



**Guidebook:
Protecting Vulnerable Communities**

This guidebook for members serving vulnerable communities contains the legal foundations, relevant definitions, and policies and procedures related to the prevention, response, and reporting of abuse and neglect of individuals included in vulnerable communities. This guidebook gives specifics behind and enhances the policies of Civitan International dealing with protection of such individuals.

GUIDEBOOK APPLICATION STATEMENT

It is the policy of Civitan International (“Civitan”) that Civitan and all of its member clubs and affiliated entities (collectively, the “Civitan Entities”), including their members, officers, member and non-member employees and/or contractors, and volunteers, maintain the strongest sense of integrity, safety, nurturing, and care involving all interactions with individuals included in vulnerable communities.

This guidebook offers up rules for all activities and events planned and executed by Civitan International and its related entities that involve individuals included in vulnerable communities. Civitan seeks to provide a safe environment in which opportunities for abuse or neglect are minimized through the proper enlistment, training, and supervision of those persons working with individuals included in vulnerable communities.

When third-party groups sponsor activities at properties or facilities owned, leased, occupied or operated by Civitan Entities, the protection policies of the outside group or third party, not this guidebook, shall apply to individuals belonging to such third-party groups who are not Civitan members.

DEFINITIONS FOR USE IN THIS GUIDEBOOK:

A. Vulnerable Communities – Any person under 18 years of age and/or individuals with intellectual and developmental disabilities.

B. Abuse - harm or threatened harm to the health or welfare of children and individuals with disabilities. Harm or threatened harm to an individual’s health or welfare can occur through non-accidental physical or mental injury, sexual abuse or attempted sexual abuse or sexual exploitation or attempted sexual exploitation.

Sexual abuse includes the employment, use, persuasion, inducement, enticement, or coercion of any individual protected under this policy to engage in, or having him or her assist any other person to engage in any sexually explicit conduct or any simulation of the conduct for the purpose of producing any visual depiction of the conduct; or the rape, molestation, prostitution, or other form of sexual exploitation, or incest as those acts are defined by law.

Sexual exploitation includes allowing, permitting, or encouraging an individual protected under this policy to engage in prostitution and allowing, permitting, encouraging or engaging in the obscene or pornographic photographing, filming, or depicting of an individual included in vulnerable communities for commercial purposes.

C. Children- any persons under 18 years of age.

D. Individuals with Disabilities – A person with a developmental or physical disability who requires assistance to perform one or more daily living tasks.

E. Motor Vehicle Record Check - Any adult who may reasonably be expected to transport individuals included in vulnerable communities by vehicle shall complete a motor vehicle record check (or what’s called a Driver’s Abstract in Canada) unless the adult is the parent of all the individuals included in vulnerable communities being transported. Among those identified who need these checks every two years per International Policy 0506 include:

- District Junior Civitan chairs
- Chaperones or club advisors who regularly drive Junior Civitans under the age of 18 to Civitan/Junior Civitan events and projects
- Civitan International staff liaisons to the Junior Civitan program or its events

F. National Background Check - A review by a professional background check firm that shall include, at a minimum, a Social Security trace (in Canada, a Social Insurance Number trace), a state/provincial criminal check, and a national (multi-jurisdictional) criminal check provided that the national (multi-jurisdictional) criminal check also includes a sex offender registry check. In Canada, these can be called police checks or vulnerable persons checks. Here is who International policy says should undergo these checks every two years:

- International board of directors
- International candidates
- International director liaison to the Junior Civitan International Board
- Club builders of Junior Civitan clubs
- District Junior Chair
- Sponsoring club liaison(s)
- Junior Civitan club advisor
- Chaperones
- Junior Civitan International event volunteers
- Civitan International staff

G. Neglect - Negligent treatment or maltreatment of an individual protected under this Guidebook, including the failure to provide adequate food, medical treatment, supervision, clothing, or shelter.

H. Paid Staff (also 'Employee') - Any person employed by Civitan International who is paid and works or assists in any capacity with individuals included in vulnerable communities at Civitan International sponsored activities or events. Staff members, such as college interns, who are compensated for their services to Civitan by a third-party organization are also considered Paid Staff.

