

## Rotary Youth Protection Checklist

Group	Successfully Complete	How to complete	Date Complete
All Rotarians and other adult volunteers who have <b>any contact with youth</b> in a Rotary context	Online Youth Protection <b>Awareness</b> course 30 to 45 minutes	<ol style="list-style-type: none"> <li>1. Request unique link from District website <a href="http://yex.rotary5170.org/ave_youth/YPATraining.asp">http://yex.rotary5170.org/ave_youth/YPATraining.asp</a></li> <li>2. Complete training and exam questions</li> <li>3. Click <b>Finish or Submit</b> to be sure you get credit for the course</li> </ol>	
District Governor, Club Presidents, New Generations Chairs, Youth Protection Officers, all Rotarians and adult volunteers with <b>extensive contact/involvement working with youth</b> in a Rotary context	<b>Volunteer Affidavit</b> (YSVA or VAF)	<ol style="list-style-type: none"> <li>1. Request unique link from District website <a href="http://yex.rotary5170.org/ave_youth/YSVA.asp">http://yex.rotary5170.org/ave_youth/YSVA.asp</a></li> <li>2. Complete the YSVA Form and Interview. NOTE: Please let your References know that they will also be receiving an email.</li> </ol>	
	<b>LiveScan</b>	Download files from District website** which give instructions and take printed copies of the fillable pdf to the provider of LiveScan service (fingerprinting and background check) Contact YPO or Certified Rotarian in your club for assistance	
	Online Youth Protection <b>Certification</b> course 30 to 45 minutes	<ol style="list-style-type: none"> <li>1. Request unique link from District website <a href="http://yex.rotary5170.org/ave_youth/YPCTraining.asp">http://yex.rotary5170.org/ave_youth/YPCTraining.asp</a></li> <li>2. Complete training and exam questions</li> <li>3. Click <b>Finish or Submit</b> to be sure you get credit for the course</li> </ol>	

\*\* The District 5170 Youth Protection webpage has the LiveScan form and the instructions needed to complete it, as well as many other related documents: <http://www.clubrunner.ca/portal/SitePages/SitePage.aspx?accountid=50083&pid=77133>

<b>Club Youth Protection Officers and Club Youth Services Chairs</b>	Help Rotarians and adult volunteers to find the resources to complete the above checklist
	Rotarians can download the YSVA link for themselves from <a href="http://yex.rotary5170.org/ave_youth/YSVA.asp">http://yex.rotary5170.org/ave_youth/YSVA.asp</a> .
	For all other adult volunteers, you can send them the link from the WESSEX database.
	To be added as a WESSEX Database User, please contact Mike Cloutier: <a href="mailto:edpeetnik@gmail.com">edpeetnik@gmail.com</a> .