

Preparing for Travel with Youth

Rotary District 5030

Participating in Rotary events can be a rewarding growth opportunity for young leaders, whether associated with Interact, RYLA, Youth Exchange or with Rotary club and district activities.

Travel involving minors adds some special considerations for Youth Protection.

For all youth travel outside the local community sponsored by District 5030 or its clubs, the following will be done before departure:

- Obtain written permission from the parents or legal guardians of program participants.
- Give parents and legal guardians written details about the travel, including locations, accommodations, itineraries, and the organizer's contact information.
- When traveling more than 150 miles, or 240 kilometers, from the residence, verify that program participants have adequate insurance, including benefits for medical services, emergency medical evacuation, repatriation of remains, and legal liability.

When planning a youth activity that involves overnight travel, also include the following steps:

- Review your plan with a District 5030 Youth Protection Officer.
- Schedule chaperones in a student to adult ratio of 6:1, at least. Include at least one chaperone of each gender unless the minors participating are all the same gender.
- All chaperones must complete Rotary Youth Protection certification.
- Chaperones must agree not to have 1:1 contact with minors unless in a public setting.
- A Rotarian volunteer/chaperone must be present at all times during the event/activity.
- Select minor participants carefully. Are you confident each will behave responsibly and cooperatively?
- Develop a description of the event that includes specific details of:
 - Purpose and activities of the trip
 - Travel arrangements (public or private? Auto, bus, plane...?)
 - Accommodations for overnight stays. (Be sure to check hotel policies for minors. Some hotels require an adult to stay in rooms with minors.
 - On overnight stays wherever possible, sleeping areas will be arranged by sex and age. We will also take gender identity and sexual orientation into consideration if requested. We commit to work with parents or legal guardians to make arrangements that meet everyone's needs.

- Costs and who is responsible to pay.
 - Description of items to bring.
- Parental/Guardian permission slip & waiver, with contact information, which includes:
 - Signed release for all program activities, including description of activities.
 - Medical release granting permission to treat minors.
 - Health insurance information
 - Health background, such as allergies and dietary needs.
 - Documented medications that need to be taken, and the medicine should be in original container. If nurse is provided at the location, medication should be administered by site nurse. For International travel, all area vaccines should be administered prior to travel.
 - Emergency contacts and phone numbers.
 - Entry and Re-entry documents if travel involves crossing international borders.
 - Permission for Rotary to publish photos/video taken during the event.
 - Code of conduct for minor participants, signed by parent and student.
- Only Rotarians will be responsible for any contracts or arrangements made for the event, including accommodations, transportation, catering, etc.