

# The Rotary Club of Dallas Volunteer/Youth Protocol Package

## Steps to Follow

Our goal is to protect our members, volunteers and especially the participants in our programs. The following attachments are for your benefit to learn the operations and guidelines for our Rotarian and Volunteers when participating in Club programs.

### Please review the following:

1. Rotary Club of Dallas Rotarian/Volunteer Guidelines
2. Rotary Club of Dallas Code of Conduct with Youths
3. Rotary International / District 5810 Abuse, Harassment and Neglect Protocol

### Items to Return to the Rotary Office:

4. Signed acknowledgement on Rotarian/Volunteer Guidelines
5. **(For DreamTeam Mentoring Program or Interact Volunteers Only)** Dallas Independent School District Volunteer Background Check Approval. This can be provided by the chairs of this committee and/or the school advisors or found at [dallasisd.org](http://dallasisd.org)

You can either email, fax or mail back your items to the attention of Heather Stevens, Executive Director, Rotary Club of Dallas.

**Email.** [heather@dallasrotary.org](mailto:heather@dallasrotary.org)

**Fax.** 214.303.1260

**Mailing Address:** 5430 Glen Lakes Drive, Suite 240, Dallas, Texas 75231

Thank you for your service and the amazing work you do for the Community, the Club and Rotary. Please contact us if you have any questions regarding the enclosed documents.

### Mission Statement

The mission of Rotary is to provide service to others, to promote high ethical standards, and to advocate world understanding, goodwill, and peace through its fellowship, business networking, professional, and community leaders.

# Rotary Club of Dallas [RCD] Rotarian/Volunteer Guidelines

## Code of Ethics & Rules

- Smoking or use of tobacco on facility grounds or in the presences of children is prohibited.
- Using, possessing or being under the influence of alcohol or illegal drugs will not be tolerated and is strictly prohibited.
- Rotarians/Volunteers shall not abuse children in any way including physically, verbally, sexually and mentally.
- Rotarians/Volunteers must treat children of all races, religions and cultures with respect.
- Rotarians/Volunteers must use positive techniques of guidance, including positive reinforcement and encouragement rather than competition, comparison or criticism.
- Rotarians/Volunteers shall not use profanity in the presence of children or adults.
- Rotarians/Volunteers shall not accept money or expensive gifts.
- Rotarians/Volunteers will portray a positive role model for youth by maintaining an attitude of respect, patience, integrity, courtesy, tack and maturity.
- Rotarians/Volunteers are to abide by the rule of two deep unless the safety of the child is a concern or it is unavoidable or unforeseen. This means that at all times either one adult volunteer and two students or two adult volunteers and one student must be present. If you find yourself alone with a child please remedy that situation by immediately finding the group you are with and become public again.
- Rotarians/Volunteers understand that allegations or suspicions of child abuse are taken very seriously by the RCD and will be reported to the State for investigation and that the RCD will fully cooperate with any related investigation and will pursue the prosecution of child abusers to its fullest extent of the laws of this State.
- Rotarians/Volunteers understand that in addition to the mandates described in the Code of Ethics and Rules, the RCD will, among other things, conduct periodic interviews/evaluations with the committee chair to encourage reports of anything out of the ordinary.
- Rotarians/Volunteers understand that any violation of the Code of Ethics and Rules may be grounds for removal as a volunteer in the program you are participating in.

## RCD's Position on the Nationwide Problem of Child Abuse

- The RCD endorses and enforces its policies and practices to prevent child abuse. Our first priority in all youth programs is care and safety. We make every effort to prevent child abuse; verbal, physical, emotional or sexual.
- The RCD's goals are to support and strengthen, to help children develop to their fullest potential and to deliver the program in a positive RCD environment of safety, support and care.
- All Rotarians/Volunteers will be subject to a background check by the Dallas Independent School District at [dallasisd.org](http://dallasisd.org) when working directly with Dallas Independent School District Students.
- I have been informed of the RCD's position regarding child abuse, and have read and understand that portion of my participation in RCD programs and/or any events held by RCD.

## Volunteer Acknowledgement

- I am aware of the RCD policies and procedures stated above as well as the Abuse, Harassment and Neglect Protocol for Rotary International and District 5810 adopted July 28, 2005. View at [rotary5810.org](http://rotary5810.org).
- I understand that I am to immediately report accidents or injuries of myself and participants to the RCD Executive Director and Club President.
- I understand that I am required by law to report known or suspected instances of child abuse to law enforcement within 48 hours and that not doing so is a violation of law. To report call 1-800-252.5400 or [www.txsabusehotline.org](http://www.txsabusehotline.org).
- I understand that the policy of the RCD is to cooperate with the authorities in the investigation of suspected child abuse and molestation situations.
- I understand that the policy of the RCD is to refer all inquiries from the media or press to the appropriate person in position of RCD authority the President and/or Executive Director.
- I understand that I do not have the authority to speak on behalf of the club when it comes to medical or liability issues and under no circumstance can I state that the Club will reimburse, take care of or assist in any financial method. In the same respect I am not to provide any statement on behalf of the Club as to who is liable or not.

## Participation and Release from Liability

- **Rotarian/Volunteer Terms:** I understand the RCD does not provide insurance and related benefits to Rotarians/Volunteers. As an example, there are no insurance plans for volunteers, including no medical, accident, dental, workers compensation, disability, or

other coverage. The RCD does not offer free membership to Rotarians/Volunteers. Volunteers may not trade their time for free or reduced cost in program participation.

- **Property Loss:** I understand the RCD is not responsible for my personal property lost, damage or stolen while participating in RCD activities.
- **Medical Treatment:** I give permission for RCD members, directors, officers and employees to provide or arrange for emergency care for me, and to arrange for transport to an emergency center for treatment. I consent to medical treatment deemed immediately necessary or advisable by a physician if I am unable to act on my own behalf. I understand that the RCD is not responsible for payment of medical treatment if deemed necessary by a physician.
- **Photograph Permission:** I give permission for the RCD to use, without limitation or obligation, photographs or other media that may include my image or voice to promote or interpret RCD programs. I understand that during my volunteer work with the RCD, any photographs taken of me may be used in future promotional materials.
- **Release from Liability:** I understand that accidents may occur during my volunteer activities. By signing below, I release the RCD, its agents, directors, consultants, and employees from all liability based on any damage, loss of injury, whether it is the result of ordinary negligence or otherwise, caused to me or my dependent from participation as a volunteer.

<b>Rotarian/Volunteer Creed</b>
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- I pledge myself to uphold the high standards of Rotary stated in the 4 Way Test, Object of Rotary and Youth Protection Protocol in all my associations with members, participants, employees and volunteers.
- I will, by personal example, display the qualities of leadership, which will inspire youth to strive toward the goals presented in our programs.
- I will abide by and uphold the rules, regulations and policies governing the Club programs, as established by Rotary International and RCD.

I have read the proceeding document and being fully aware of the matters contained in this RCD Rotarian/Volunteer Guidelines document and attachments and having read the Rotarian/Volunteer Creed and fully agree with the conditions of the Creed. I fully understand the Rotary Club of Dallas organization I am representing, and I understand that I will be relieved of my duties and possible termination of membership, if found guilty of any major violation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_