

Mountain & Plains District 5470 Rotary Youth Exchange **Compliance Officer Job Description and Manual**

Job Description: Ensure all Host Families and Volunteers comply with US Department of State requirements and internal policies. This includes:

- Host Family and/or Volunteer Application
- Background Checks through Intellicorp®
- Personal References
- NAYEN Youth Protection Awareness (YPA) Training
- NAYEN Counselor Training
- NAYEN Volunteer Training
- US Department Of State Local Coordinator (DOS) Training
- Host Family Home Visit/Interview Report
- Host Family Follow-up Visit Report
- Host Family Orientation

What do I use to do this job? YEAH (<https://yehub.net/MPR.php>) and the background check website, Intellicorp® (<https://www.intellicorp.net>).

Who do I report to? You are a member of the Mountain & Plains District 5470 Rotary Youth Exchange District Committee. You are responsible for providing a compliance update at the monthly Board Meetings.

Hours per week: <5

Busiest Times:

- August: Inbound Students arrive
- November/early December and end of March/early April: Inbound Students changing Host Families
- Vetting new Host Clubs. Host clubs are **required** to have a Youth Exchange Officer (YEO) and a Youth Exchange Counselor (YEC). These must be two separate people and each one is vetted as a Volunteer.

Host Family Vetting

To become 100% vetted as a Host Family, the following items are **required** every 545 days by the US Department of State with **no** exceptions:

1. Host Family Application - (pg. 3)
2. Criminal Background Check (CBC) - (pg. 3)
3. NAYEN Youth Protection Awareness (YPA) Training - (pg. 4)
4. Reference #1 - (pg. 5)
5. Reference #2 - (pg. 5)
6. Home Visit/Interview Report - (pg. 5)
7. Follow-up Visit Report - (pg. 5)
8. HF Orientation - (pg. 5)

Host Family Options

Host Family Detail
Hosted Students: 3
Documents
Photos
Notes/Alerts*
Approval Process

HF Application: 1	Rec'd: 12/17/2018	Eval: Approved	By: P. Peterson	Date: 12/17/2018
Reference #1 Hilary 4	Rec'd: 12/17/2018	Eval: Approved	By: P. Peterson	Date: 12/17/2018
Reference #2 Patty 5	Rec'd: 12/28/2018	Eval: Approved	By: P. Peterson	Date: 12/31/2018
Home Visit/Interview Report: 6	Rec'd: 01/06/2019	Eval: Approved	By: P. Peterson	Date: 01/07/2019
Follow-up Visit Report: 7	Rec'd: 12/22/2015	Eval: Approved	By: K. Fusco	Date: 12/27/2015
HF Orientation: 8	Rec'd: 01/06/2019	Eval: Approved	By: P. Peterson	Date: 01/07/2019

Host Family Members						
Full Name	Birth Date	Bkg Check	At Home?	Status	HF Position	
 David	08/31/1965	12/19/2018	<input checked="" type="checkbox"/>	Approved	Host Parent	<div style="background-color: #ccc; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: #ccc; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: #ccc; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: #ccc; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: #ccc; width: 100px; height: 20px; margin-bottom: 5px;"></div>
 Sarah	11/14/1964	12/17/2018	<input checked="" type="checkbox"/>	Approved	Host Parent	
 William	03/28/2002	Under 18	<input checked="" type="checkbox"/>		Non-Parent	
 Kathryn	03/03/2000	Not at Home	<input type="checkbox"/>		Non-Parent	
 Beatrice	07/08/1995	Not at Home	<input type="checkbox"/>		Non-Parent	

Training Completed: 12/30/2018

Host Family Status: Approved

Submit Home Interview Report

Submit Follow-up

Edit Host Family Member

First Name: David 1

Middle Name:

Last Name:

Suffix(Jr, III, etc.):

Sex: M

Date of Birth:

Email Address:

Host Family Position: Host Parent

Lives at Home?

Status: Approved Change to "Approved" ONLY when 2 and 3 are BOTH complete.

Exempt from Training? ?

