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.

❑ 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.