their parents or legal guardians prior to departure.
- At orientation participants are informed about the rules, procedures and expectations associated with the Youth Exchange program and includes a briefing about the local Rotary club and its activities.
- The sending club or district provides abuse prevention and awareness training for both students and parents or legal guardians.
- The host club or district provides an orientation program for inbound students. The orientation includes guidance for students should they encounter any aspects of neglect, physical, sexual or emotional abuse and contact information for local resources and their appointed counselors.
- Because local laws and customs in one country may differ greatly from those in others, orientation for students includes information on local laws and customs, which may apply to young people.
- Due to the likely effects of reverse culture shock, following their return, students and their parents or legal guardians are encouraged to attend a debriefing meeting for the purpose of assisting them to transition to their home, school, and community environment.

Student Responsibilities

- Students should not under any circumstances be permitted to operate or drive a motorized vehicle of any kind during the exchange, nor to own a motorized vehicle in the host country.
- Students should not undertake travel outside the immediate area of the community in which the host club is located without the consent of the students' parents or legal guardians and of the participating clubs or districts.

Volunteer Selection and Screening

- All adults (Rotarian and non-Rotarians) involved in the program, including but not limited to committee members, host families, club counselors, and others, are interviewed to determine suitability to work with youth, complete and sign a Youth Volunteer Agreement, and agree to undergo background checks, including law enforcement public record checks and a reference check. Reference checks should entail asking three people about the individual's suitability to work with exchange students. These three people should not be family members and no more than one of the references should be a Rotarian.
- The host club or district conscientiously screens and selects host families on the basis of a written application, background checks for all adults in the home, including law enforcement public record checks and reference checks, personal interview, and home

visits. Reference checks should entail asking three people about the individual's suitability to work with exchange students. These three people should not be family members and no more than one of the references should be a Rotarian. Announced and unannounced (or short-notice) home visits should take place prior to exchanges and during long-term exchanges.

- Any participant who does not comply with the requirements of the program will be removed from participation in the program. In the case of adult volunteers (both Rotarian and non-Rotarian), those who have not complied with program requirements will be permanently removed from involvement with youth in a Rotary context.
- Host families should carry personal liability and auto liability insurance with appropriate limits for their geographic location.

Volunteer Training

- The district Youth Exchange policy outlines the content and frequency of training, participants who must receive training, who has the responsibility for arranging and conducting training, and how records of participation are maintained.
- All adults (Rotarian and non-Rotarians) involved in the program, including but not limited to committee members, host families, club counselors, and others, receive training that includes information on program administration and rules, and abuse and harassment awareness and prevention.

Early Returns

- Any participant who does not comply with the requirements of the program is removed from participation in the program.
- In the case of students, the host and sending clubs and districts, host families and the student's parents or legal guardians, are fully informed prior to the student being sent home. Such decision requires the agreement of the host and sending districts. The student should be returned home at the earliest practical time by a route agreed upon between the parents or legal guardians and the sending district. In the event of an impasse, districts may appoint an independent Rotarian to serve as a mediator.

If you have questions or concerns regarding Youth Exchange certification or this form, please contact:

youthexchange@rotary.org			
Tom Woods Senior Supervisor +1 (847) 866-3422	Lindsay Griswold Senior Specialist +1 (847) 866-3283	Jessica Borrego Compliance Specialist +1 (847) 866-3343	Carissa Coons Specialist +1 (847) 866-3421

YOUTH EXCHANGE CERTIFICATION

2017-18 ANNUAL RENEWAL FORM

We, the 2017-18 District Governor and 2017-18 Youth Exchange Chair of District _____ confirm that our district will comply with the Youth Protection and Rotary Youth Exchange sections of the [Rotary Code of Policies](#) (RCOP), and Youth Exchange certification youth protection policies, legal entity, and liability insurance requirements in the 2017-18 Rotary year.

For the **2017-18** Rotary year, our district estimates we will host the following number of **inbound** Youth Exchange students:

Number of **Long-term** Inbound Exchange Students:

Number of **Short-term** Inbound Exchange Students:

District Governor:

Print Name:

Sign Name: _____

Date:

Email:

Youth Exchange Chair:

Print Name:

Sign Name: _____

Date:

Email:

Phone:

Mailing Address:

Sign and return one copy of this page by e-mail, fax, or post by **1 June 2017**.