Last Background Check: 12/19/2018 2

Last YPA Training: 12/30/2018 3

Last Submitted: 12/17/2018

1. Host Family Application

- If a family has never hosted before and has never filled out an Application, email them this link: https://yehub.net/cgi-bin/MPR_get.cgi?pgid=aphf1.
- If a family has hosted before and has filled out an Application, send them the link from YEAH:
 - On the “Long Term Exchanges” tab:
 - Click “Host Families”
 - Double-click desired Host Family
 - Click “Host Family Options” (located on the top, blue bar)
 - Click “Send HF Application Link by E-mail”
 - Sending the link from YEAH allows the Host Family to update their already submitted application in lieu of having to complete a new one
- Once the Host Family Application is submitted and approved by the Club Group Coordinator (CGC), *Email A is automatically sent to the contact emails listed in the Application.

2. Criminal Background Check (CBC)

- A CBC is required for ALL members of the Host Family aged 18 or over.
- Once the Host Family Application is submitted and approved by the CGC, ALL members of the Host Family aged 18 or over will automatically receive *Email B from Intellicorp®.
- If a family member does not receive the email from Intellicorp®, resend from YEAH:
 - On the “Long Term Exchanges” tab:
 - Click “Host Families”
 - Double-click desired Host Family
 - Click “Approval Process”
 - Double-click desired family member under “Host Family Members”
 - Click “Submit for Intellicorp CBC”
 - Click “Save”
- If a family member still does not receive the email, you will need to resend from Intellicorp®:
 - Click <https://www.intellicorp.net>
 - Click “Sign In”
 - Click “Candidate Direct”
 - Click “New Invitation”
 - At “Permissible Purpose”, choose “Volunteer”
 - Enter “First Name”, “Last Name”, “Email” and “Confirm Email”
 - At “Product Template”, choose “Criminal”
 - At “State/Province of Work/Volunteer”, choose Colorado
 - At “Salary Range”, choose “Volunteer”
 - At “Reference”, enter “First Name” and “Last Name”
 - Click “Send Invitation”
- CBCs are approved or declined by you, the Compliance Officer:
 - Click <https://www.intellicorp.net/>

- Click “Sign In”
- Click “Results Center”, “Current Reports”
- At “Users”, choose “All Users”
 - If the CBC is “Completed” and “Clear”, write down the “Completion Date” and click the check box to the left of the record
 - Click “Archive”
 - Choose “Archive Selected”
 - If the CBC says “Completed” and “Review”, open the CBC and review the offense. As Compliance Officer, it is your decision as to whether the offense is severe enough to approve or decline the CBC. If there are ANY offenses against youth at ANY time, decline. If the offense is not related to youth, is relatively minor, and it has been some time since the offense occurred, I would approve. For example, if there is an incident with two charges (one charge is a misdemeanor for “Driving While Ability Impaired” and the other is an infraction for “Improper Mountain Driving”) and the incident occurred over 5 years ago with no issues since, I would proceed with approving.
- The Compliance Officer is responsible for uploading the CBC “Completion Date” into YEAH:
 - On the “Long Term Exchanges” tab:
 - Click “Host Families”
 - Double-click desired Host Family
 - Click “Approval Process”
 - Double-click desired family member under “Host Family Members”
 - At “Last Background Check”, choose the calendar and select the date the CBC completed on Intellicorp®
 - Click “Save”
 - Email the family member about the outcome of their CBC. See *Email 1 for dialogue.
- The situation may arise where a Host Sibling turns 18 while the RYE student is living in the home. In that case, the sibling is **required** to take a CBC when turning 18:
 - Follow instructions on Page 3 for sending the CBC information to the Host Sibling:
 - You may need to contact the parent to obtain an email address for the Host Sibling. See *Email 2 for dialogue.
 - Email the Host Sibling about the CBC. See *Email 3 for dialogue.
 - In Intellicorp®, the results may come back as “Review” under the SSN verification (sometimes happens if just turned 18). If everything else is “Clear”, the CBC can be approved.
 - Note - If the RYE Inbound Student is changing Host Families within a 7-day period, I would recommend the Host Sibling does not need to complete a CBC.

3. [NAYEN Youth Protection Awareness \(YPA\) Training \(<1 hour to complete\)](#)

- YPA Training is required for ALL members of the Host Family aged 18 or over.
- Once the Host Family Application is submitted and approved by the CGC, ALL members of the Host Family aged 18 or over will receive *Email C.

