

**MULTIPLE DISTRICT 4 LIONS
YOUTH PROTECTION POLICY AND PROCEDURES**

**February 24, 2020
(Revision approved 2/20/2021)**

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MULTIPLE DISTRICT 4 LIONS YOUTH PROTECTION POLICY

Introduction

Multiple District 4 Lions (MD4) has an excellent record of supporting youth through Lions Youth Exchange, Leos, scholarship programs, mentoring and literacy initiatives, and other youth programs. In developing and implementing events and programs involving youth, the Districts and Lions Clubs in MD4 MUST adopt and enforce the following Statement of Conduct for Working with Youth and the Youth Protection Policy and Procedures provisions in this document.

These policies, procedures and guidelines apply to all MD4 Districts and Lions Clubs. This policy is incorporated by reference into the Multiple District 4 Policy and Procedure Manual. All Clubs that wish to participate in Youth Service Programs MUST comply with the Policy and Procedures described in this document and the attached Appendix. Noncompliance may result in a referral to Lions Clubs International and a restriction in working with youth.

Statement of Conduct for Working with Youth

MD4 strives to create and maintain a safe environment for all youth who participate in Lion activities. To the best of their ability, Lions, Lions' spouses and partners, and other volunteers MUST safeguard the children and young people they come into contact with and protect them from physical, sexual, mental and emotional abuse. (*Appendix A*)

MD4 requires all Districts and Lions Clubs to address the issue of youth protection, and to follow the MD4 Youth Protection Policy and Procedures. A District / Club may establish additional policies and procedures as determined appropriate to protect the safety and well-being of all who participate in Lion Youth Service Programs. MD4 is committed to the protection of the youth we serve, Lions and our volunteers.

School based Leo Clubs that meet on the school site, have a faculty school advisor, and follow California school district clearance policy and procedures are exempt from this process. The Leo Activities in these Leo Clubs are considered a school-based activity. A letter from the school district identifying the faculty advisor and name of the Leo Club is required for MD4 records.

Non-school based Leo Club advisors and volunteers are not exempt from this process.

All other Lion Youth Programs advisors and volunteers (such as, but not limited to Youth Exchange, Kids in Sight, Youth Outreach) are not exempt from this process.

Lions Clubs/Districts may choose to have more stringent requirements than this policy and procedures provide, but not less.

Definitions

Youth: Any person under age 18.

Lion Youth Service (LYS): All club and district activities involving youth including but not limited to Lions Youth Exchange, District Youth Leadership, and Leo Cubs.

Volunteer: Any adult involved with Lion Youth Service or Lions sponsored youth programs who has contact with youth is a volunteer. This includes, but is not limited to, Lions and/or their spouses or partners, and other non-Lion volunteers.

Types of Volunteer Contact with Youth

- **Frequent and Recurring Contact**

Persons having frequent and recurring contact are individuals who have an ongoing role in a Lions Youth Service Program. These volunteers **MUST** complete the screening and training procedures for volunteers. This includes but is not limited to individuals who are Leo Advisors, Youth Exchange Host Families, work closely with Leo participants, or who provide transportation for youth to or from meetings or events on a regular basis. After screening and training these volunteers will be identified as **LIONS YOUTH LEADER**.

- **Infrequent or Occasional Contact**

Volunteers who have infrequent or occasional contact are individuals who are not directly responsible for Multiple District 4 Lions Youth Service Programs participants. This type of contact **MUST** be infrequent and incidental so that a regular pattern is not developed. Further, it **MUST** take place in a group setting with no reasonably foreseeable risk of abuse or harassment.

Volunteers having casual contact with youth are not required to be screened or to complete youth protection training. However, Multiple District 4 Lions urge that three or more people (a combination of students and adults that **MUST** include a **LIONS YOUTH LEADER**) are present during any outing that is characterized as infrequent or occasional contact with a youth.