I. Volunteer - A person who is expected to have regular interaction with or provide some degree of supervision for individuals protected under this guidebook at Civitan International and Civitan entity sponsored activities or events but is not paid by Civitan or a third party for such service.

J. Safe Response Team - The Safe Response Team is a Civitan International team comprised of the Executive Vice President, at least two paid staff, and two volunteers appointed by the Civitan International Executive Vice President who are trained to respond to allegations and reports of abuse at Civitan sponsored activities. The names of and contact information for the Team members are included in the appendix of this policy. If an incident occurs outside the United States that needs the attention of the Safe Response Team, an alternate volunteer may be appointed by the Executive Vice President based on the locale of that incident in order to address it appropriately in its country of origin.

**SCREENING PROCEDURES AND TRAINING FOR THOSE
SERVING INDIVIDUALS INCLUDED IN VULNERABLE COMMUNITIES:**

All persons who are expected to have regular interaction with or provide some degree of supervision for individuals included in vulnerable communities at Civitan International sponsored activities or events must comply with the screening policies noted below and be trained prior to working with such individuals. It is strongly suggested that persons in those same roles at activities or events sponsored by Civitan related entities follow through with the same.

Screening Process for Paid Staff - Paid staff are subject to all of the pre- and post- hire requirements applicable to all employees.

All paid staff are required to undergo a National Background Check every two years, as defined in International Policy 0506. If a background check is on file meeting the definition of National Background Check, a new background check need not be repeated until two years after the date of the background check on file. Paid staff members who will drive children and individuals with disabilities in their own cars or Civitan vehicles must also undergo a Motor Vehicle Record check every two years.

Screening Process for Volunteers - All volunteers serving these applicable communities shall be required to:

- (1) complete a Civitan volunteer application form (available on civitan.org);
- (2) sign a consent to the release of confidential information and to a background check (consent to release is generally within the background check process);
- (3) undergo a National Background Check (or what can be called a Police Check or Vulnerable Persons Check in Canada) through one of the processes defined in the appendix of this guidebook;
- (4) And, undergo a Motor Vehicle Record check (or what's called a Driver's Abstract in Canada) if the volunteer:

A) will drive individuals included in vulnerable communities who are not the children of the volunteer on a regular basis,

OR

B) fit into the categories outlined by International Policy 0506.

Even if a volunteer meets the above requirements, Civitan International leadership may exercise discretion to determine that the volunteer should not be allowed to have any interaction or involvement with individuals included in vulnerable communities at Civitan International sponsored activities or events or those sponsored by Civitan entities. The Civitan International Executive Vice President will communicate that determination to the individual if applicable.

A National Background Check shall be valid for two years. If there is a background check for a volunteer on file at Civitan International that meets the definition of National Background Check, a new background check need not be repeated until two years after the date of the background check on file.

Volunteers who will drive individuals included in vulnerable communities in their own cars or Civitan vehicles – OR – fit into the volunteer categories outlined in International Policy 0506 must also undergo a motor vehicle record check (or Drivers Abstract in Canada) every two years.

If any of the following convictions show up on that record check within the last three years, the volunteer should not be allowed to drive others to and from Civitan business:

In the United States	In Canada – Ontario Province	In Canada – Quebec Province
Speeding more than 15mph over limit	Speeding more than 35km over limit	Speeding more than 35km over limit

If any of the following convictions show up on that record check within the last ten years of the check, the volunteer should not be allowed to drive others to and from Civitan business:

In the United States	In Canada – Ontario Province	In Canada – Quebec Province
Driving Under the Influence of Drugs or Alcohol	Impaired driving, drugs or alcohol	Driving with the presence of alcohol/drugs in the body
Reckless Driving	Reckless Driving	Reckless Driving
Open Container Violation	Operating a motor vehicle with open liquor in car	Driving a motor vehicle with open liquor readily available
Operating While Revoked or Suspended	Driving While Suspended	Operating with a Revoked License
Passing a Stopped School Bus	Passing a Stopped School Bus	Failing to stop when approaching a school bus with its flashing lights or stop sign in operation, or passing or crossing such a vehicle when prohibited
Railroad Crossing Violation	Railroad Crossing Violation	Railroad Crossing Violation