- If a family member does not receive the email, resend from YEAH:
 - On the “Long Term Exchanges” tab:
 - Click “Host Families”
 - Double-click desired Host Family
 - Click “Approval Process”
 - Double-click desired family member under “Host Family Members”
 - Click “Register for NAYEN Training”
 - Choose “Youth Protection Awareness”
 - Click “Proceed”
 - Click “Save”
- Once the family member passes the YPA Training, the completion date is automatically uploaded into the family member’s record in YEAH:
 - On the “Long Term Exchanges” tab:
 - Click “Host Families”
 - Double-click desired Host Family
 - Click “Approval Process”
 - Double-click desired family member under “Host Family Members”
 - “Last Submitted” will reflect the completion date
- The situation may arise where a Host Sibling turns 18 while the RYE student is living in the home. In that case, the sibling is **required** to take the YPA Training:
 - Follow instructions on Page 4 for sending the YPA Training to the Host Sibling:
 - You may need to contact the parent to obtain an email for the Host Sibling. See *Email 2 for dialogue.
 - Email the Host Sibling about the YPA Training. See *Email 3 for dialogue.
 - Note - If the RYE Inbound Student is changing Host Families within a 7-day period, I would recommend the Host Sibling does not need to complete the YPA Training.

4. [Reference #1](#)

5. [Reference #2](#)

- Once the Host Family Application is submitted and approved by the CGC, an email will be sent to each Reference provided in the Host Family Application. Once the References are submitted, the results are automatically uploaded into YEAH and reviewed and approved by the CGC.

6. [Home Visit/Interview Report](#)

7. [Follow-up Visit Report](#)

8. [HF Orientation](#)

- These three items are completed at the Club level by the YEO. Once these three items are uploaded into YEAH, results are reviewed and approved by the CGC.

Volunteer Vetting

To become 100% vetted as a Volunteer, the following items are **required** by the US Department of State with **no** exceptions:

1. Volunteer Application - Never expires - (pg. 7)
2. Criminal Background Check (CBC) - Expires annually - (pg. 7)
3. Reference #1 - Never expires - (pg. 8)
4. Reference #2 - Never expires - (pg. 8)
5. Reference #3 - Never expires - (pg. 8)
6. NAYEN Youth Protection Awareness (YPA) Training - Never expires - (pg. 8)
7. US Department Of State Local Coordinator (DOS) Training - Expires annually - (pg. 8)

Strongly recommended, but not required:

8. NAYEN Counselor Training - Never expires - (pg. 9)
9. NAYEN Volunteer Training - Never expires - (pg. 9)

Volunteer Options

Volunteer Detail
Documents
Notes/Alerts*
Approval Process
System User Detail

Status: Approved

Volunteer Application: 1		Rec'd: 01/08/2016	Eval: Approved	By: D. Mullen	Date: 01/08/2016
Background Check: 2	<input type="button" value="Upload"/>	Rec'd: 08/19/2018	Eval: Approved	By: D. Mullen	Date: 08/19/2018
Reference #1: 3		Rec'd: 01/14/2016	Eval: Approved	By: B. Bryant	Date: 01/14/2016
Reference #2: 4		Rec'd: 12/05/2014	Eval: Approved	By: Jim	Date: 01/10/2016
Reference #3: 5		Rec'd: 01/08/2016	Eval: Approved	By: K. Fusco	Date: 01/09/2016

Training Summary					
	Course Name	Registered	Completed	Reqd	
3	Outbound Parent Training				
4	Youth Protection Awareness 6	01/15/2019	02/13/2015	<input checked="" type="checkbox"/>	
5	US DOS Local Coordinator Training 7	01/14/2019	01/29/2018	<input checked="" type="checkbox"/>	
6	Counselor Training 8	01/16/2019	08/13/2018	<input type="checkbox"/>	
7	Volunteer Training 9	01/16/2019	08/13/2018	<input type="checkbox"/>	

DOS Training:

Youth Protection:

Volunteer Training:

Test Results				
	Test Name	Date Time	Result	Score
1	Local Coordinator Training 2015-2016	2015-02-12 22:04:21	Pass	100.00
2	NAYEN Youth Protection Awareness	2015-02-13 01:34:51	Pass	100.00
3	Local Coordinator Training 2016-2017	2016-02-07 12:36:56	Pass	93.33
4	Secondary School Program Annual Renewal	2017-02-05 20:12:13	Pass	93.33
5	Secondary School Program Annual Renewal	2018-01-29 18:22:51	Pass	93.33
6	US Volunteer Training	2018-08-13 10:22:52	Pass	100.00

60

1. Volunteer Application

- If a family has never served as a Volunteer and never filled out a Volunteer Application, email this link: https://yehub.net/cgi-bin/MPR_get.cgi?pgid=aphf1.
- Once the Volunteer submits the Application, *Email D is automatically sent to the Volunteer.

