



**MULTIPLE DISTRICT 4 LIONS YOUTH SERVICE CHAIRPERSONS
& YOUTH PROTECTION OFFICERS CONTACT INFORMATION**

MD4 Youth Protection Officer Area 1

NAME: Melanie Hunter

PHONE: 530-921-3600

EMAIL: mhunter@sdengineering.com

MD4 Youth Protection Officer Area 2

NAME: Vacant (*Lion Melanie Hunter filling in for the interim*)

PHONE:

EMAIL:

MD4 Youth Protection Officer Area 3

NAME: Juanita Nichols

PHONE: 805-720-8508

EMAIL: lionjuanitagn@gmail.com

MD4 Youth Protection Officer Area 4

NAME: Manny Sanchez

PHONE: 562-708-9061

EMAIL: lionmanny@gmail.com



Multiple District 4 Policy Against Sexual Abuse and Harassment

Multiple District 4 has a zero-tolerance policy against abuse and harassment. The District Governor, District Youth Service Chairperson, and District Youth Protection Officer will make every prudent and reasonable effort to ensure that no youth program participant is subjected to harassment or abuse in the context of Lions' activities and the District will take appropriate action if such behavior occurs.

Sexual Abuse

Sexual abuse refers to engaging in implicit or explicit sexual acts with a youth or forcing or encouraging a youth to engage in implicit or explicit sexual acts alone or with another person of any age, of the same sex or the opposite sex.

Examples of sexual abuse include, but are not limited to:

- Any deliberate touching of sexual areas
- Non-touching offenses, such as indecent exposure, or exposing a minor or student to sexual or pornographic material.
- Any touching coupled with comments that could be understood to be a request to participate in sexual activity.

Sexual harassment refers to sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or "groom" their victims.

Examples of sexual harassment may include, but are not limited to:

- Sexual advances
- Sexual epithets, jokes, written or oral references to sexual conduct
- Gossip regarding one's sex life, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Displaying sexually suggestive objects or pictures
- Sexual leering or whistling
- Any inappropriate physical contact such as brushing or touching
- Obscene language or gestures and suggestive or insulting comments

Other Actions

- Being made aware of such actions to the youth at home, not just during the youth activity.
- Physical Abuse
- Neglect
- Narcotic Activity/Exposure



Guidelines for Recording and Reporting an Allegation of Sexual Abuse or Harassment

For use by all adults to whom a youth reports an incident of abuse, harassment, or neglect.

Reporting Allegations

The adult to whom the allegations were reported **MUST immediately contact local law enforcement** and the District Youth Protection Officer, whose name and contact information are available in *Appendix E*.

(See Appendix D - As per California Penal Code Section 11165.9.)

All allegations of criminal abuse or harassment **MUST** be reported to local police authorities for investigation immediately. Investigations **MUST** be left entirely to law enforcement authorities. **HOWEVER**, whether the harassment meets the criminal requirements is up to law enforcement, not the District Youth Protection Officer or the District Governor; therefore, all allegations **MUST** be reported to local law enforcement.

Recording a Description of the Allegations

- **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. It is appropriate to be supportive. Do not express shock, horror, or disbelief.
- **Assure privacy and discuss the limits of confidentiality.** Explain that you will have to tell someone about the abuse and/or harassment to make it stop.
- **Get the facts, but do not interrogate.** Ask the youth questions that establish what happened and who was involved. Reassure the youth that he/she did the right thing in telling you. Avoid asking “why” questions. Your responsibility is to present the youth's story to the proper authorities.
- **Be non-judgmental and reassure the youth involved.** Do not be critical of anything that has happened or anyone who might be involved. It is especially important not to blame or criticize the youth. Assure the youth that they were brave and mature to come to you.
- **Record:** Keep a written record of the conversation with the youth as soon as possible, including the date and time of the conversation. Use the youth's words and record only what has been told to you. **KEEP TO THE FACTS AND DO NOT INCLUDE YOUR OPINIONS.**
- **Confidentiality:** Do not contact the person who is being accused of abuse or harassment. Do not tell anyone about the report other than those required by the guidelines. Care **MUST** be taken to protect the rights of both the youth and the accused during the investigation.

Protecting Youth

To ensure the safety and well-being of the youth involved, immediately remove the youth from the situation and all contact with the alleged perpetrator. Give reassurance that this is for the youth's safety and is not a punishment.

If the allegation involves an exchange student, the District Youth Protection Officer and/or the Youth Exchange Committee Chair MUST report any allegation immediately to the local law enforcement and the District Governor. In addition, the Youth Exchange Committee Chair MUST report the allegation to their responsible officer, victim's family/responsible guardian.