If any of the following convictions show up on that record check AT ALL, the volunteer should not be allowed to drive others to and from Civitan business:

In the United States	In Canada – Ontario Province	In Canada – Quebec Province
Vehicular Manslaughter	Dangerous driving causing death	Dangerous driving causing death
Using a Vehicle to Commit A Felony	Criminal negligence committed in the operation or use of a motor vehicle	Criminal negligence committed in the operation or use of a motor vehicle
Hit and Run/Leaving the Scene of an Accident	Hit and Run/Leaving the Scene of an Accident	Failing to perform one’s duty when involved in an accident
Fleeing/Eluding Police or Resisting Arrest	Failure to stop for a police officer, resulting in an extended suspension of license	Failing to obey the orders or signals of a peace officer, school crossing guard, or flag person

In addition, traffic citations will factor into their allowance through this points matrix:

<i># of Moving Violation/Tickets in the Past 3 Years</i>	<i># of Accidents in the Past 3 Years</i>			
	0	1	2	3
0	Clear to Drive	Cleared to Drive	Borderline	Disqualified
1	Clear to Drive	Cleared to Drive	Borderline	Disqualified
2	Clear to Drive	Borderline	Disqualified	Disqualified
3	Borderline	Disqualified	Disqualified	Disqualified
4	Disqualified	Disqualified	Disqualified	Disqualified

If any record check leads to the “Borderline” determination as mentioned above, it’s recommended to call Civitan International for guidance. If the driving record check for the individual comes through the program provided by International and shows them as “Disqualified”, the Civitan International Executive Vice President will appropriately inform them of this news.

Screening Results - No person may serve as a volunteer or member of the paid staff who has been convicted of or pled guilty to certain misdemeanors or felonies, including, but not limited to, violent crimes, crimes of moral turpitude, sexual assault or misconduct, sexual or other abuse or neglect, pornography, drug offenses or driving offenses (depending on the requirements of the position).

The results of any background check that indicate a crime or misdemeanor or other issue of concern must be reviewed by the Civitan Executive Vice President before a decision is made concerning the eligibility of the individual to serve as a volunteer or on the paid staff. The Safe Response Team may also be consulted. Any individual who is denied a position or assignment based on his/her background check will be advised of the action and given an opportunity to dispute the results, in accordance with the requirements of applicable law.

Confidentiality of Records - Civitan International shall maintain the confidentiality of results of background and motor vehicle record checks on its International volunteers, and related information in confidential, secured files at World Headquarters. Records on the district and club levels are to be held similarly.

Training and Agreement to Abide by This Guidebook and its Adjoining International Policies - Civitan International will provide training on abuse and neglect and on all aspects of this guidebook. All paid staff must participate in this training prior to working with individuals protected under this guidebook and its adjoining International policy at least annually. All paid staff shall also be required to sign an acknowledgement that they have read and will abide by these rules.

OTHER RULES FOR WORKING WITH INDIVIDUALS INCLUDED IN VULNERABLE COMMUNITIES:

Two Adult Rule - Two non-related and non-cohabiting adults shall be required to be present to supervise individuals included in vulnerable communities during Civitan-related activities and in each vehicle in which individuals protected under this Guidebook are present, except in emergency situations and except when the children are your own or are your grandchildren.

Generally, in each instance where individuals included in vulnerable communities are served, at least two adults are needed. Never should an individual included in vulnerable communities be left in a one-on-one situation with an adult, unless:

- ***The individual included in vulnerable communities is related to the other,***
- ***Or, the care for the individual included in vulnerable communities requires a one-on-one situation.***

Floater may be utilized in these situations, provided floaters meet the applicable screening requirements set forth in this Guidebook and maintain immediate access to all rooms for which they are responsible.