2. Criminal Background Check (CBC)

- Once the Volunteer Application is submitted and approved by the CGC, the Volunteer will automatically receive *Email B from Intellicorp®.
- If the Volunteer does not receive the email, resend from Intellicorp®:
 - Click <https://www.intellicorp.net>
 - Click “Sign In”
 - Once logged in, click “Candidate Direct”
 - Click “New Invitation”
 - At “Permissible Purpose”, choose “Volunteer”
 - Enter “First Name”, “Last Name”, “Email” and “Confirm Email”
 - At “Product Template”, choose “Criminal”
 - At “State/Province of Work/Volunteer”, choose Colorado
 - At “Salary Range”, choose “Volunteer”
 - At “Reference”, enter “First Name” and “Last Name”
 - Click “Send Invitation”
- CBCs are approved or declined by you, the Compliance Officer:
 - Click <https://www.intellicorp.net/marketing>
 - Click “Sign In”
 - Click “Results Center”, “Current Reports”
 - At “Users”, choose “All Users”
 - If the CBC is “Completed” and “Clear”, write down the completion date and click the check box to the left of the record
 - Click “Archive”
 - Choose “Archive Selected”
 - If the CBC says “Completed” and “Review”, open the CBC and review the offense. As Compliance Officer, it is your call whether the offense is severe enough to approve or decline. If there are ANY offenses against youth at ANY time, decline. If the offense is not related to youth, is relatively minor, and it has been some time since the offense occurred, I would approve. For example, if there is an incident with two charges (one charge is a misdemeanor for “Driving While Ability Impaired” and the other is an infraction for “Improper Mountain Driving”) and the incident occurred over 5 years ago with no issues since, I would proceed with approving.
- The Compliance Officer is responsible for uploading the CBC “Completion Date” into YEAH:
 - On the “Long Term Exchanges” tab:
 - Click “Volunteers”

- Double-click desired Volunteer
- Click “Approval Process”
- Click “Edit”
- At “Background Check”, enter the date the CBC completed on Intellicorp®
- At “By”, enter your initials
- At “Date”, enter the date the CBC completed on Intellicorp®
- Click “Save”
- Notify the Volunteer about the outcome of their CBC. See *Email 1 for dialogue.

3. [Reference #1](#)

4. [Reference #2](#)

5. [Reference #3](#)

- Once the Volunteer Application is submitted and approved by the CGC, an email will be sent to each Reference provided in the Volunteer Application. Once the References are submitted, the results are automatically uploaded into YEAH and approved by the CGC.

6. [NAYEN Youth Protection Awareness \(YPA\) Training \(<1 hour to complete\)](#)

- Once the Volunteer Application is submitted and approved by the CGC, the Volunteer will automatically receive *Email C:
- If a Volunteer does not receive the email, resend from YEAH:
 - On the “Long Term Exchanges” tab:
 - Click “Volunteers”
 - Double-click desired Volunteer
 - Click “Approval Process”
 - Under “Training Summary”, double-click “Youth Protection Awareness”
 - Click “Register for selected course”
- Once the Volunteer passes the YPA Training, the completion date is automatically uploaded into YEAH:
 - On the “Long Term Exchanges” tab:
 - Click “Volunteers”
 - Double-click desired Volunteer
 - Click “Approval Process”
 - Under “Training Summary”, the completion date is listed under “Completed”

7. [US DOS Local Coordinator Training \(DOS\) \(<1 hour to complete\)](#)

- Once the Volunteer Application is submitted and approved by the CGC, the Volunteer will automatically receive *Email E.
- If a Volunteer does not receive the email, resend from YEAH:
 - On the “Long Term Exchanges” tab:
 - Click “Volunteers”
 - Double-click desired Volunteer
 - Click “Approval Process”
 - Under “Training Summary”, double-click “US DOS Local Coordinator Training”
 - Click “Register for selected course”

- Once the Volunteer passes the DOS Training, the completion date is automatically uploaded into YEAH:
 - On the “Long Term Exchanges” tab:
 - Click “Volunteers”
 - Double-click desired Volunteer
 - Click “Approval Process”
 - Under “Training Summary”, the completion date is listed under “Completed”