The Youth Protection Officer and an attorney (determined by the severity of the allegation) MUST quickly meet with the parties to determine what steps MUST be taken to safeguard the well-being of the youth involved. These activities MUST be completed in confidentiality to protect the reputations of all the parties involved until decisions are made and actions are taken. The incident and allegations are not to be discussed. Actions MUST be taken to place the youth in a safe and neutral placement, and to suspend contact with any youth by the alleged abuser or harasser. Everyone MUST be instructed not to discuss the matter with anyone except the local authorities.

It is probable that even if a claim of sexual abuse, harassment, or neglect were not substantiated, there would be no way that the youth could be returned to the original situation. Other arrangements MUST be made.

For use by District Youth Protection Officer:

- Confirm that the youth has been removed from the situation immediately and has no further contact with the alleged abuser or harasser.
- Make sure all Allegation Reporting guidelines are followed.
- Ensure the youth receives immediate support services. If available, offer the youth an independent, professional counselor to represent the interests of the youth.
- In the case involving a Lions' Youth Exchange student, the Lions' country contact officer MUST contact the youth's parents or legal guardians and will outline the steps taken to safeguard the health and well-being of the youth(s).
- Keep the District Governor informed of initial and follow up action.
- If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards MUST be put in place to assure the protection of any youth with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the adult MUST be permanently prohibited from working with youth in a Lion's context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to youth. It can also benefit the adult in preventing additional accusations from other youth. A person who is accused but later cleared of charges, may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.
- A Lions Club that does not follow the Youth Protection Policy cannot participate in Lions Youth Activities.



MULTIPLE DISTRICT 4 LIONS YOUTH SERVICE VOLUNTEER APPLICATION

Volunteer's Name:	Club Name:
Street Address:	City/Zip Code:
Daytime Phone No:	Evening Phone #:
Cell Phone No.:	Email:
Best Time(s) & Phone No. to Call:	
Lions Youth Program Applying For:	
List Position(s) you are applying for:	
Are you currently employed by the local school district? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please list school district name and current position: _____ _____	
In case of Emergency:	
Contact Name: _____ Relationship: _____	
Phone Number: _____	

Tell us about yourself, any experience you have working with youth, and why you wish to volunteer with our youth program. *(Please use a separate sheet if you need more room.)*

Lions Club referring you to volunteer: _____

Address: _____

Phone: _____ Email: _____

Referring Lion Member Contact Information: _____

Phone: _____ Email: _____

Are you a Lions Club Member? Yes No
If not, would you consider becoming a Lions Club Member? Yes No

I am aware that the following must be completed prior to volunteering:

- Complete MD4 Background Clearance Fingerprinting Process
- Complete and Provide Mandated Reporter Training Certificate
- If required, provide proof of TB Clearance
- If providing transportation, provide a copy of Valid Driver's License, Auto Insurance & Driving Record.

Volunteer Signature

Date

Referring Lions Club YPP Officer Signature

Date

District Youth Protection Officer/Officer USE ONLY:

Category of Volunteer: A = Not transporting youth B = Yes, eligible to transport youth

TB Test Clearance Date: _____ Criminal Background Clearance Date: _____

Mandated Reporter Certificate Date: _____

Category B: Transporting Youth: Driver's License # _____ Exp. Date: _____

Driving Record Date: _____ Auto Insurance Exp. Date: _____

Signature of District Youth Protection Officer/Officer

Date

Area Youth Protection Officer/Officer USE ONLY: Verification receipt of

Criminal Background Clearance Date: _____ Mandated Reporter Certificate Date: _____

TB Test Clearance Date: _____ (If required)

Category B: Transporting Youth: Driver's License # _____ Expiration Date: _____

Auto Insurance Exp. Date: _____ Driving Record Date: _____

Date District Youth Protection Officer was notified & Issued Certified Volunteer Card: _____

Signature of Area Youth Protection Officer/Officer

Date



MULTIPLE DISTRICT 4 YOUTH SERVICE COMPLIANCE FORM

All Lions Clubs Must Complete Annually
(July 1st – June 30th)

Year: _____

The Lions Club: _____

Acknowledges receipt and review of the following information:

- Multiple District 4 Lions Youth Protection Policy

Confirms that this Lions Club **is operating** Youth Service Programs in accordance with the Multiple District 4 Lions.

Is conducting or will conduct the following Youth Service programs/activities during this Lions year (check all that apply).

Youth Exchange

Leo Club

Leo Leadership Workshop

Other (Please explain. Attached extra sheet if needed.)

Confirms that this Lions Club **does not operate** any type of Youth Service Programs in accordance with the Multiple District 4 Lions.

Club President Name (Print): _____

Club Youth Protection Officer (Print): _____

Club President

Signature: _____ Date: _____

This form MUST be returned to the District Youth Protection Officer by July 31st of each year.



