

Multiple District 4 Youth Protection Policy & Procedure

Duties of the District Youth Protection Officer

The District Youth Protection Officer (DYPO) will become familiar with the MD4 Youth Protection Policy and Procedures. In collaboration with the Area Youth Protection Officer, the DYPO will be coordinating and tracking the receipt of required documents and certifications for his/her District's volunteers (Lions and non-Lions).

Attend scheduled meetings by the District, Area and Multiple Youth Protection Officers/ Advisors. Communicate on a regular basis with the Club Youth Protection Officer and Area Youth Protection Officer.

Management of Screening Process

The District and Club Youth Protection Officer for each Leo District/Leo Club is responsible for managing the compliance process for volunteers for that program. Volunteers should not begin service until the applicant has been cleared to work with youth. Applicants must complete the BSA Youth Protection Training within 15 days of starting to volunteer or provide proof of Active Mandated Reporter Certificate.

District and Club Youth Protection Officers are encouraged to scan all documents and maintain all volunteer information on an encrypted (password protected) flash drive. It is not recommended to keep a hard copy of any of the documents.

District and Club Youth Protections Officers maintain all information such as Volunteer Applications, TB Clearance, completion of BSA Training and Reference Checks. If transporting youth, one needs verification of valid Driver's License, Insurance, and Driving Record.

The District Youth Protection Officer will notify the Area Youth Protection Officer all required information has been received and provide dates of required documentation.

The Area Youth Protection Officers will maintain a roster of all cleared Youth Volunteers in their Area and verify receipt of all necessary information. They will log in the appropriate dates of their: TB Test Clearances, BSA Training or Mandated Reporter Certificate and if transporting youth, Driver's License, Driving Record and Auto Insurance. The dates of this information are maintained on the Sterling Volunteers platform with the list of volunteers who have cleared the screening. The District/Youth Program is responsible for determining that insurance is current and driving record is acceptable.

Sterling Volunteers maintains all confidential background clearance information.

Collect volunteer documents information from the Club Youth Protection Officer for Lions Youth Leader Certification

- Complete and file the club's Multiple District 4 Youth Service Compliance Form
To District Youth Protection Officer by June 30th – (Appendix F)
- Volunteer Application – Appendix C
- Provide information for background check through
Sterling Volunteers
- References – Appendix D & E (*optional by District – at the discretion of the District Youth Protection Officer and District Governor*)
- Verification of T.B. Clearance
- BSA Training Certification **or**
Verification of Active Mandated Reporter Certificate

Submit dates of listed items to the Area Youth Protection Officer.