



Club Protection Officer Checklist and Declaration

(To be forwarded to District YEP Committee Chair and District Protection Officer by end April)

Outbound Student

Check

The club applied for, and received certification from District to sponsor an exchange student	Yes No
The student and student’s parents/guardians separately received a thorough briefing by the club.	Yes No
The club selected a suitable counsellor in accordance with certification requirements.	Yes No
The counsellor communicated regularly with the student, and was of support in respect of the student’s preparation prior to departure.	Yes No
The counsellor maintained regular communication with the student whilst overseas and reported the student’s activities to the club.	Yes No
The student attended the district debrief upon return.	Yes No
If the student claimed that they had suffered a molestation occurrence, did the club handle the matter in accordance with Rotary International’s “Sexual Abuse and Harassment allegation Reporting Guidelines”?	Yes No
Comments	

Inbound Student

The club applied for, and received certification from District to host a student from overseas.	Yes No
The club selected, briefed, checked and approved suitable host families in accordance with certification requirements and was satisfied that they were happy to host.	Yes No
The club has received and filed the host family Volunteer Declaration and Police clearance.	Yes No
The club selected a suitable counsellor in accordance with certification requirements.	Yes No
The club has received and filed the counsellor’s Volunteer Declaration and Police clearance.	Yes No
The counsellor has been in regular contact and support to the student.	Yes No
If the student claimed that they had suffered a molestation occurrence, did the club handle the matter in accordance with Rotary International’s “Sexual abuse and Harassment allegation Reporting Guidelines”?	Yes No
Comments	

I, _____ the Club Protection Officer of the
 Rotary Club of _____

Declare that I have carefully checked the tasks relating to the listed statements in this document and confirm that they have been satisfactorily completed.

Signed: _____ Date _____