8. NAYEN Counselor Training (<1 hour to complete)

- Once the Volunteer Application is submitted and approved by the CGC, the Volunteer will automatically receive *Email F.
- If a Volunteer does not receive the email, resend from YEAH:
 - On the “Long Term Exchanges” tab:
 - Click “Volunteers”
 - Double-click desired Volunteer
 - Click “Approval Process”
 - Under “Training Summary”, double-click “Counselor Training”
 - Click “Register for selected course”
- Once the Volunteer passes the Counselor Training, the completion date is automatically uploaded into YEAH:
 - On the “Long Term Exchanges” tab:
 - Click “Volunteers”
 - Double-click desired Volunteer
 - Click “Approval Process”
 - Under “Training Summary”, completion date is listed under “Completed”

9. NAYEN Volunteer Training (<1 hour to complete)

- Once the Volunteer Application is submitted and approved by the CGC, the Volunteer will automatically receive *Email G.
- If a Volunteer does not receive the email, resend from YEAH:
 - On the “Long Term Exchanges” tab:
 - Click “Volunteers”
 - Double-click desired Volunteer
 - Click “Approval Process”
 - Under “Training Summary”, double-click “Volunteer Training”
 - Click “Register for selected course”
- Once the Volunteer passes the Volunteer Training, the completion date is automatically uploaded into YEAH:
 - On the “Long Term Exchanges” tab:
 - Click “Volunteers”
 - Double-click desired Volunteer
 - Click “Approval Process”
 - Under “Training Summary”, the completion date is listed under “Completed”

Helpful Hints

1. **CBC:** I recommend checking Intellicorp® at least once a day. It's important to keep up on the CBCs, as it affects Host Families and Volunteers being vetted in a timely manner.
2. **Volunteer Vetting:**
 - If a Volunteer does NOT renew the CBC or DOS Training by the expiration date, they will be locked out of YEAH until the item is completed:
 - **Red:** CBC and/or DOS Training are expired. Locked out of YEAH.
 - **Yellow:** CBC and/or DOS Training are approaching expiration. Note - The Volunteer is automatically sent an email telling them to renew the needed item(s).
 - **Approved:** The Volunteer is 100% vetted.

Volunteer Name	District	D Ofcr	HF?	Club	Status	Access	Appl Recd	Bkg Check	DOS Cert	Youth Prot
77	5470	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Colorado Springs	Approved	HUB/WEB	2016-03-15	2019-01-14	2018-03-04	2018-07-24
78	5470	<input type="checkbox"/>	<input type="checkbox"/>	Glenwood Springs	Approved	HUB/WEB	2015-07-16	2018-07-10	2018-08-13	2015-07-23
79	5470	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Buena Vista	Approved	HUB/WEB	2016-07-22	2018-05-29	2018-11-08	2016-09-20
80	5470	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Carbondale	Approved	HUB/WEB	2015-01-30	2018-07-13	2018-02-26	2018-07-14
81	5470	<input type="checkbox"/>	<input type="checkbox"/>	Alamosa	Approved	HUB/WEB	2016-11-11	2018-11-08	2018-11-05	2016-11-15
82	5470	<input type="checkbox"/>	<input type="checkbox"/>	Del Norte	Approved	HUB/WEB	2015-11-19	2018-12-26	2018-12-19	2015-11-24
83	5470	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rocky Ford	Approved	HUB/WEB	2014-11-10	2018-08-31	2018-09-04	2014-12-24
84	5470	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Carbondale	Approved	HUB/WEB	2014-11-24	2019-01-15	2018-01-16	2015-05-19
85	5470	<input type="checkbox"/>	<input type="checkbox"/>	Durango High Noon	Approved	HUB/WEB	2014-12-15	2018-12-31	2018-01-30	2015-01-25
86	5470	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pine River Valley Centennial	Approved	HUB/WEB	2018-05-21	2018-05-23	2018-05-25	2018-06-18
87	5470	<input type="checkbox"/>	<input type="checkbox"/>	District 5470 Volunteers	Approved	HUB/WEB	2018-02-13	2018-02-14	EXEMPT	2018-02-17
88	5470	<input type="checkbox"/>	<input type="checkbox"/>	Salida	Approved	HUB/WEB	2017-05-08	2018-04-12	2018-05-01	2017-05-20
89	5470	<input type="checkbox"/>	<input type="checkbox"/>	Vail-Eagle Valley	Approved	HUB/WEB	2015-07-26	2018-06-01	2018-07-02	2015-09-01
90	5470	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Del Norte	Incomplete		2018-06-26	2018-07-02		2018-12-11
91	5470	<input type="checkbox"/>	<input type="checkbox"/>		Incomplete					
92	5470	<input type="checkbox"/>	<input type="checkbox"/>	Edwards	Overdue	HUB/WEB	2014-11-23	2018-01-15	2018-02-05	2015-01-21
93	5470	<input type="checkbox"/>	<input type="checkbox"/>	Wet Mountain Valley (West)	Overdue	HUB/WEB	2015-01-04	2018-11-07	2018-01-01	2015-01-10
94	5470	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Durango Daybreak	Overdue	HUB/WEB	2016-10-25	2017-11-29	2017-11-30	2016-12-20
95	5470	<input type="checkbox"/>	<input type="checkbox"/>	Montrose	Overdue	HUB/WEB	2014-11-29	2018-12-09	2018-01-15	2015-01-25
96	5470	<input type="checkbox"/>	<input type="checkbox"/>	Durango Daybreak	Overdue	HUB/WEB	2016-10-26	2018-10-31	2018-01-15	2016-10-31
97	5470	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Glenwood Springs	Overdue	HUB/WEB	2015-01-05	2018-12-05	2018-01-06	2015-01-18
98	5470	<input type="checkbox"/>	<input type="checkbox"/>	Wet Mountain Valley (West)	Overdue	HUB/WEB	2015-01-04	2019-01-04	2017-12-30	2015-01-04

