

DISTRICT 7090

ROTARY CLUB OF \_\_\_\_\_

**VOLUNTEER ASSESSMENT FORM**

**Policy Statement:**

It is the responsibility of every Rotarian to safeguard the welfare of every person with whom they come in contact during their activities as a Rotarian. Special attention is to be given to children, the elderly, the disabled and other vulnerable persons. This includes the prevention of physical, sexual or emotional abuse.

*Note: items marked "\*" need not be completed on this form where Youth Exchange Host Family Application form (available in the Youth Exchange Handbook and at [www.rotary.org](http://www.rotary.org)) is attached.*

Name: \_\_\_\_\_

\*Address: \_\_\_\_\_  
\_\_\_\_\_

\*Telephone Number: \_\_\_\_\_

\*E-mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Member of Rotary since: \_\_\_\_\_ (if applicable)

\*List all other persons living in your home (names, ages, relationship to you):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous Experience working with children, elderly or disabled people:  
(provide details, including whether family members or not)

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Details of relevant/helpful qualifications & training:  
(self and other persons living in home)

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\*Three Personal References who may be contacted in conducting this  
Assessment:  
(name, address, telephone number and relationship for each)

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**Declarations:**

**Answering truthfully, and to the best of your knowledge:**

Have you or anyone living with you ever been convicted of an offense in  
which children, young people, elderly or other vulnerable people were  
victims, or which involved activities of a sexual nature? If so, please  
provide details.

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Are you prohibited by any Court Order, agreement, or Bond from associating with or contacting any person? If so, please provide details.

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Are you licensed and insured to drive a vehicle? Yes\_\_\_\_\_ No\_\_\_\_\_

Has your license to drive a vehicle been suspended during the past 18 months? If so, please provide details.

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The information contained in this Volunteer Assessment Form is true and accurate to the best of my knowledge.

Dated at \_\_\_\_\_, this \_\_\_\_ day of \_\_\_\_\_, 202\_\_

\_\_\_\_\_  
Signature of Volunteer

Recommendation for Approval by \_\_\_\_\_, dated \_\_\_\_\_

**This information will be kept confidential and not used to discriminate unfairly. It is required to protect those individuals who participate in Rotary programs and activities and will not be used for any other purpose.**

## RISK ASSESSMENT CHART

This chart and the examples could be used as a guide as you designate positions as low, medium and high risk. It is best to reduce the level of risk as much as possible. The information in this chart can assist you as you modify roles and responsibilities.

### DETERMINING LEVEL OF RISK

<u>Factor</u>	<u>Low Risk</u>	<u>Medium Risk</u>	<u>High Risk</u>
Age, level of vulnerability	able-bodied adult	teenager	child, infirm senior, disabled
Size of group	large	small	one-on-one
Location & Visibility	meeting room, public out-door event	room with open door or window, office, area visible to others	private home, room with closed doors, no windows, car, enclosed private spaces
Type of Activity	club meeting, public event	youth group meeting, childrens' class with 2 teachers/super, hospital/nursing home visiting	youth sleep-over, class with only 1 teacher/adult, 1-to-1 home visit
Supervision & Monitoring	super always present; always large group, documented meeting	occasional supervision, some document'n	little/no supervision, no documentation of meeting/event

<b><u>Factor</u></b>	<b><u>Low Risk</u></b>	<b><u>Medium Risk</u></b>	<b><u>High Risk</u></b>
Nature of Rel'n	short term, non-intensive, non-intimate	personal rel'n, extends over time	1-to-1 rel'nship high level of intimacy/influence
Degree of Authority	low	medium or high, dealing with others of similar status	high authority, large power differential
Physical Safety	rare risks	occasional risks	frequent risks
Financial	no financial involvement	infrequent fin'l involvement, small amounts, shared responsibility	frequent fin'l involvement, large amounts, functioning alone
Confidentiality	no confid'l info	occasional access to confid'l/ sensitive info	regular possession of confid'l/sensitive info
Reputations	no risk of damage	potential to misconstrue activity	significant risk of false accusations