Mail: Rotary Youth Exchange – PD110
Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, Illinois 60201-3698, USA
E-mail: youthexchange@rotary.org

Fax: 1.847.556.2182

青少年交換認證

2017-18 年度更新表

下列清單列出了 [扶輪政策彙編\(RCOP\)](#) 第 **2.100** 條與 **41.060** 條 (2015 年 5 月) 所規定之認證相關基本規定，這些政策係關於所有的交換類別，除非另有註明，否則包括所有長期與短期的交換活動。所有參與一至數項長期或短期交換活動之扶輪地區必須同意遵守交換計劃之全部規定。

為更新 2017-18 年度之地區認證，請填寫本表並於 **2017 年 6 月 1 日** 以前送交國際扶輪社。請查閱有關認證之現有規定以及秘書長認可之特定地區政策選項，並請於最後一頁簽名後，以電子郵件、傳真或郵寄方式將該頁之副本擲回。2017-18 年度地區總監與地區青少年主委之簽署行為即代表該地區已獲確認持續符合青少年交換認證之規定。如未於期限內送交更新表，可能會影響貴地區的認證情況，且貴地區可能無法列名於七月的青少年交換名錄。工作人員將審核更新表並透過電子郵件方式寄發確認函。

青少年保護

- 地區已採用「與青少年共事之行為聲明 (RCOP 2.100.1)」。
- 地區已採用國際扶輪之「侵害與騷擾零容忍政策」。
- 地區將針對性侵害或性騷擾指控進行獨立、徹底的調查，且地區已確定負責調查之人士。
- 地區已針對提出之指控建立一套與學生家長或法定監護人以及派遣地區與扶輪社聯繫的程序。
- 地區已建立通報之層級，因此只有該程序所列出之人士才會收到該指控之資料，這是為了在調查期間保護被害人與被指控者之隱私。
- 任何參與扶輪青少年計畫、並被指控涉及性侵害或性騷擾之成年人，在事情尚未釐清解決之前，不得與青少年有所接觸。
- 如被指控者係學生之接待家庭成員，地區已建立一套可將學生移往臨時住所的程序。
- 地區已確認可提供適當的支援服務給通報侵害或騷擾之學生，包括為每一位學生指派非扶輪社員之輔導顧問。
- 依據國際扶輪之零容忍政策，任何侵害之指控必須立即向專責執法機關通報。

- 任何涉及性侵害或騷擾之扶輪社員一旦坦承犯行、獲判有罪或者經查屬實，所屬扶輪社應立即終止其會員資格；任何涉及性侵害或騷擾之非扶輪社人員一旦坦承犯行、獲判有罪或者經查屬實，必須禁止其於任何扶輪場合中與青少年共事。扶輪社不應授予會員資格給曾涉及性侵害或性騷擾之人士。
- 假使某一扶輪地區之性侵害或性騷擾指控的調查尚未結束，為了青少年的安全並保護被指控者，如該人士仍有機會接觸其他青少年，應提供適當保護措施以保護青少年。倘若接連有性侵害或性騷擾之指控發生，則該名成年人應被永久禁止於任何扶輪場合中與青少年共事。如遭指控之人士隨後經證實清白，可申請恢復資格參與青少年計畫。然而，資格之恢復非屬權利，因此不保證一定可以恢復原職。

地區總監職權

- 地區總監應負責其地區青少年交換計畫之監督與控管，而地區之青少年交換委員或委員會則由各地區之總監負責監督，並向其通報。
- 地區符合[扶輪政策彙編\(RCOP\)](#)第 2.100 條與第 41.060 條之規定。
- 扶輪社交換活動係依據地區青少年交換計畫之架構安排。
- 地區設有可確保扶輪社確實符合地區青少年交換政策之機制。