- Even though the Volunteer is notified automatically to renew the CBC and/or DOS, I highly recommend sending an email approximately one week prior to expiration. If you keep up on these renewals, it's easier to manage and you won't receive as many inquiries as to why Volunteers can't access YEAH. See *Email 4 for dialogue.
- Example dialogue for reporting at monthly Board Meetings

Host Families

1. One Host Family in Violation (C., Nancy and Peter). Their daughter just turned 18 on 01.14.19. She's passed the CBC, just waiting on the NAYEN YPA Training.

Volunteers

1. Two volunteers are locked out of YEAH due to not renewing their DOS Training (Tony L., John D.) They have been notified this needs to be done to regain YEAH access.
2. One volunteer is locked out of YEAH due to not renewing his CBC (John D.). He has been notified this needs to be done to regain YEAH access.

- A situation may arise where a previous Host Family member would now like to serve as a RYE Volunteer. There is a way to “Associate” the Host Family member record with a “Volunteer” file. This will carryover any vetted items that have already been completed.
 - If a family has never served as a Volunteer and never filled out a Volunteer Application, email this link: https://yehub.net/cgi-bin/MPR_get.cgi?pgid=aphf1.
 - Once the Volunteer submits the Application, Email D* is automatically sent to the Volunteer.
 - Once the Volunteer Application is submitted and approved by the CGC, you can associate the “Host Family” record with their “Volunteer” record:
 - On the “Long Term Exchanges” tab:
 - Click “Host Families”
 - Double-click desired Host Family
 - Click “Approval Process”
 - Double-click desired family member under “Host Family Members”
 - Click “Associate Volunteer”
 - Select desired Rotarian from list
 - Click “Done”
 - Click “Save”
 - “Host Family member is also in Volunteer File” shows in the “Host Family” record.

APPENDIX

***Email 1:**

Hi <<NAME>>,

Your Criminal Background Check confirmed as "Clear" on MM.DD.YY and is valid for one year.

Thank you,

<<YOUR NAME>>

Compliance Officer

Mountain & Plains District 5470 Rotary Youth Exchange

***Email 2:**

Hi <<HOST PARENTS NAMES>>

Thank you for welcoming <<INBOUND STUDENT NAME>>> into your home! I show that << HOST SIBLING NAME >> turned 18 on <<DATE>>. Per Department of State Rules, <<HOST SIBLING NAME>> is required to complete a Criminal Background Check and Youth Protection Awareness Training. Can you kindly send me <<HOST SIBLING NAME>> email so I can email the information?

Thank you,

<<YOUR NAME>>

Compliance Officer

Mountain & Plains District 5470 Rotary Youth Exchange

***Email 3:**

Hi <<HOST SIBLING>>,

Happy 18th Birthday! Now that you're "officially" an adult, the Department of State requires that you take a Criminal Background Check and Youth Protection Awareness Training since <<INBOUND STUDENT NAME>>> is residing with you. I just sent the info to your email. Kindly complete these two items as soon as possible, as we are currently out of compliance with the Department of State.

Let me know if you have any questions.