- **Overnight Travel and Accommodations**

This policy permits a young person under age 18 to take advantage of group overnight opportunities that might occur such as attending a Lions District Conference or participating in a scheduled Leo weekend, in which the youth will be in the care and custody of a **LIONS YOUTH LEADER**. For overnight travel to be permitted, the Youth Service Protection Officer for the applicable program **MUST** approve the overnight travel and accommodations. If overnight hotel accommodations are required, unless the youth is a Lions Youth Exchange student who may stay with a member of their host family, the youth will share a room with other youth participants of the same gender or will be provided an individual room. These guidelines **MUST** be followed, otherwise the proposed activity will not be permitted. It is understood that no activity can be totally free of risk and the objective of this policy is to minimize risk for all parties.

Screening of Lions Youth Service Volunteers

The following screening steps **MUST** be completed prior to participation in youth activities.

- Complete background screening vis Sterling Volunteers on <https://www.md4lions.org/>.
- Click on [Youth Protection Policy and Youth Program Volunteer Screening](#) found on the Home page.
- Identify your District and click on your District. This will take you to the application for screening.
- Volunteers will need to pay for screenings. Districts and Clubs may make arrangements to pay for volunteer screenings.
- The background screening is good for 2 years.

Lions Youth Exchange

Volunteer and host families MUST complete the appropriate screening processes for their particular roles in accordance with Multiple District 4 Lions Youth Protection Policy & Procedures, governmental requirements, and any other regulatory or legal requirements. Compliance with these requirements MUST be documented and maintained.

Leo Clubs, Leo Leadership Workshops, and Other Youth Programs

All volunteers who will have frequent and recurring contact with youth MUST:

- Complete a volunteer application (*Appendix C*)
- Undergo personal interviews (*optional by District – at the discretion of the District Youth Protection Officer and District Governor*). This is being recommended for someone that is new to the community and/or club.
- Completed three documented reference checks (*Appendix D & E*) (*optional by District – at the discretion of the District Youth Protection Officer and District Governor*). This is being recommended for someone that is new to the community and/or club.
- Undergo background/criminal record clearance through MD4 Authorized Provider (**Sterling Volunteers**)
- If requested by organization, undergo TB Testing or show proof of recent TB Test within last two (2) years.
- Complete Boy Scouts of America Youth (BSA) Protection Awareness Training (If a volunteer is an **ACTIVE** Mandated Reporter as per California’s Child Abuse and Neglect Reporting Act, there is no need for that volunteer to go through the youth protection training. All they need to do is provide verification of their certification.
- Provide proof of valid driver’s license, driving record, and insurance (*when providing transportation*)

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 and proof of TB Clearance have been submitted. Applicants must complete the BSA Youth Protection Training within 15 days of starting to volunteer.

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 Certificate and if transporting youth, Driver's License. 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.

Person Prohibited from Volunteering for Lions Youth Service

A person prohibited from participating in Lions Youth Service (LYS) is anyone who:

- Has been convicted of any offense which resulted in harm to an individual, including, but not limited to assault, sexual assault, sexual harassment, or neglect,
- Has been convicted of any offense which, in the opinion of the District/Club Youth Protection Officer, suggests an unacceptable risk of harm to a person in the care of that individual, or
- Is a person subject to a restraining order as the result of an allegation of Domestic Violence?

Training

Multiple District 4 Lions will provide youth protection awareness (i.e. abuse and harassment prevention) training for all Lions Youth Service Program volunteers via BSA online Youth Protection Training (*72 Minute Advanced*) and provide certification of completion. Youth Protection Committee members and volunteers MUST complete this training every two years.

Multiple District 4 Youth Protection Committee for Youth Service Programs

Multiple District 4 MUST appoint 4 Lions to the Youth Protection Committee, one from each Area. The Committee and members report directly to the Council of Governors.

The Youth Protection Committee is responsible for ensuring that all volunteers who will have recurring and ongoing contact with youth successfully complete the following prior to participating in Youth Activities as a Lions Youth Leader:

- Receive a background screening
- Are cleared to work with youth
- Complete required BSA Youth Protection Training identified by MD4

The MD4 District Youth Protection Committee Member works directly with the District Governors in his/her Area and submits reports and information regarding status of clearances and training to the respective District Governor.