法人實體

- 地區已成立一涵蓋地區青少年交換計畫之法人團體或類似之法人實體。

責任保險

- 地區已為地區青少年交換計畫投保綜合責任保險，承保範圍與保險限額應適用青少年的所在區域。

位於美國境內之扶輪地區：完全或部份位於美國境內之美國扶輪地區及其扶輪社（不符合扶輪青少年交換認證計畫）所舉辦、非經授權之青少年交換活動或工作，不納入美國扶輪社(Rotary U.S. Club)之承保範圍與地區責任保險計畫範疇內。已認證地區所規劃之交換活動，即便該地區之後不再維持有效之認證身份，已規劃之交換活動仍可繼續完成；這些交換活動仍視為已授權之活動，並納入美國扶輪社與扶輪地區責任保險計畫。

向國際扶輪通報

- 地區於交換活動開始之前或開始後不久立即向國際扶輪提供下列有關接待學生之資料：
 - 交換類別
 - 學生姓名及其家鄉之詳細聯絡資料

- 性別
 - 出生日期
 - 贊助地區
 - 接待地區
 - 接待扶輪社
 - 接待扶輪社輔導顧問之姓名（如有）
 - 接待家庭所有成員之姓名與聯絡資料（如有）
- 地區應向國際扶輪遞交年度調查資料。
 - 關於所有嚴重事件，包括但不限於意外、死亡、提早返國以及犯罪和侵犯或騷擾之指控，在地區委員獲知事件發生之時間起七十二小時內，由地區向國際扶輪通報。地區已經確認負責向國際扶輪通報之人士。

紀錄與文件

- 有關青少年交換之學生、志工與接待家庭之申請書與資料，地區已建立一套保存政策。
- 地區符合國際扶輪有關於地區青少年交換推廣資料（包括電子郵件信箱和/或網頁）上使用扶輪標誌之程序（如 2016 年之程序手冊第二部份第 14 條所詳列）。

長期交換計畫：交換期間須為一個學年，若為了納入部份或全部的假期，可於該學年之前或之後延長交換期間。

- 交換學生的接待家庭應為一個以上；三個接替的接待家庭是最理想的。
- 派遣學生之家長無須接待外籍交換學生，然而派遣學生之家長可自願提供接待或者協助尋找適當的接待家庭。
- 派遣扶輪社與接待扶輪社為每一位學生選派一位扶輪輔導顧問，平時與學生連絡並擔任學生、扶輪社、學生家長或監護人、接待家庭以及社區的聯絡窗口。該扶輪輔導顧問不得為學生之接待家庭成員，且必須經過相關培訓，能夠處理交換期間可能發生的問題或狀況，包括身體虐待、性侵害和情感虐待。
- 派遣扶輪社與接待扶輪社或者扶輪地區必須至少每一季收到學生的報告書，內容必須包括迄今為止之接待家庭現況、個人感受、關注事項、想法以及交換經驗之建議等資料。由指派之青少年交換委員仔細審核報告書，並採取必要作為以處理學生所通報之異常狀況。

短期交換計畫：交換期間從數天到數星期不等，通常是學校停課期間舉辦，通常不包含學業計畫；一些短期交換活動內容為寄宿家庭、露營或旅遊計畫。

- 如為寄宿家庭計畫，通常一個接待家庭即足夠。

- 派遣扶輪社與接待扶輪社為每一位學生選派一位扶輪社顧問，平時與學生連絡並擔任學生、扶輪社、學生家長或監護人、接待家庭以及社區的聯絡窗口。該扶輪社顧問不得為學生接待家庭的成員，且必須經過相關培訓，能夠處理交換期間可能發生的問題或狀況，包括身體虐待、性侵害和情感虐待。

申請

- 候選人必須遞交一份書面申請，並經過篩選程序，包括由扶輪社與扶輪地區與申請人及其家長或法定監護人親自面談。

評選與安排

- 派遣地區確保每一位學生均由合作之扶輪地區的扶輪社接受與接待，且該扶輪地區業經國際扶輪認證得以參與青少年交換計畫。
- 針對派遣與接待扶輪社或扶輪地區所推動之交換計畫的所有規定，包括學生及其家長或法定監護人、接待家庭成員與扶輪輔導顧問在內的所有參與人士必須提供書面同意。
- 學生的旅遊行程須經過學生家長或法定監護人以及接待扶輪社或扶輪地區之同意。