Thank you,

<<YOUR NAME>>

Compliance Officer

Mountain & Plains District 5470 Rotary Youth Exchange

***Email 4:**

Hi <<VOLUNTEER NAME>>,

The Department of State requires Rotary Youth Exchange Volunteers to submit an annual Criminal Background Check (CBC) and US Department of State Local Coordinator Training (DOS). These both are set to expire on <<DD/MM/YY>>. You

should receive two separate emails with completion instructions.

As a friendly reminder, if these items are not renewed before their expiration dates, you **will be unable to access YEAH**. The CBC only takes a few minutes to complete and results are returned within a day. The DOS takes approx. 30 minutes and results are returned immediately.

Please let me know if you have any questions.

Thank you,

<<YOUR NAME>>

Compliance Officer

Mountain & Plains District 5470 Rotary Youth Exchange

*Email A

Date: Mon 12/17/2018 11:06
Subject: Thank you for your Host Family application- Important information is in this email
From: Mountain & Plains D5470 RYE
To:
CC:

Dear ,

Thank you for submitting your application to serve as a host family. To open up your home and your lives to a young person from another country is a truly selfless act that will make for a great experience both for the student and for your family. But it means a lot more than that as well, as together we are helping to accomplish Rotary International's goals of promoting international understanding and peace.

IMPORTANT:

In order to complete the application process, in accordance with US Department of State regulations, there are two actions required by your family members:

1. A confidential Criminal Background Check (CBC) will be conducted on all adult members of the host family household aged 18 or above. Please have each adult in the home follow the below instructions to submit their personal information for their CBC. Please submit only one CBC request for each required family member as we are charged for each CBC submitted. Once you submit the CBC, it will take a number of days for the results to return and be entered into the system.

Rotary Youth Exchange has enlisted the services of IntelliCorp for this purpose, and we have provided them with the name and e-mail address of each required Host Family member.

You will soon receive an e-mail invitation from us and IntelliCorp to submit an online form to authorize your Background Check. Please complete that form promptly, so there is no delay in the approval of your application.

2. Each adult (age 18 or older) living in your home while the exchange student is living with you is also required to take the NAYEN Youth Protection Awareness (YPA) course. An email is being sent to each adult family member. If you don't receive it in your Email Inbox, search your email for "NAYEN" and it should pop up. The on-line course will take approximately 30 minutes to complete, followed by a brief exam. It is recommended that you print and save a copy of your test results. Results of a successful completion are automatically uploaded to your YEAH file. If any family member share the same email address, you will receive two emails from NAYEN, each addressed specifically to the person listed as required to take the course. It is imperative that the person the email is addressed to use the link on the correct email, as each link is unique to the person the email is addressed to.

Finally, the attachment has a wealth of information related to Host Family orientation. Please find some time to review this document, as it will likely lead to questions that you can ask when the local Rotary Club's Youth Exchange Officer meets with your family in the near future.

Questions, contact our District's Rotary Youth Exchange Compliance Officer at

Also, you may contact your local Rotary Club's Youth Exchange Officer at

D5470 Mountain and Plains RYE

***Email B**



You have been invited to complete a background screening.

Wed, Jan 16, 2019 at 2:53 PM

Dear

You have been invited to complete a background screening as a potential volunteer with Mountain and Plains Rotary Youth Exchange.

Click on the link below or copy and paste it to a new browser window to complete the background screening process.

<https://rotary5470.volunteerportal.net/Welcome.aspx?BackgroundCheckNumber=156ufg7i12>

If you are prompted, you must enter the following information:

Background Check Number: 156ufg7i12

Last Name: Keller

The above link and background check number will expire on Monday, January 21, 2019 at 4:52 PM.

Thank you.

This email is intended for the recipient only. If you are not the intended recipient please disregard, and do not use the information for any purpose.

This email is intended for the recipient only. If you are not the intended recipient please disregard, and do not use the information for any purpose.

Email C*Rotary District 5470 Training Course: Youth Protection Awareness**

NAYEN Training Administrator <training@nayen.org>

Mon 1/14/2019, 11:05 PM

To:

Dear

Below is a link to the Rotary District 5470 Youth Protection Awareness course. Please use this link to complete the training course:

<http://training.nayen.org/training/ypa/?memberID=99995290>

This link allows you to enter the training site with an identification number. PLEASE save this email. If for some reason you lose the email, contact your training administrator (District Compliance Officer, District Chair, etc.) and they can send you another training email invitation.