The MD4 Youth Protection Committee Members (*Appendix G*) works with the District Governor Team and District Compliance Committee to ensure that the Multiple District 4 Youth Protection Policy and

Procedures are followed for all Youth Service Programs in the respective District. Examples include but are not limited to: Youth Exchange, Leos District, and Leo Club volunteers who have frequent and recurring contact with youth as a Lions Youth Leader.

Additional Responsibilities:

- Obtain Club Youth Protection Compliance Forms (*Appendix F*) from all MD4 Lions Clubs in Area providing and participating in Lion Youth Service Programs within 30 days of the new Lions' year (July 30).
- Submit a report to the Council of Governors summarizing the receipt of all compliance forms within 45 days of the new Lions' year (August 14 or August COG if earlier).
- Submit an annual report indicating the number of Youth Service Programs, number of Lion Youth Leaders by area and for entire MD4 annually within 45 days of the new Lions' year (August 14 or August COG if earlier)

All adults to whom a youth or someone on behalf of a youth reports an incident of abuse, harassment, or neglect MUST record and report the allegation following established guidelines. (*Appendix B*)

MD4 Districts, Lions Clubs, and Youth Protection Officers are responsible for:

- Informing the District Governor of any allegation of sexual abuse or harassment made by or on behalf of a youth program participant.
- Maintaining records of all allegations made.
- Ensuring proper handling of allegations, according to local laws and MD4 Youth Protection Policy and Procedures, and protection of the interests of all involved.
- Ensuring that Volunteer Applications, background clearances, and references for adult volunteers working with youth are maintained for at least ten years and are kept confidential.

INSURANCE AND INDEMNIFICATION

- Lions Clubs International and MD4 have experienced litigation trends and issues arising out of the interdependent relationships between Lions and other supported youth groups and activities. And, while Lions Clubs International provides a general liability insurance program to protect its interests while delivering services to associated youth activities it is required that the associated agencies—in order to avoid some of the predicable and inherent conflicts arising out of their interdependent roles and obligations also maintain and provide primary general liability insurance in connection with covered claims made as a result of the delivery in connection with official youth activities.
- Associated organizations will indemnify to the fullest extent permitted by the law of the state where the activity is taking place against an award of punitive damages against any Lions employees, directors, officers, members or volunteers who act in “Good Faith” to enforce this policy.

- “Good Faith” as used herein MUST require Lions Clubs International and its agents to remove from any involvement in the youth program any employee, officer, member or other person known or suspected of engaging in conduct prevented herein or that might pose a risk of harm to others, including but not limited to, actual or alleged acts of criminal conduct, violence, substance abuse, or reckless conduct involving motor vehicles or firearms. This does not require that the associated program indemnify any Lion or agent for acts intended or expected to result in harm or actions which are not in ‘Good Faith’ as described above.

District Opt-Out Option and Criteria

Districts have the option of participating in the adopted MD4 Youth Protection Policy and Procedure (MD4 YPP) **OR** opt to develop and adopt their own District Youth Protection Plan that includes the following criteria:

- a. Process for conducting background/criminal background checks.
- b. Provide Youth Protection training which includes but not limited to abuse and harassment prevention.
- c. If transporting youth, process to verify possession of a valid driver’s license, auto insurance and driving record.
- d. District will abide by the mandate of reporting abuse and/or harassment allegations to local law enforcement, District Youth Protection Officer and District Governor.
- e. District adopted Youth Protection Plan shall be submitted to MD4 within 60 days after July 1st.
- f. Each district that opted out will notify MD4 prior to June 30th of each year if they choose to opt out or implement the adopted MD4 YPP for the following year.
- g. Opt-out Districts will need to renew their option each fiscal year.
- h. Districts who choose to opt-out and do not submit a District adopted YPP by September 1st of each year, will implement the adopted MD4 YPP.

Appendix A

Multiple District 4 Policy Against Sexual Abuse and Harassment

Multiple District 4 has a zero-tolerance policy against abuse and harassment. The District Governor, District Youth Service Chairperson, and District Youth Protection Officer will make every prudent and reasonable effort to ensure that no youth program participant is subjected to harassment or abuse in the context of Lions' activities and the District will take appropriate action if such behavior occurs.

