

Multiple District 4 Youth Protection Policy & Procedure Duties of the Club Youth Protection Officer

The Club Youth Protection Officer (CYPO) will become familiar with the MD4 Youth Protection Policy and Procedures. In collaboration with the District Youth Protection Officer, the CYPO will be coordinating and tracking the receipt of required documents and certifications for his/her club'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 District's 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 the 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.

Sterling Volunteers maintains all confidential background clearance information.

Collect volunteer documents 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
- If transporting youth, need valid driver's license, driving record and auto insurance

Submit listed items to the District Youth Protection Officer for review.