Multiple District 4 Youth Protection Policy & Procedure

Duties of the District Youth Protection Officer

The District Youth Protection Officer (DYPO) will become familiar with the MD4 Youth Protection Policy and Procedures. In collaboration with the Area Youth Protection Officer, the DYPO will be coordinating and tracking the receipt of required documents and certifications for his/her District's volunteers (Lions and non-Lions).

Attend scheduled meetings by the District, Area, and Multiple Youth Protection Officers/ Officers. Communicate on a regular basis with the Club Youth Protection Officers and Area Youth Protection Officer.

Management of Screening Process

The District and Club Youth Protection Officer for each Club is responsible for managing the compliance process for volunteers for that program. Volunteers shall not begin service until the applicant has been cleared to work with youth.

District and/or Club Youth Protections Officers maintain all information such as Volunteer Applications, TB Clearance, completion of Mandated Reporting Training. If transporting youth, one needs verification of valid Driver's License, Insurance, and Driving Record.

District and Club Youth Protection Officers are encouraged to scan all documents and maintain all volunteer information on an encrypted (password protected) flash drive. It is not recommended to keep a hard copy of any of the documents.

The District Youth Protection Officer will notify the Area Youth Protection Officer that all required information has been received and provide dates of required documentation.

The Area Youth Protection Officers will maintain a roster of all cleared Youth Volunteers in their Area and verify receipt of all necessary information. They will log in to the appropriate dates of: TB Test Clearances, Mandated Reporter Certificate and if transporting youth, Driver's License, Driving Record and Auto Insurance. The dates of this information are maintained on a platform with the list of volunteers who have cleared the screening. The District/Youth Program is responsible for determining that insurance is current and driving record is acceptable.

The MD4 Custodian of Records maintains all confidential background clearance information. ***(Pending)***
NOTE: MD4 will continue to have Background Clearance through Sterling Volunteers until further notice.

District Youth Protection Officers will confirm receipt of their club's completed Multiple District 4 Youth Service Compliance Forms. Each club is required to complete and submit a Compliance Form. All completed forms will be sent to their assigned Area Youth Protection Officer by July 31st - one per club. (Appendix I)

Collect volunteer documents information from the Club Youth Protection Officer for Lions Youth Leader Certification

- Volunteer Application – Appendix H
- Receive verification of Background Clearance
- Verification of T.B. Clearance
- Mandated Reporter Certificate
- If transporting youth: driver's license, insurance and driving record

Submit dates of listed items to the Area Youth Protection Officer.



Multiple District 4 Youth Protection Policy & Procedure

Duties of the Club Youth Protection Officer

The Club Youth Protection Officer (CYPO) will become familiar with the MD4 Youth Protection Policy and Procedures. In collaboration with the District Youth Protection Officer, the CYPO will be coordinating and tracking the receipt of required documents and certifications for his/her club's volunteers (Lions and non-Lions).

Attend scheduled meetings by the District, Area, and Multiple Youth Protection Officers/ Officers. Communicate on a regular basis with the District's Youth Protection Officer.

Management of Screening Process

The District and Club Youth Protection Officer for each Club is responsible for managing the compliance process for volunteers for that program. Volunteers shall not begin service until the applicant has been cleared to work with youth.

District and/or Club Youth Protections Officers maintain all information such as Volunteer Applications, TB Clearance, completion of Mandated Reporter Training. If transporting youth, one needs verification of valid Driver's License, Insurance, and Driving Record.

District and Club Youth Protection Officers are encouraged to scan all documents and maintain all volunteer information on an encrypted (password protected) flash drive. It is not recommended to keep a hard copy of any of the documents.

MD4 Custodian of Records maintains all confidential background clearance information. *(Pending)*

NOTE: MD4 will continue to have Background Clearance through Sterling Volunteers until further notice

- Complete and submit the club's Multiple District 4 Youth Service Compliance Form To District Youth Protection Officer by July 31st – one per club. (Appendix I)
- Collect volunteer documents for Lions Youth Leader Certification
 - Volunteer Application – Appendix H
 - Receive verification of Background Clearance
 - Verification of T.B. Clearance
 - Mandated Reporter Certificate
 - If transporting youth: driver's license, insurance and driving record
- Submit listed items to the District Youth Protection Officer for review.



MD4 Youth Protection Club and District Checklist District

Club Compliance

- Select a Club Youth Protection Officer.
(If a Club Youth Protection Officer is not selected/appointed, the Club President will be the designated Club Youth Protection Officer.)
- ❖ Appoint a Lion who will coordinate with the District Youth Protection Officer on the maintenance of all records that include volunteer applications, TB Test Clearances, Driver's License, Driving Records with Auto Insurance, Background Clearance (*Sterling Volunteers*) and Mandated Reporter Training Certificates.
- ❖ The Club Youth Protection Officer will work closely with the District Youth Protection Officer.
- Completion and submission of Multiple District 4 Youth Service Compliance Form to District Youth Protection Officer by July 31st. (*Appendix I*)
- Club Youth Protection Officer will report to their District Youth Protection Officer.