Sexual Abuse

Sexual abuse refers to engaging in implicit or explicit sexual acts with a youth or forcing or encouraging a youth to engage in implicit or explicit sexual acts alone or with another person of any age, of the same sex or the opposite sex.

Examples of sexual abuse include, but are not limited to:

- Any deliberate touching of sexual areas
- Non-touching offenses, such as indecent exposure, or exposing a minor or student to sexual or pornographic material.
- Any touching coupled with comments that could be understood to be a request to participate in sexual activity.

Sexual harassment refers to sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or "groom" their victims.

Examples of sexual harassment may include, but are not limited to:

- Sexual advances
- Sexual epithets, jokes, written or oral references to sexual conduct
- Gossip regarding one's sex life, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Displaying sexually suggestive objects or pictures
- Sexual leering or whistling
- Any inappropriate physical contact such as brushing or touching
- Obscene language or gestures and suggestive or insulting comments

Appendix B

Guidelines for Recording and Reporting an Allegation of Sexual Abuse or Harassment
For use by all adults to whom a youth reports an incident of abuse, harassment, or neglect.

Recording a Description of the Allegations

- **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. It is appropriate to be supportive. Do not express shock, horror, or disbelief.
- **Assure privacy and discuss the limits of confidentiality.** Explain that you will have to tell someone about the abuse and/or harassment to make it stop.
- **Get the facts, but do not interrogate.** Ask the youth questions that establish what happened and who was involved. Reassure the youth that he/she did the right thing in telling you. Avoid asking “why” questions. Your responsibility is to present the youth's story to the proper authorities.
- **Be non-judgmental and reassure the youth involved.** Do not be critical of anything that has happened or anyone who might be involved. It is especially important not to blame or criticize the youth. Assure the youth that they were brave and mature to come to you.
- **Record:** Keep a written record of the conversation with the youth as soon as possible, including the date and time of the conversation. Use the youth's words and record only what has been told to you. **KEEP TO THE FACTS AND DO NOT INCLUDE YOUR OPINIONS.**
- **Confidentiality:** Do not contact the person who is being accused of abuse or harassment. Do not tell anyone about the report other than those required by the guidelines. Care **MUST** be taken to protect the rights of both the youth and the accused during the investigation.

Protecting Youth

To ensure the safety and well-being of the youth involved, immediately remove the youth from the situation and all contact with the alleged perpetrator. Give reassurance that this is for the youth's safety and is not a punishment.

Reporting Allegations

The adult to whom the allegations were reported **MUST** immediately contact the applicable Youth Protection Officer, who in turn **MUST immediately contact local law enforcement** and the District Youth Protection Officer, whose name and contact information are available in *Appendix F*.

All allegations of criminal abuse or harassment **MUST** be reported to local police authorities for investigation immediately. Investigations **MUST** be left entirely to law enforcement authorities. **HOWEVER**, whether the harassment meets the criminal requirements is up to law enforcement, not the District Youth Protection Officer or the District Governor; therefore, all allegations **MUST** be reported to local law enforcement.

In cases of non-criminal harassment (harassment that does not meet the criminal measure of intent and/or proof beyond reasonable doubt), the District Youth Protection Officer, and District Governor are responsible for any necessary follow-up.

If the allegation involves an exchange student, the District Youth Protection Officer and/or the Youth Exchange Committee Chair MUST report any allegation immediately to the local law enforcement and the District Governor. In addition, the Youth Exchange Committee Chair MUST report the allegation to their responsible officer, victim's family/responsible guardian.

The Youth Protection Officer and an attorney (determined by the severity of the allegation) MUST quickly meet with the parties to determine what steps MUST be taken to safeguard the well-being of the youth involved. These activities MUST be completed in confidentiality to protect the reputations of all the parties involved until decisions are made and actions are taken. The incident and allegations are not to be discussed. Actions MUST be taken to place the youth in a safe and neutral placement, and to suspend contact with any youth by the alleged abuser or harasser. Everyone MUST be instructed not to discuss the matter with anyone except the local authorities.