Minimum Age Rule – Volunteers and members of the paid staff must be at least eighteen (18) years of age. Volunteers under the age of eighteen (18) will be allowed to volunteer in a support function, but not in a supervisory role. Minors who volunteer must have at least two adults supervising the activity.

Ratios - There shall be one paid staff or volunteer of each gender when there are one or more individuals included in vulnerable communities of each gender in a group. Only in emergency situations can these ratios be waived.

Windows/Doors - When volunteers or paid staff workers are in a room with individuals included in vulnerable communities, the door must remain open unless there is a view window. Volunteers and paid staff workers must avoid being alone in a room with individuals protected under this guidebook without being visible to those in the immediate area. In certain situations, it will be necessary for a volunteer or a paid staff to be present in the same room or accommodations with an individual or individuals having a developmental disability in order to assist the disabled individual or individuals with basic needs. In these situations, the requirements of this paragraph shall not apply if it is appropriate and customary for windows and doors to be closed during the night and at other times for privacy, security or other similar reasons.

One-on-One Counseling - Counseling with one individual protected under this guidebook is sometimes necessary and appropriate, but care must be taken to ensure that the environment is acceptable and is visible to other adults. If meeting in a room or office, the door must be left open. Another adult must be informed of the counselor's whereabouts and with whom they are meeting.

Transportation – Any Civitan International sponsored activities or events that require transportation of individuals protected under this guidebook will adhere to both the rules contained within this document, the Civitan International Policies Manual and the Civitan Employee Handbook. A

parental/guardian consent and release form must be obtained for each individual being transported. Drivers must have proper licensure and insurance. All vehicles used must have seat belts for the driver and each passenger. No child under the permitted age under the laws of the applicable state/province may sit in the front seat of any vehicle. The two-adult rule noted above applies; provided however, that all drivers must be over the age of 25 (unless the driver is a paid staff who is at least 21 years old) and must be informed that if their vehicle is used, their insurance for certain claims will be primary if an accident occurs. If a bus is rented, or any outside carrier is contracted, the company hired must sign a statement affirming that background checks and motor vehicle record checks have been completed recently on their drivers. Lastly, no minor may be a driver at any Civitan International event or activity (this includes golf carts at events). Clubs and districts are advised to steer away from using minors as drivers at their sanctioned events and activities.

Over-Night Activities - A written parental/guardian consent form and medical release form will be provided for all individuals protected under this guidebook who participate in Civitan sponsored activities and events overnight. A medical release form may be kept on file for the period of one year and will be considered valid until expiration at the end of said year. A sample set of forms for this instance will be available in the appendix of this document, as well as www.civitan.org.

Males and females will have separate sleeping areas. In no event may an adult sleep in the same room with a child unless (1) the adult is the parent of the child or the grandparent of the child, (2) the adult is responsible for the supervision and care of an individual with a developmental disability the nature of which requires that the adult remain in the room over night to properly care for the disable individual, or (3) the adult is sleeping in a room with multiple adults and multiple children, e.g., at a camp or other similar facility that is specifically designed to accommodate multiple guest for overnight stays. There will be male and female chaperones if there are male and female individuals protected under this guidebook and its adjoining Civitan International Policies.

Social Media - Photos, video, or comments of a child or youth can only be used for Civitan-sponsored printed, video, web-based, social media, or other publicity materials with the signed consent of the parent or guardian. Participants at international events traditionally sign photo release waivers before the event. Clubs and districts are encouraged to utilize similar waivers. All volunteers and paid staff workers must abide by any guidelines regarding the use of social media and electronic communications in the International Policy Manual.

Prohibited Behaviors - All Volunteers and Paid Staff must also abide by a code of conduct that recognizes appropriate boundaries and prohibits, among other inappropriate behaviors, the following:

1. Display of sexual or romantic affection toward an individual protected under this guidebook.
2. Use of profanity or sexually explicit jokes.
3. Discussion of sexual encounters with or around individuals protected under this guidebook or in any way involving individuals protected under this guidebook in personal problems or issues.

