

# Background Check Instructions

Thank you for including our student in your plans. The District's Youth Protection Policy requires that every adult having "significant contact" with our student complete a background check.

The background check is a three step process. **First**, you must review the Youth Protection Policy. **Second**, you must fill out and fax the Background Check Request and Training Certification forms to the District. **Third**, you must fill out an on-line Background Check form (a link to the form will be emailed to you from the District).

**STEP ONE:** To obtain a copy of the Youth Protection Policy

Go to: <http://www.rotaryd5100.org/>  
Click on: Youth Programs  
Click on: Youth Protection Policy  
Click on: Training Kit

(NOTE: The Training Kit contains the Youth Protection Policy and the Background Check Request and Training Certification forms for Non-Rotarian Host Families - those are **not** the forms you need to fill out. **Please fill out the forms attached below.**)

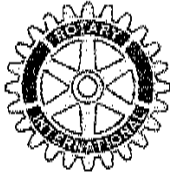
**STEP TWO:** Print and complete the Background Check Request and Training Certification forms provided on the next pages below. Be sure to complete all highlighted areas.

**NOTE:** On the Training Certificate (page 2) you will be completing "self-study." **Please include the date you reviewed the Youth Protection Policy in the "self-study" column** and then **sign** in the in the "Volunteer Signature" column.

Also be sure to **sign** at the bottom of the page!

Then **Fax** both forms to the number provided on the form (503-513-9213).

**STEP THREE:** The District will then send you **TWO** emails. The **first** email will notify you that your request has been received. The **second** email will provide you with a link to an online form that you must fill out to complete the background check. This form requires you to provide your social security number, prior addresses and other identifying information. **If you do not receive the SECOND email within 3 days of faxing your request, please contact me so I can check on the status.**



**ROTARY DISTRICT 5100  
Youth Protection Policy (YPP)  
Background Check Request and Training Certification  
Complete and Fax: 503-513-9213**



District 5100 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, their spouses or partners, and any other volunteers to safeguard, to the best of their ability, the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact. A background check is required for any person, age 18 or older, who is involved with District Youth Service programs and has regular interaction with students, either supervised or unsupervised. This includes, but is not limited to, hosting a Youth Exchange (YEX) student and/or transportation of YEX students to events.

Applicants for background checks must have already completed the required training.  
You must certify completion of training on page 2 of this form.

**Read carefully:** This document represents your **request** for a background check application. Within one or two business days of completion and submission of this form by fax to 503-513-9213, you will receive an email with a link to the **actual application** for the background check. When you receive this link, you should follow the instructions contained therein and submit your application promptly as directed in the link. No hosting is permitted until your background check is complete and you and Rotary have been notified of completion. All background checks are performed by Advanced Reporting, a professional background screening service which adheres to a rigorous privacy policy. You may review this policy at <http://www.advrep.com/privacy-policy/>. If you do not wish to submit to a background check, you will not be eligible to host or transport Rotary District 5100 YEX students. There are no exceptions to this policy.

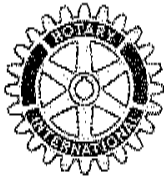
**APPLICANT INFORMATION**

<b>Name:</b>		<b>Associated Rotary Club:</b>	Keizer Rotary Club
<b>Email Address:</b>		<b>Home Street Address:</b>	
<b>City:</b>		<b>State and Zip Code:</b>	
<b>Home Phone:</b>		<b>Mobile Phone:</b>	
<b>Business Phone:</b>		<b>Fax:</b>	

**BACKGROUND CHECK** – Complete this section if you and/or your family will be involved with District Youth Service programs and have regular interaction with students, either supervised or unsupervised. This includes, but is not limited to, hosting a Youth Exchange student and/or transportation of YEX students to events. All persons, age 18 and older, living in your household, even temporarily, must be background checked. List these persons below, including yourself.

Full Name	Date of Birth	Email Address

**Proceed to page 2**



**ROTARY DISTRICT 5100  
Youth Protection Policy (YPP)  
Background Check Request and Training Certification  
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**TRAINING CERTIFICATE – This section is required for all Host Family members listed on page 1.**

I understand that District 5100's Youth Protection Policy and Procedure requires that I familiarize myself with the responsibilities of a Youth Services program volunteer. My signature in the space below confirms that I have completed the training as indicated.

Volunteer's Name	If Club or District Sponsored Training, insert date and location of training	If self-study, indicate date you read the materials in the Youth Protection Training Kit	Volunteer's Signature

\*\*\*\*\*

**WAIVER/CONSENT/RELEASE**

I agree to comply with the rules, regulations, and policies of Rotary International, the District 5100 Youth Service Program and its affiliates, and understand that my service can be modified or terminated, with or without notice or cause, at any time, at the option of either the District 5100 Youth Service Program or its affiliates, or at my option. I understand and agree that the District 5100 Youth Service Program or its affiliates may, at their sole discretion, decline to accept my application for volunteer services with or without cause.

**I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE YOUTH PROTECTION POLICIES AND PROCEDURES OF ROTARY DISTRICT 5100, AND THAT I SIGN THIS FORM VOLUNTARILY.**

Signature of Applicant  
(not required if submitted via applicant's email)

Print Name

Date

**PAYMENT INFORMATION – CLUB WILL BE BILLED**

In most cases, the background check processing fee is \$15 per person  
Complex searches, including out-of-state searches, can run as high as \$50 per person

Name of Club to be billed: Keizer Rotarv Club

**Thank you for your participation in the Rotary District 5100 Youth Exchange Program!**

Rotary International  
District 5100  
9450 SW Commerce Circle, Suite 270  
Wilsonville, Oregon 97070