

MULTIPLE DISTRICT 4 CALIFORNIA LIONS Youth Protection Clearance Process

DISTRICT:

1. District Governor designates a District Youth Protection Officer. If the District Governor does not designate a District Youth Protection Officer, the District Governor will be the designated District Youth Protection Officer.
2. District Governor and District Youth Protection Officer will determine in-house communication and maintenance of volunteer information protocols.
3. Youth Protection Officer initiates contact with each club and obtains contact information for the Club Youth Protection Officers in the District. The Club determines who will be the contact for the Club. This could be the Leo Advisor if it is a community Leo Club. It might be a Lion in the Club that is closely tied to a school sponsored Leo Club or is interested in youth programs.
4. All Clubs participating in Youth Programs must complete and file with their District and MD4 the Club Compliance Form (Appendix F). Clubs that do not complete and file the Club Compliance Form will not be allowed to sponsor youth activities. If a Lions Club does not have youth programs there is no need to complete the form or meet Youth Protection Policies.

VOLUNTEER CLEARANCE PROCESS

1. Volunteer completes MD4 Lions Youth Service Volunteer Application (Appendix C) and submits to Club or District Youth Protection Officer. Who an application is submitted to depends on whether it is a Club sponsored youth program, a District youth program, or a Multiple District (Youth Exchange) youth program.
2. Upon receipt of the Volunteer Application, the Club or District Youth Protection Officer is to request a copy of the most recent TB Clearance Test, Driver's License, and Certificate of Completion of the BSA Online Youth Protection Training. If the volunteer may be required to transport youth (regularly, occasionally, or in an emergency), request a copy of the valid auto insurance card or policy.
3. The District or Club Youth Protection Officer will initiate and complete the recommended Personal Reference Checks (Appendix D) and the Employment/Volunteer Reference Checks (Appendix E). If for some reason a negative reference is received, make sure the District Governor is aware.
4. Volunteer completes the Sterling Volunteers Clearance and Background Check.
5. Sterling Volunteers notifies Area Youth Protection Officers of completed clearances.

6. Area Youth Protection Officers will contact District Youth Protection Officer of designated area and request verification of TB Test, Driver's License, and a copy of the BSA Online Youth Protection Training Certificate.
7. Once Area Youth Protection Officer receives all information pertaining to the volunteer applicant, a Lions Youth Leader Certificate of Compliance will be issued to the volunteer and a copy to the District Youth Protection Officer.
8. District Youth Protection Officer will contact Club Youth Protection Officer of Volunteer Clearance for their volunteer.