4. Dating or becoming “romantically” involved with individuals protected under this guidebook.
5. Using or being under the influence of alcohol or illegal drugs, or any substance (including prescription drugs) which may impair the physical or cognitive abilities of a Volunteer or Paid Staff worker to care for individuals protected under this guidebook.
6. Allowing individuals protected under this guidebook to consume alcohol or other prohibited substances unless such individuals may legally consume alcohol or other prohibited substances.
7. Possessing sexually oriented materials—including printed or online pornography—on Civitan property or property being utilized for a Civitan sponsored activity or event.
8. Staring at or commenting on the bodies of individuals protected under this guidebook.
9. Engaging in inappropriate electronic communications with individuals protected under this guidebook.
10. Giving gifts to individuals protected under this guidebook without prior knowledge of a parent/guardian and/or approval by the program supervisor.
11. Working one-on-one with individuals protected under this guidebook in a private setting unless specifically permitted by this guidebook or occurring in cases of emergency.
12. Abusing or neglecting individuals protected under this guidebook in any way, including (but not limited to) the following: (a) physical abuse (hit, spank, slap, shake, or unnecessary restraint); (b) verbal abuse (degrade, threaten, curse); (c) sexual abuse (inappropriately touch, expose oneself, or engage in sexually oriented conversations); (d) mental abuse (shame, humiliate, or act cruelly); or (e) neglect (withhold food, water, shelter, or medical treatment).
13. Participating in, encouraging, or allowing demeaning and belittling behaviors or language involving or directed toward individuals protected under this guidebook, including, but not limited to, cultural, racial or ethnic insensitivity, sexual orientation, and gender issues.
14. Permitting individuals protected under this guidebook to engage in the following: hazing, bullying, derogatory name-calling, ridicule, humiliation, or sexual activity.

REPORTING GUIDELINES AND RESPONSE PROCEDURES

Civitan International will abide by the provisions of the Alabama Mandatory Reporting Law for Child Abuse and Neglect since the organization was created in Alabama. While only certain organizations and professionals are named as mandatory reporters under this law, Civitan will report incidents of abuse and neglect in the manner outlined in this guidebook.

All Civitan Entities that operate in the state of Alabama will also abide by the provisions of the Alabama Mandatory Reporting Law for Child Abuse and Neglect. Civitan Entities that operate in states other than Alabama or in other countries will abide by the laws in their respective states/provinces for identifying, reporting and preventing abuse and neglect of individuals included in vulnerable communities. Civitan International encourages club, district and division leaders to be aware of their state/provincial/federal laws and comply accordingly in this matter.

Internal Reporting and Initial Response - After attending to the immediate physical and emotional needs of an individual involved, a Volunteer or Paid Staff member must immediately report incidents of suspected abuse or neglect to one of the following individuals on Civitan's staff who is not implicated in the allegation:

Their respective membership specialist at Civitan International

Any such individual receiving the report shall immediately contact Civitan International's Executive Vice President, who will then notify the Safe Response Team. Contact information for each of the above individuals and for members of the Safe Response Team is attached to this guidebook. Civitan International's Executive Vice President will contact Civitan's outside counsel and others who need to be advised of the incident.

With the advice of legal counsel, The Executive Vice President or a designee from the Safe Response Team notified of the suspected child abuse or neglect (or his or her designee(s)) should:

- Notify the parent or guardian of the victim (unless they are the suspected perpetrator);
- Ensure the care for the individual and ensure that any immediate aid for the individual has been rendered or arranged;
- Relieve the accused of his or her duties and/or remove the accused from the event or activity until an investigation is complete;
- Treat the accused with dignity and not pre-judge the situation;
- Treat the situation confidentially;
- Complete an incident report but leave the investigation to professionals; and
- Report or assist in reporting the incident to DHR and/or law enforcement.

If an individual who reports suspected abuse or neglect to one of the leaders listed above is not satisfied with the response by that person, or if the individual is not comfortable reporting to one of the listed individuals, he or she should contact a member of the Safe Response Team directly.

Any person bringing a report of abuse or cooperating in an investigation will not be adversely affected in terms and conditions of employment, Civitan membership or affiliation, or otherwise discriminated against or discharged for such actions.