It is probable that even if a claim of sexual abuse, harassment, or neglect were not substantiated, there would be no way that the youth could be returned to the original situation. Other arrangements MUST be made.

For use by District Youth Protection Officer:

- Confirm that the youth has been removed from the situation immediately and has no further contact with the alleged abuser or harasser.
- Make sure all Allegation Reporting guidelines are followed.
- Ensure the youth receives immediate support services. If available, offer the youth an independent, professional counselor to represent the interests of the youth.
- In the case involving a Lions' Youth Exchange student, the Lions' country contact officer MUST contact the youth's parents or legal guardians and will outline the steps taken to safeguard the health and well-being of the youth(s).
- Keep the District Governor informed of initial and follow up action.
- If an 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 MUST be permanently prohibited from working with youth in a Lion's context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to youth. It can also benefit the adult in preventing additional accusations from other youth. 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.
- A Lions Club that does not follow the Youth Protection Policy cannot participate in Lions Youth Activities.

Appendix C
MULTIPLE DISTRICT 4 LIONS YOUTH SERVICE VOLUNTEER APPLICATION

Volunteer's Name:	Club Name:
Street Address:	City/Zip Code:
Daytime Phone No:	Evening Phone #:
Cell Phone No.:	Email:
Best Time(s) & Phone No. to Call:	
Lions Youth Program Applying For:	
List Position(s) you are applying for:	
Are you currently employed by the local school district? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please list school district name and current position: _____ _____	
In case of Emergency: Contact Name: _____ Relationship: _____ Phone Number: _____	

Tell us about yourself, any experience you have working with youth, and why you wish to volunteer with our youth program. *(Please use a separate sheet if you need more room.)*

Lions Club referring you to volunteer: _____

Address: _____

Phone: _____ Email: _____

Referring Lion Member Contact Information: _____

Phone: _____ Email: _____

Are you a Lions Club Member? Yes No

If not, would you consider becoming a Lions Club Member? Yes No

I consent to the following: Please initial next to each.

_____ Take the Boy Scouts of America online training to be certified.

_____ Provide my information to Sterling Volunteers for a full background check.

_____ If required, provide proof of TB Clearance

_____ If providing transportation, provide a copy of Valid Driver's License, Auto Insurance & Driving Record.

Volunteer Signature

Date

Referring Lions Club YPP Officer Signature

Date

District Youth Protection Officer/Advisor USE ONLY:

Category of Volunteer: A = Not transporting youth B = Yes, eligible to transport youth

TB Test Clearance Date: _____ Criminal Background Clearance Date: _____

BSA Training or Mandated Reporter Certificate Date: _____

Category B: Transporting Youth: Driver's License # _____ Exp. Date: _____

Driving Record Date: _____ Auto Insurance Exp. Date: _____

Signature of District Youth Protection Officer/Advisor

Date

Area Youth Protection Officer/Advisor USE ONLY: Verification receipt of

Criminal Background Clearance Date: _____ BSA Training or Mandated Reporter Certificate Date: _____

TB Test Clearance Date: _____ (If required)

Category B: Transporting Youth: Driver's License # _____ Expiration Date: _____

Auto Insurance Exp. Date: _____ Driving Record Date: _____

Date District Youth Protection Officer was notified & Issued Certified Volunteer Card: _____

Signature of Area Youth Protection Officer/Advisor

Date

Appendix D
Sample Personal Reference Questions for Telephone Interview
(Minimum of Three Personal References)

**PERSONAL REFERENCE FOR LIONS MULTIPLE DISTRICT 4
YOUTH SERVICE VOLUNTEER**

Applicant Name:	Organization:
Relationship to Applicant:	Phone No.:

1. How do you know the applicant?

2. He/She has applied for a position as a volunteer with a Multiple District 4 Lions program working directly with youth as a _____ *(insert position)*. Are you aware of applicant doing any similar work in the past?