學生旅行保險

- 在學生離開家鄉之前，學生旅遊保險的承保範圍證明文件應送交接待地區，由接待地區收受並受理。如果接待扶輪地區必須安排即刻之緊急醫療照護，接待地區應能夠確認該學生的保險承保範圍係向可信賴的保險公司投保，且該保險公司能夠確保服務提供商確實收到完整的即期付款。
- 青少年交換學生的家長或法定監護人應負擔所有醫療與意外費用。每一位學生的家長或法定監護人應提供旅遊保險，其中包括但不限於：意外傷害之醫療與牙醫承保範圍、疾病、意外死亡、傷殘和失能給付（亦稱基本保險金）、遺體運返、緊急撤離、24 小時緊急救援服務以及個人法定責任保險。此類金額不得低於下列每一位學生之最低限額與保險金：
 - 從學生離開家鄉直至學生返國的全天 24 小時承保範圍，包括已獲同意之交換期間前後的個人旅遊。
 - 投保之保險必須於旅遊目的地國家維持有效，學生所屬國家除外。
 - 24 小時緊急救援服務。
 - 受傷或疾病之相關費用：1,000,000 美元（例如：醫院、醫師、牙醫、救護車或其他一般或慣常之醫療服務）。
 - 意外死亡、傷殘或失能：100,000 美元。

- 發生重大疾病或身體傷害時，學生之必要緊急運送或撤離：50,000 美元。
- 學生死亡時，學生之遺體運送或火化費用：50,000 美元。
- 因政治危機或自然災害導致之非醫療性緊急因素，使得學生必須緊急運送或撤離：50,000 美元。
- 因學生之行為或疏忽導致第三人之身體傷害或造成第三人之財產損失，個人責任保險金額：500,000 美元。
- 依法定要求或法律規定，如果旅遊保險必須於接待國家投保者，此類保險必須符合這些限額與保險金之規定。除非所有當事人均同意，否則應該避免雙重保險之情況。
- 我們非常鼓勵扶輪社與扶輪地區向保險顧問諮詢，以取得有關責任保險與其他承保範圍之建議，並瞭解政府針對外籍學生所制定之政策與法規，包括承保範圍之規定。
- 我們不鼓勵學生參與極限運動，像是滑翔飛行、攀岩與高空彈跳。如果學生獲允許可以參與極限運動，這些活動必須有接待地區以及學生家長或法定監護人的書面同意，且必須為學生額外投保足夠的保險。

準備工作

- 接待和派遣扶輪社或地區將提供學生一份名單，如有任何問題或遭遇緊急情況，學生能夠聯繫名單上之個人。名單上必須包含下列人士之姓名與聯絡資料：
 - 扶輪輔導顧問
 - 接待扶輪社社長
 - 接待地區主委
 - 接待地區總監
 - 派遣扶輪社社長
 - 派遣地區主委
 - 派遣地區總監
 - 兩位非扶輪社員之協助人士（一名男性以及一名女性）

名單內容必須包括當地資源：

- 醫療照護
- 牙齒保健
- 心理健康照護
- 執法專業人員

如果可以的話，名單內容亦可涵蓋下列資料：

- 自殺預防熱線
- 強暴求助熱線
- 當地兒童保護機構

- 扶輪地區提供 24 小時緊急聯絡專線或其他確保學生能夠以電話隨時聯繫扶輪地區代表的方式。

學生說明會與報告

- 派遣扶輪社或地區在出發之前為學生及其家長或法定監護人舉辦必要之說明會。
- 說明會之出席者將獲告知青少年交換計畫之規則、流程與期望，說明會之內容包括當地扶輪社及其活動之報告。
- 派遣扶輪社或地區為學生及其家長或法定監護人提供侵害預防與宣導訓練。
- 接待扶輪社或地區為接待學生舉辦說明會。說明會內容包括學生遭遇忽視、身體虐待、性侵害和情感虐待時的諮詢輔導，並提供當地協助人員和指派之輔導顧問的聯絡資料。
- 由於其他國家之當地法律與風俗可能與學生自身國家有極大的差異，因此學生說明會將提供當地法律與風俗之相關資料，這對年輕人來說可能有用。
- 有鑑於學生返國後可能面臨逆向文化衝擊的影響，我們鼓勵學生及其家長或法定監護人參與報告會議，目的是為了在這段過渡時期協助他們融入其家庭、學校與社區環境。