District Compliance

- Select a District Youth Protection Officer.
(If a District Youth Protection Officer is not selected/appointed, the District Governor will be the designated District Youth Protection Officer.)
- ❖ Appoint a Lion who will coordinate with Club Youth Protection Officer the maintenance of all records including volunteer applications, TB Test Clearances, Driving Records with Auto Insurance and Mandated Reporter Certificates.
- ❖ The District Youth Protection Officer will work closely with the MD4 Area Youth Protection Officer.
- Confirm receipt of the Multiple District 4 Youth Service Compliance Form from all clubs in the District (*This applies to ALL clubs.*)
- District Youth Protection Officer will report to their Area Youth Protection Officer.



MD4 YOUTH PROTECTION & POLICY

VERIFICATION OF SCHOOL-BASED LEO CLUB FACULTY YOUTH ADVISOR CLEARANCE COMPLIANCE

Date: _____

TO: _____
(Insert the name of verifying school employee.)

School: _____

(Name of LEO Club)

This is to verify that (Please Print Name) _____
(Youth Advisor) meets and is in compliance with the California school district clearance policies and procedures. This is also to verify the above-mentioned Youth Advisor has completed the Mandated Reporter training provided by the school district/County Education Office.

Verification Completed by: _____ Title: _____
(Please Print)

Signature: _____ Date: _____

<p>Please return the completed and signed verification form via email or mail to:</p>	<p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>or</p> <p>Email: _____</p>
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MD4 YOUTH PROTECTION & POLICY
RECEIPT OF CLEARANCE
REQUEST FOR VERIFICATION OF ITEMS

TO: MD 4-_____ Youth Protection Officer: _____

FROM: AREA _____ Youth Protection Officer: _____

The following individual has cleared Sterling Volunteers.

Cleared Volunteer	City

Please fill in the following information for the above-mentioned volunteer and return it to your Area Youth Protection Officer upon completion. **Please do not send documents. Only need the dates requested below.**

1. MD4 Volunteer Application: Date of application: _____
2. Date of Criminal Background Clearance: _____
3. Proof of TB Test Clearance: Date of Clearance: _____
4. Mandated Reporter Certificate: Date of Certificate: _____
5. If transporting youth:
 - A. Valid driver's license expiration date: _____
 - B. Valid automobile insurance expiration date: _____
 - C. Date of Driving Record: _____

MD4 recommends shredding all other documents sent to you and/or storing them on an encrypted flash drive. Make sure you keep a copy of the Volunteer Application.

Please return this completed form to your Area Youth Protection Officer via email:

- Area 1: Lion Melanie Hunter – mhunter@sdsengineering.com
- Area 2: *Vacant*
- Area 3: PDG Juanita Nichols – lionjuanitagn@gmail.com
- Area 4: PDG Manny Sanchez – lionmanny@gmail.com

If you have any questions, do not hesitate to contact your Area Youth Protection Officer.



MD4 YOUTH PROTECTION & POLICY

REQUEST FOR VERIFICATION OF MULTIPLE DISTRICT 4 YOUTH SERVICE COMPLIANCE FORM

All Lions Clubs Must Complete Annually (July 1st – June 30th)

This form is to be used to document intake for the club's non-compliance of submitting MD4 Youth Service Compliance Form to their District Youth Protection Officer.

MD4 District: _____

The Lions Club: _____

Name of District's Youth Protection Officer: _____

Date of Initial Follow-up Communication (via email, text, phone call, etc.) _____

Document all communication attempts after initial contact on the back side of this form or separate piece of paper and attach to this form. Make sure to include all dates and times of communication attempts. If replies are via email or text, attach a copy of the email or text message string to this form.

Name of Lion's Club Officer contacted: _____

Club Officer's Reply for Non-Submittal:

As documented via noted communication with _____, this club's officer has authorized the above noted District Youth Protection Officer to submit this form on their behalf. The _____ Lions Club acknowledges receipt of the Multiple District 4 Lions Youth Protection Policy

Confirms that this Lions Club **is operating** Youth Service Programs in accordance with the Multiple District 4 Lions.

Is conducting or will conduct the following Youth Service programs/activities during this Lions year (check all that apply).

- Youth Exchange
- Leo Club
- Leo Leadership Workshop
- Other (Please explain. Attached extra sheet if needed.)

Confirms that this Lions Club **does not operate** any type of Youth Service Programs in accordance with the Multiple District 4 Lions.

Printed Name of District Youth Protection Officer:	Signature of District Youth Protection Officer:	Date of Completion

Note: District Youth Protection Officer, submit a copy of completed form to your Area Youth Protection Officer before July 31st.