

## MD4 Youth Protection District/Club/Volunteer Checklist

### District

- Select a District Youth Protection Officer. Appoint a Lion who will coordinate with Club Youth Protection Officer the maintenance of all confidential records including volunteer applications, references, TB Test Clearances, Driving Records with Auto Insurance and BSA Training Certificates. District Youth Protection Officer will work closely with MD4 Area Youth Protection Officer.
- Complete Personal Interviews (*Optional – can be completed by District or Club*)
- Complete three documented Personal Reference for Lions of MD4(*Appendix D*) (*Optional – can be completed by District or Club*)
- If applicable, complete Employment/Volunteer Organization Reference for Lions (*Appendix E*) (*Optional – can be completed by District or Club*)

### Club Compliance

- Select a Club Youth Protection Officer.
- Appoint a Lion who will coordinate with District Youth Protection Officer on the maintenance of all confidential records that include volunteer applications, references, TB Test Clearances, Driver's License, Driving Records with Auto Insurance and BSA Training Certificates.
- Completion and submission of Multiple District 4 Youth Service Compliance Form to District Youth Protection Officer by June 30<sup>th</sup>. (Appendix F)

**Volunteers** (*Lions Youth Exchange, Leo Clubs, Leos Leadership Workshops & Other Youth Programs, or anyone who has constant one-on-one contact with a minor.*)

- Complete a volunteer application (*Appendix C*)
- Complete background/criminal record check.  
*Set up account with MD 4 authorized clearance agency – Sterling Volunteers (Username & Password)*
- Provide proof of most recent TB Test (within last two years). If not available, must undergo TB Test and provide evidence of clearance.
- Complete Youth Protection Awareness within 15 days of clearance. (i.e. abuse & harassment prevention) via BSA Online Youth Protection Training (**72 Minute**) and provide Certificate of Completion. (Valid for two years) **OR** Active Mandated Reporter Certificate.
- If transporting youth, provide proof of valid driver's license, driving record, and valid auto insurance.

Upon completion and receipt of all requested documents, the volunteer will be issued a Certificate of Compliance.