學生責任

- 不論在何種情況下，學生均不得在交換期間操作或駕駛任何類型之機動車輛，亦不得在接待國家擁有機動車輛。
- 未經學生家長或法定監護人以及參與之扶輪社或地區之同意，學生不得前往接待扶輪社所在社區之鄰近地區以外的地方旅行。

志工評選

- 所有參與交換計畫之成年人（扶輪社員與非扶輪社員），包括但不限於委員會委員、接待家庭、扶輪社輔導顧問等，必須先經過面試以確定其是否適合與青少年共事；此外，須填寫並簽署一份青少年志工合約書，並同意接受背景調查，這些調查包括執法機構檔案調查與相關背景調查。背景調查的內容包括詢問三位人士有關被調查者與青少年共事的適任性，這三位人士不得是家庭成員，且只能有一位是扶輪社員。
- 接待扶輪社或地區依據書面申請書以及所有家庭成年人之背景調查，仔細評選接待家庭，調查形式包括執法機構檔案調查以及相關背景調查、面試與家庭訪問。背景調查的內容包括詢問三位人士有關被調查者與青少年共事的適任性，這三位人士不得是家庭成員，且只能有一位是扶輪社員。已通知與未通知（或於短時間內通知）之家庭訪問將於交換活動開始之前以及長期交換期間進行。



- 未符合交換計畫規定之參與人將不得參與交換計畫。如為成年志工（包括扶輪社員與非扶輪社員），若不符合交換計畫之規定，將永久不得參與青少年相關之扶輪活動。
- 接待家庭應於所在區域投保適當限額之個人責任險與汽車責任險。

志工培訓

- 地區青少年交換政策概述培訓的內容與次數、須接受培訓的參與人、安排與舉辦培訓之負責人、以及如何保存參與紀錄。
- 所有參與交換計畫的成年人（扶輪社員與非扶輪社員），包括但不限於委員會委員、接待家庭、扶輪社輔導顧問等，須先接受培訓，培訓內容包括交換計劃管理與規則以及侵害與騷擾意識和預防。

提前返國

- 未符合交換計畫規定之任何參與人不得參與交換計畫。
- 在學生提前返國的情況下，接待與派遣扶輪社和地區、接待家庭和學生家長或法定監護人於學生返國前均獲得充分的通知。此類決定必須有接待和派遣地區的同意。學生將經由家長或法定監護人與派遣地區所同意之路線於最快的可行時間返國。如無法達成共識，扶輪地區可指定一名獨立扶輪社員擔任協調人。

如您對青少年交換認證或本表格有任何問題或疑慮，請聯繫：

youthexchange@rotary.org			
Kate Hoepfel 資深監督員 +1 (847) 866-3422	Lindsay Griswold 資深專員 +1 (847) 866-3283	Jessica Borrego 審核專員 +1 (847) 866-3343	Carissa Coons 專員 +1 (847) 866-3421



扶輪
青少年
交換計畫

青少年交換認證

2016-17 年度更新表

我等，係_____地區之 **2016-17 年度地區總監與 2016-17 年度青少年交換主委**，茲此確認本地區將於 **2016-17 扶輪年度** 遵守扶輪政策彙編(RCOP)第 **2.100** 條與第 **41.060** 條 (2015 年 5 月) 以及青少年交換認證有關青少年保護政策、法人實體與責任保險之規定。

本地區評估我們將於 **2016-17 扶輪年度** 接待下列人數之**接待**學生：

長期接待交換學生人數：

短期接待交換學生人數：

地區總監：

姓名(楷體)：

簽名： _____

日期：

電子郵件：

青少年交換主委：

姓名(楷體)：

簽名： _____

日期：

電子郵件：

電話號碼：

通訊地址：

請於本頁簽名，並以電子郵件、傳真或郵寄方式於 2016 年 6 月 1 日將本頁副本寄回。

郵寄地址： 扶輪青少年交換 – PD110

國際扶輪

One Rotary Center

1560 Sherman Avenue

Evanston, Illinois 60201-3698, USA

E-mail: youthexchange@rotary.org

傳真：1.847.556.2182