

**Club Protection Officer Check List and Declaration** (Form 5 - OUTBOUND)

Forward to: Secretary@rotaryyouthexchange.net.au

**NAME OF OUTBOUND STUDENT** \_\_\_\_\_

**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**

**Declaration**

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 \_\_\_\_\_

**Club Protection Officer Check List and Declaration** - (Form 5 INBOUND)

Forward to: Secretary@rotaryyouthexchange.net.au

**NAME OF INBOUND STUDENT** \_\_\_\_\_

**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 Internationals “Sexual abuse and Harassment allegation Reporting Guidelines”?	Yes / No
<b>Comments</b>	

**Declaration**

<p>I, _____ the Club Protection Officer of the                  Rotary Club of _____</p> <p>Declare that I have carefully checked the tasks relating to the listed statements in this document and confirm that they have been satisfactorily completed.</p> <p>Signed: _____ Date _____</p>
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