When you finish the exam, your passing score will be automatically provided to your training administrator. You can return and take the exam as many times as you like.

You may also want to print your results after successfully completing the course, for your own records, but it is not required.

Good luck.

This automated message was sent from an unmonitored email address for training administration. We kindly ask that you **do not reply** to this email. If you have any questions, please contact your training administrator.

***Email D**

Date: Wed 11/07/2018 13:07

Subject: Thank you for your application

From: Mountain & Plains D5470 RYE

To:

cc:

Dear ,

Thank you for submitting your application to serve as a Rotary Youth Exchange volunteer.

In order to complete the application process, in accordance with US Department of State regulations, a confidential Criminal Background Check (CBC) must be conducted. Please use the instructions below to provide your personal information for the CBC.

Our organization has enlisted the services of IntelliCorp for this purpose, and we have provided them with the name and e-mail address of each volunteer.

You will soon receive an e-mail invitation from us and Intellicorp to submit an online form to authorize your Background Check. Please complete that form promptly, so there is no delay in the approval of your application.

The responses of the personal references that you provided will be reviewed by Rotary Youth Exchange. Of course, you will be notified of the results of this process.

All youth exchange volunteers in the US are encouraged to take and pass online certification courses offered by NAYEN. Listed below are the four training courses and exams and is recommended that they are taken in the sequence below. Within the next few days, you will receive an email from NAYEN Training on the protocol to use to take the four training courses and Exams.

Once you completed these courses you are approved to participate as a Volunteer for RYE District 5470.

1. Youth Protection Awareness
2. DOS Local Coordinator Training
3. Volunteer Training
4. Counselor Training

If you have any questions, you may contact Rotary District 5470 Youth Protection Officer at

Email E*Rotary District 5470 Training Course: Local Coordinator Training**

NAYEN Training Administrator <training@nayen.org>

Mon 1/14/2019, 2:00 AM

To:

Dear

Below is a link to the Rotary District 5470 Local Coordinator Training course. Please use this link to complete the training course:

<http://training.nayen.org/training/local-coordinator-training/?memberID=99995290>

This link allows you to enter the training site with an identification number. PLEASE save this email. If for some reason you lose the email, contact your training administrator (District Compliance Officer, District Chair, etc.) and they can send you another training email invitation.

When you finish the exam, your passing score will be automatically provided to your training administrator. You can return and take the exam as many times as you like.

You may also want to print your results after successfully completing the course, for your own records, but it is not required.

Good luck.

This automated message was sent from an unmonitored email address for training administration. We kindly ask that you **do not reply** to this email. If you have any questions, please contact your training administrator.

Email F*Rotary District 5470 Training Course: Counselor Training - US**

NAYEN Training Administrator <training@nayen.org>

Wed 1/16/2019, 4:05 PM

To:

Dear

Below is a link to the Rotary District 5470 Counselor Training - US course. Please use this link to complete the training course:

<http://training.nayen.org/training/counselor-training-us/?memberID=99995290>

This link allows you to enter the training site with an identification number. PLEASE save this email. If for some reason you lose the email, contact your training administrator (District Compliance Officer, District Chair, etc.) and they can send you another training email invitation.

When you finish the exam, your passing score will be automatically provided to your training administrator. You can return and take the exam as many times as you like.

You may also want to print your results after successfully completing the course, for your own records, but it is not required.

Good luck.

This automated message was sent from an unmonitored email address for training administration. We kindly ask that you **do not reply** to this email. If you have any questions, please contact your training administrator.

Email G*Rotary District 5470 Training Course: Volunteer Orientation (USA)**

NAYEN Training Administrator <training@nayen.org>

Tue 1/15/2019, 11:00 PM

To:

Dear

Below is a link to the Rotary District 5470 Volunteer Orientation (USA) course. Please use this link to complete the training course:

<http://training.nayen.org/training/volusa/?memberID=99995290>

This link allows you to enter the training site with an identification number. PLEASE save this email. If for some reason you lose the email, contact your training administrator (District Compliance Officer, District Chair, etc.) and they can send you another training email invitation.

When you finish the exam, your passing score will be automatically provided to your training administrator. You can return and take the exam as many times as you like.

You may also want to print your results after successfully completing the course, for your own records, but it is not required.

Good luck.

This automated message was sent from an unmonitored email address for training administration. We kindly ask that you **do not reply** to this email. If you have any questions, please contact your training administrator.