

APPENDIX H

EXTRAORDINARY YOUTH GROUP TRAVEL PROTOCOL

(Excluding Youth Exchange Students)

TRAVEL

- Travel by Youth is restricted to North America.
- Travel must be to Rotary Districts approved as YEX Certified Districts
- All travel must be approved in writing by:
 - District Governor, District Youth Chair, Host Club President
- Where travel is by a District Interact Club, written approval by District Interact Chair is also needed
- Singular travel is not allowed under this protocol
- All travel documentation must be confirmed prior to travel (visa, travel insurance, vaccinations etc.)

POLICIES AND PROCEEDURES

- All participants must provide appropriate signed waiver/release forms prior to travel
- All participants and parents/legal guardians must be informed on District's Policies regarding Youth Protection and Youth Group Travel Protocols

ROTARY CLUBS

- Ensure that District/Club Insurance Policy covers specific travel including but not limited to working while on trip
- Provide participants and parents/legal guardians with specific details about the program, location of event, travel itineraries, sleeping accommodations, and contact information for program organizers before departure
- Provide District Youth Chair and appropriate Youth Program District Chair (Interact) with a detailed summary of travel plans including contact information of organizers and chaperones
- Ensure all organizers and chaperones travelling with youth have completed appropriate screening procedures (CRC, Volunteer Application Form)
- Ensure that all volunteers are provided with a detailed job description and responsibility
- Supervision standards: ratio of 1:4
- Rotarian standards: ratio of 1:4
- Male/Female standards: minimum of one of each gender if group is mixed
- Have a Crisis Management Plan which includes:
 - Handling medical and other emergencies and providing for adult support
 - Procedures for communicating with parents/legal guardians
- Ensure accommodations are approved and appropriate

CHAPERONES

- Must complete appropriate screening procedures (CRC, Volunteer Application Form)
- Must be a minimum of 25 years of age
- Must be a Rotarian, participant parent or guardian, or a Rotary Youth Program alumni
- Must provide 24 Hour Supervision of all youth participants

INSURANCE

- Parents/legal guardians of each minor must provide travel insurance which includes such things as medical (when traveling outside home country), emergency medical evacuation, repatriation of remains, and legal liability, in the amounts satisfactory to the club or district organizing the activity or event with coverage from the time of the minor's departure from home until they return home
- Insurance must cover all High Risk Activities

YOUTH PARTICIPANTS

- Must be between the ages of 16 and 18 by the time of travel
- Must be a member of an active Interact Club
- Must hold membership of Interact Club in year of travel
- Must follow the YEX Four D's Rule: No Drinking, No Drugs, No Dating, No Driving