3. Do you think he/she is well suited to the responsibilities of this position?

4. What do you think are his/her strengths?

5. Do you have any concerns about him/her doing this type of volunteer work?

6. Do you know of any reason we would not want applicant to work directly with your people?

7. Is there anything else you think we should know about the applicant?

Reference Conducted by:	Date:
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Appendix E
Sample Employment/Volunteer Reference Questions for Telephone Interview

**EMPLOYMENT/VOLUNTEER ORGANIZATION REFERENCE FOR LIONS
MULTIPLE DISTRICT 4 YOUTH SERVICE VOLUNTEER**

Applicant Name:	Organization:
Position Held:	Dates Held:
Supervisor's/Director's Name:	Phone No:

1. Verify reporting relationship, position and dates held.

2. Please tell me about the responsibilities of this position.

3. How would you describe this person's ability to fill those responsibilities?

4. What did she/he do well in this position?

5. Were there any issues concerning his/her performance?

6. The volunteer position she/he is applying for involves working directly with youth. Do you know of any reason we would not want this applicant to work directly with young people?

7. What else do you think I should know about the applicant?

8. If not currently employed, would you rehire this person if the opportunity became available?

Reference Conducted by:	Date:
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Appendix F

MULTIPLE DISTRICT 4 YOUTH SERVICE COMPLIANCE FORM

This Lions Club **MUST** be completed prior to participation in any Multiple District 4 Youth Service Program and annually thereafter.

The Lions Club: _____

Acknowledges receipt and review of the following information:

- Multiple District 4 Lions **or** District Adopted Youth Protection Policy

Confirms that this Lions Club

- Is operating its Youth Service Programs in accordance with the Multiple District 4 Lions **or** District Adopted policies and guidelines.
- Has completed Club adoption of the Multiple District 4 **or** District Adopted Youth Protection Policy:

Date of Club of Adoption: _____

Is conducting or will conduct the following Youth Service programs/activities during this Lions year (check all that apply).

- Youth Exchange
- Leo Club
- Leo Leadership Workshop
- Other (Please explain. Attached extra sheet if needed.)

Club President

Signature: _____ Date: _____

*This form **MUST** be returned to the District Youth Protection Officer by June 30th of each year.*

Appendix G
MULTIPLE DISTRICT 4 LIONS YOUTH SERVICE CHAIRPERSONS
& YOUTH PROTECTION OFFICERS CONTACT INFORMATION

MD4 Youth Protection Officer Area 1

NAME Melanie Hunter

PHONE 530-921-3600

EMAIL mhunter@sdengineering.com

MD4 Youth Protection Officer Area 2

NAME Claudia Miller

PHONE 209-596-1219

EMAIL ckay613cayucos@gmail.com

MD4 Youth Protection Officer Area 3

NAME Juanita Nichols

PHONE 805-720-8508

EMAIL lionjuanitagn@gmail.com

MD4 Youth Protection Officer Area 4

NAME Manny Sanchez

PHONE 562-708-9061

EMAIL lionmanny@gmail.com

Appendix H

MD4 Youth Protection Committee Duties and Responsibilities

Criteria for Selection of MD4 Youth Protection Committee Members

1. Experience in background clearance procedures and/or facilities/programs requiring background clearance to work with individuals served.
2. Demonstrated skills in working with confidential information and maintaining confidentiality following established laws, rules and regulations.
3. Experience with youth or vulnerable populations requiring mandatory background clearance.
4. Essential Duties:
 - a. Review background clearances. Report pass/fail clearance to District Governor or his/her designee within 3 days of receipt of background clearance.
 - b. Receive verification of BSA Training Certificates for each approved Lion Youth Leader and enter date received in database for approved Lion Youth Leaders and date next training is required. (2 years)
 - c. Receive verification of TB Clearance and enter date in database for approved Lion Youth Leaders and date next training is required. (3 years)
 - d. Meet as a Team when an applicant does not pass background clearance and he/she ask to appeal the decision and review with the applicant the circumstances of the denial. The Team will review all information and make a decision as to allow or not allow an exception. The decision should be documented, and a record maintained for 6 months. The applicant should be told the outcome of the decision.