Civitan's policy is to report suspected abuse or neglect to the state's Department of Human Resources and/or local law enforcement in all cases, whether a report is mandated or permissive.

Nothing in this guidebook shall be considered a restraint of an individual's statutory obligation to report directly to authorities. Furthermore, no person shall be prevented from directly reporting an incident on the basis that he or she is not a "mandatory reporter."

Communications with Media - All communications with media about the alleged abuse or neglect must be referred to the Executive Vice President who will consult with the Safe Response Team. This is applicable to alleged incidents on the club, district, and international levels.

Role of Safe Response Team - The Safe Response Team will be trained on the terms of this guidebook.

The Safe Response Team, in consultation with Civitan's outside counsel, shall have the following responsibilities in response to allegations of abuse or neglect covered by this guidebook and international policy:

- Ensure that the allegation is reported to the DHR and/or law enforcement;
- Ensure that Civitan's insurance company is notified about the allegation;
- Advise the reporter and/or others concerning any immediate documentation that must be obtained;
- In consultation with the Executive Vice President, determine the appropriate spokesperson for communications with the media;
- Determine who should investigate the situation;
- Determine if additional reports must be made according to Civitan guidelines;
- Provide or arrange for counseling for the principal parties involved (reporter, possible victim(s), accused, family members);
- Take actions appropriate to resolve the matter including, but not limited to, making recommendations for prevention as well as response.

POLICY AND GUIDEBOOK VIOLATIONS

Violations of International Policy 0506 and the rules in this guidebook will result in discipline, up to and including termination of employment, in the case of paid staff; and termination of authority to work with individuals protected under these items through Civitan programs, in the case of volunteers.

APPENDIX: WAYS TO GET YOUR SCREENINGS

In the United States...

- Visit www.civitanvolunteer.com where you can access background checks and motor vehicle record checks*, through a program of Know My Hire.com, which has been vetted by Civitan International. Civitan International receives a copy of the results of these checks through this online, confidential service. You, your club, or your district will need to pay the minimal fee for your appropriate checks. You will also need to share the pass/share results with your club/district. You are not mandated to share the details behind those results.
- Utilize an independent background checks/motor vehicle record checks company of your choice, ensuring the items in International Policy 0506 and this guidebook are covered. You will have to share proof of what was checked, and the results, with your club, district or International respectively.
- Utilize a background check or motor vehicle record check you've received within the appropriate time frame from an employer. Again, you will have to share proof of what was checked, and the results, with your club, district or International respectively.

*Please note Pennsylvania motor vehicle record checks include an additional form that needs to be submitted per state law. Know My Hire.com will email that form to you once you submit your info online.

In Canada...

- Utilize a background checks company based in Canada like CSI (www.csiscreening.com)
- Visit your local police service (RCMP in Ontario, Quebec Surete, or your local municipal) for a Police Check (or in some jurisdictions it's a Vulnerable Person Check). Prices vary. For Driver's Abstracts, volunteers in Ontario can make their request at their local Service Ontario office or if you've applied for new auto insurance within the past three months, you possibly could receive a copy for free.
- Contact your Civitan governor or governor-elect in your respective district for guidance per province.

APPENDIX: SAFE RESPONSE TEAM

Scarlet Thompson

Civitan International Executive Vice President

1-800-CIVITAN, ext. 132 or cell phone 205-332-4937

scarlet@civitan.org

Laura Sappington

Civitan International Director of Finance and Operations

1-800-CIVITAN, ext. 107

lsappington@civitan.org

Mary Luck

Civitan International Director of Compliance

1-800-CIVITAN, ext. 121 or cell phone 205-999-5254

mary@civitan.org

Mike McCormick

Safe Response Team, American Member

678-694-1150

mikemccormickesq@aol.com

Stephanie C. Crosby

Safe Response Team, American Member

252-671-5002

stephanieccrosby@gmail.com or scc@wardandsmith.com

APPENDIX: SAMPLE VOLUNTEER APPLICATION



Volunteer Information Form

Our organization is all about service. For our projects, we ask you to complete this form so we can have some further information and activities on you, on record.

