



Mrs. Dana Regier

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To: Grand Executive Committee Board of Directors
Grand Executive Committee Members
Youth Protection Committee
Grand Assembly Directors
Leadership Team
PR Team
Foundation Trustees
Grand Assembly Adult Committee Members

Re: 2019 Youth Protection

I wanted to review the identified process for the Youth Protection guidelines for certification of chaperones that are returning and for new team/committee members. I have listed the process for each below and each of the forms are located on the website (under resources) for easy access.

Returning State Level Adults for 2019

Complete the following forms:

- California Chaperone Application Annual
- California Code of Conduct
- Driver's information **
 - A copy of driver's license is to be submitted each year
 - A copy of each adults DMV printout is required every 4 years (report should be no more than 90 days old when submitted)
 - ***Driver's license and vehicle insurance forms must be submitted for all who will be driving CAIORG members. (GD: If you have AB members who are not driving please note that on the recap sheet.)*
- Vehicle insurance form

New State Level Adults for 2019

Complete the following forms:

- All forms listed above
- California Chaperone Application – baseline

- Live Scan (background check) – forms and process information are on the website

I have the expectation that you share this information with new and returning members of your teams/committees including how to access the information on the website through the Resource/Youth Protection Forms menu. The Live Scan process (fingerprinting for a background check) must be completed by all adults who have not previously completed the process by **February 28, 2019**. After that date, we will contact you if it has not been completed. You are not a certified chaperone until the background check process is completed.

All State Level adults are to be certified chaperones and are required to complete the same process as our Advisory Board Members. If you are a Grand Executive Committee member, Director or adult team member it is your responsibility to access the forms through the website and submit them to the Grand Assembly. Please mail your completed forms to me (address above) or you can scan the forms and send via email to the Grand Assembly office at dana.regier@gocarainbow.org

If you have any questions, please be sure to contact the Grand Assembly office so we can address them prior to you sending in the completed paperwork.