Handling of Confidential Information

1. Sterling is the custodian of all background checks.
2. Each Area Youth Protection Committee Member will have access to the Area he/she is responsible for reviewing and managing.
3. Each Area Member will have an assigned access code and password specific to their Area.
4. Background Clearance Information **will not** be held by MD4 or Area Members. Volunteer information will be maintained at Sterling Volunteers.
5. The MD4 Council Chair will have access to Sterling Volunteer Clearances.
6. The MD4 Youth Protection Committee Members and Council Chair are required to sign a Confidentiality Statement which prohibits the sharing of any information except as directed by policy and procedures.
7. Area Member shares the applicant's status (pass/fail) with the appropriate District Governor or his/her designee within 3 days of receipt of report. Reports are usually available within 24 hours.

Approved Background Clearances

1. Individuals cleared to work with Youth Programs will be posted in the Sterling Volunteers database dashboard. All Area Members have access to the database dashboard. The Sterling database dashboard record is permanent and ongoing.
2. Sterling Volunteers maintains a secure, confidential, and permanent record of all MD4 volunteer applicants.

Not Approved Background Clearances

1. An applicant who does not pass the Background Clearance is able to dispute an unsatisfactory background clearance with Sterling Volunteers. The applicant must follow the process outlined by Sterling Volunteers and is solely responsible for addressing any issues identified. This process is between Sterling and the applicant.
2. Sterling will provide MD4 with either a clearance, not cleared, or for consideration report upon completion of the dispute.
3. An applicant with a “For Consideration” finding status will be reviewed by the MD4 Youth Protection Committee and Council Chair to make a final decision on status. This review is on a case-by-case basis.

Other Required Documentation and Frequency of Submission

1. Applicants must submit proof of most recent
 - a. TB Clearance test (within 2 years)
 - b. Certificate of Completion of BSA Training **or** Active Mandated Reporter Certificate, and
 - c. If transporting youth, proof of valid driver’s license, driving record and valid auto insurance.
 - i. If applicant is not able to provide evidence of driver’s license, driving record, and insurance he/she will not be allowed to transport youth under the age of 18.
2. TB Tests are required every 3 years
3. Driver’s License are required prior to expiration of current License
4. Driving record and proof of insurance are required annually
5. Protecting Youth Training is required every 2 years
6. Background screening is required every 2 years

Appendix I

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.

Appendix J
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

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

Appendix K

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 30th. (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.

Appendix L
MD4 YOUTH PROTECTION & POLICY
RECEIPT OF CLEARANCE
REQUEST FOR VERIFICATION OF ITEMS

TO: MD 4-_____ Youth Protection Officer: _____

FROM: AREA _____ Youth Protection Officer: _____

The following individual has cleared Sterling Volunteers.

Cleared Volunteer	City

Please fill in the following information for the above-mentioned volunteer and return to your Area Youth Protection Officer upon completion. **Please do not send documents. Only need dates requested below.**

1. MD4 Volunteer Application: Date of application: _____
2. Proof of TB Test Clearance: Date of Clearance: _____
3. BSA Online Youth Protection Training Certificate or Active Mandated Reporter Certificate: Date of Certificate: _____
(Upper left-hand corner of Certificate)
4. If transporting youth:
 - A. Valid driver's license expiration date: _____
 - B. Valid automobile insurance expiration date: _____
 - C. Date of Driving Record: _____

All MD4 data is stored on the Sterling Volunteers website. They are compliant with Federal and State of California laws regarding privacy and confidentiality and other laws regarding background clearances. MD4 has added the Sterling Volunteers FAQs to the MD4 Website with Youth Protection information.

MD4 recommends shredding all other documents sent to you and/or storing on an encrypted flash drive. Make sure you keep a copy of the Volunteer Application and if applicable a copy of completed reference checks.

Please return this completed form to your Area Youth Protection Officer via email:

- Area 1: Lion Melanie Hunter – mhunter@sdsengineering.com
- Area 2: CC Claudia Miller - ckay613cayucos@gmail.com
- Area 3: IPDG Juanita Nichols – lionjuanitagn@gmail.com
- Area 4: PDG Manny Sanchez – lionmanny@gmail.com

If you have any questions, do not hesitate to contact your Area Youth Protection Officer.