NAME _____

ADDRESS _____

CITY _____ STATE/PROVINCE _____ ZIP/POSTAL CODE _____

PHONE _____ EMAIL ADDRESS _____

OCCUPATION (PAST OCCUPATION IF RETIRED) _____

EMERGENCY CONTACT (WITH PHONE #) _____

STENGTHS AND SKILLSETS _____

PAST VOLUNTEER EXPERIENCE _____

ANY PHYSICAL LIMITATIONS OR OTHER CHALLENGES WE NEED TO KNOW ABOUT _____

DO YOU HAVE A DRIVER'S LICENSE? _____ DO YOU HAVE CAR INSURANCE? _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? IF ANSWER IS YES, PLEASE SHARE DETAILS: _____

By signing below, I certify that the foregoing information is true, correct and complete to the best of my knowledge. I understand that misrepresentations or omissions may be cause for my termination as a volunteer. I understand that I will be volunteering at my own risk and that Civitan International, its employees and affiliates, do not assume any responsibility or any liability for any accident, injury or health problem I experience arising from any volunteer work I perform for Civitan International. I agree that all the work I do is on a volunteer basis, and I am not eligible to receive any compensation, monetary payment or reward.

Signature _____ Date: _____

PARTICIPATION AGREEMENT



I acknowledge that attendance at _____ and participation in the various activities associated with this event involve certain inherent risks to the participant and may result in illness, bodily injury, damage to participant's property or other harm to the participant. I further acknowledge that Civitan International cannot ensure or guarantee the safety and avoidance of injury for participants in these activities. In consideration for allowing the participant to register for and attend this event, and/or to participate in these activities, the participant (or the participant's parent or legal guardian if the participant is a minor) acknowledges and accepts the risks of illness,

bodily injury, property damage and/or other harm to the participant which may result from the participant's attendance at this event and participation in these activities, including transportation to and from this event and activities. The participant (or the participant's parent or legal guardian if the participant is a minor) accepts personal financial responsibility for any injury or other loss suffered by the participant during attendance at this event or participation in any other activities, as well as for any medical treatment rendered to the participant that is authorized by the Civitan International staff or its volunteers or representatives. The participant (or the participant's parent or legal guardian if the participant is a minor) acknowledges that the participant should have health and accident insurance to pay the costs and expenses that are incurred if the participant is injured or suffers any loss as a result of attending this event and participating in activities.

Medical Authorization; Indemnity for Medical Expenses I understand, acknowledge and agree that Civitan International staff, volunteers or representatives may need to respond to accidents and potential emergency situations in which the participant is involved during the participant's attendance at this event or other activities associated with the event. The participant (or the participant's parent or legal guardian if the participant is a minor) consents to and authorizes any medical treatment that may be required, as determined by a medical professional at the medical facility that is caring for a medical condition experienced by the participant. The participant (or the participant's parent or legal guardian if the participant is a minor) agrees to indemnify and hold harmless Civitan International from and against any costs, expenses and charges arising from medical treatment provided to the participant on account of any injury suffered by the participant while attending this event and participating in these activities.

Photos/Video Release In consideration for allowing the participant to register for and attend this event, and to participate in the activities related to the event, the participant (or the participant's parent or legal guardian if the participant is a minor) grants to Civitan International, its employees, agents, assigns, and sponsors, the right to video and/or photograph the participant, and use the video, photo, and or other digital reproduction of the participant's physical likeness for publication processes, whether electronic, print, digital or electronic publishing via the Internet and expressly waive any present, or future compensation rights to the use of the above stated material(s).

SIGNATURE OF PARTICIPANT: _____ **DATE:** _____

NAME OF PARTICIPANT: _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

NAME OF PARENT/GUARDIAN (if participant is a minor) _____

APPENDIX: SAMPLE LOG FOR CLUBS/DISTRICTS TO KEEP UP WITH VARIOUS CHECKS

Name of Volunteer	Position	Event Participation	Date of Background Check	Pass/Fail	Date of MVR or Driver's Abstract	Pass/Fail	Notes