

**Instructions for  
American Independent Foundation Youth Leadership Conference  
Staff, Volunteers, Chaperones,  
and HS Senior (Returning) Counselors 18 Years and Older.**

The MOWW is committed to creating and maintaining a safe environment for all participants in MOWW Patriotic Education programs. It is the duty of all MOWW volunteers to safeguard to the best of their ability the child's welfare and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

**All personnel listed in title above must complete three (3) items of business before being accepted as a participant in our Youth Leadership Conferences.**

1. They must provide their signature that they have read and understand the provisions of MOWW's "Risk Reduction and Loss Prevention Policy" provided below.  
NOTE: This personal information below is required to be maintained confidentially and securely by AIFCV in a locked box for 7 years.
  
2. They must provide the required information and submit to a criminal background check conducted by the AIFCV.
  - a. Full Name: \_\_\_\_\_
  - b. Current Physical Address (Not a PO Box) \_\_\_\_\_  
\_\_\_\_\_ County \_\_\_\_\_
  - c. Home Phone Number:( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_ Cell Phn:( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_
  - d. Birth Date and Age: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \_\_\_\_\_
  - e. Sex: M / F
  - f. Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
  
3. They must take a Boy Scout of America's "Youth Protection Program" found on-line at <http://olc.scouting.org/>, a course of about 30 minutes training, followed by a test.
  - a. Click "Youth Protection Training", then "connect", leave button on "No" and fill in Name blocks.
  - b. In Member ID we are supposed to enter "AIFCV1" (Apr) or "AIFCV2" (Nov). If neither of these is accepted by the program, leave the Member ID blank.
  - c. Once you satisfactorily complete the test you will have a certificate pop on your screen.
  - d. Print out this certificate and either turn it into a PDF file, or mail the printout original to AIFCV Ass't Director (Operations) Bill Townsley, 200 Freemans Trace, Yorktown, VA 23693 or [btownsley@aifcv.org](mailto:btownsley@aifcv.org) Phn: 757-867-9068

Once the above requirements have been accomplished, AIFCV will notify you of your acceptance as a YLC participant. NOTE: This information is required to be maintained confidentially and securely by AIFCV in a locked box for 7 years.

Wm. E. "Bill" Townsley, Col, USAF (Ret)  
Founder, Past Director, and Ass't Director (Operations), AIFCV



# **MOWW's Risk Reduction And Loss Prevention Policy Statement (Partial)**

**Date of YLC: 13-16 Nov 2008**

All MOWW volunteers are considered to be role models for the students that take part in MOWW Patriotic Education programs. Alcoholic beverages or drugs (other than medically prescribed drugs) shall not be allowed in any form during an MOWW sanctioned event involving underage students. Volunteers and counselors that remain in contact with the students throughout the YLCs shall abstain from the use of alcoholic beverages and non-medically prescribed drugs while at the conference site and while in contact with the students. Also volunteers and counselors shall not arrive (daily) at the conference site with a heavy smell of alcohol, or appearance of heavy alcohol or drug use prior to arriving.

It is the policy of the MOWW that no adult leader, including all volunteers and multi-day YLC staff, shall be alone with a student. Further, no male adult or female adult is permitted to enter sleeping spaces of under age students alone. If a sleeping space is to be entered, two adults are required, at least one of which must be the same sex as the students whose space is entered, except in an emergency circumstance.

Adult leaders and volunteers shall not administer any drugs, whether prescribed or over the counter, to any student.

The following identified activities are not permitted as part of the MOWW patriotic education program: organized competitive team sports (beyond recreational team sports), contact sports, and high risk activities including, but not limited to, scuba, skiing, surfing, the use of guns or other weapons, horseback riding, hang gliding. Any exceptions must have prior approval from the Chairman of the Patriotic Education Committee and be conducted under professional supervision.

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**Definition of Sexual Abuse:** Engaging in implicit or explicit sexual acts with a person or forcing or encouraging a person to engage in implicit or explicit sexual acts alone or with another person

of any age, of the same or opposite sex. This includes non-touching offenses such as indecent exposure or showing a person sexual or pornographic material.

**Definition of Sexual Harassment:** Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature regardless of age or sex. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims.

Some examples of sexual harassment include:

- . Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a person, and comments about an individual's sexual activity, deficiencies, or prowess;
- . Verbal abuse of a sexual nature;
- . Display of sexually suggestive objects, pictures, or drawings;
- . Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures, and suggestive or insulting comments.

The MOWW prohibits any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment from working with youth in a MOWW Patriotic Education program. If an individual is accused of sexual abuse or harassment and the investigation into the claim is inconclusive, additional safeguards shall be put in place to ensure the protection of any youth with whom the individual may have future contact, as well as for the protection of the accused. A person later cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position and allowed to participate in any MOWW Patriotic Education program.

The MOWW prohibits any form of harassment based upon any legally protected category in accordance with federal, state, and local law. Improper interference that threatens the success of the MOWW Patriotic Education program will not be tolerated.

The MOWW prohibits any physical contact that is unwelcome to the recipient, including but not limited to unwelcome sexual advances, requests, demands or pressure for sexual favors, or other sexually oriented or offensive conduct.

The MOWW further prohibits any type of harassment in the form of retaliation toward any individual for their requested or volunteered participation in any investigation that the MOWW, in its sole discretion, deems necessary.

A plan of emergency procedures shall be developed by the supervisor of the Patriotic Education event and the director of each YLC prior to the start of the event/conference. All staff, volunteers, and counselors shall be given specific instructions on how to handle an emergency, whether in the form of an injury to a student or other emergency involving the venue and/or more than one student. If an agreement has been made prior to the YLC with a medical facility, the emergency procedures of that facility are to be included and made known fully to all staff, volunteers, and counselors as part of the emergency procedures plan. This plan must include the name of the medical facility contact, phone number, and method of transport of the student(s) to the facility. If required, the Authorization to Consent to Treatment of a Minor form is to be reviewed with the medical facility contact in advance of the start of the conference.

### **Filing of Serious or Fatal Accident Report.**

In the event of a serious or fatal accident, the following steps shall be followed:

#### **1. Victim Care**

The proper care of the injured student(s) is of utmost importance. Immediately utilize the Emergency Procedures above. Trained medical personnel shall be summoned, and supervision of the care and/or transportation of the injured student(s) must be left to their best judgment. However, in an emergency, life-threatening situations such as lack of breathing, heart attack, severe bleeding, or poisoning, call 911 and follow the emergency procedures. If the student(s) are transported to a medical facility, a member of the staff, a volunteer, or a counselor is to accompany the student(s) and will take the Authorization to Consent to Treatment of a Minor Form (which includes the Health Insurance information and Family Physician information).

#### **2. Notification**

As soon as possible, parents, guardians or next of kin should be notified of the incident.

#### **3. Required Information**

Gather factual data such as who, what, when, where, and how witnesses, photographs, etc. to aid in the reporting process. Get this information to the Director or Ass't Director(Operations) as soon as possible.

- 4. News Media Inquiries:** News media inquiries shall be referred to the local Patriotic Education event supervisor or YLC director, the local sponsoring 501(c)(3) organization and the Chairman, Patriotic Education Committee, MOWW. It is unwise for staff to make statements to the news media.

### **MOWW Sexual Abuse and Harassment Allegation Reporting Guidelines.**

It is the MOWW's intent that its policies and regulations be properly and consistently applied so that all volunteers and students are treated fairly and equitably without discrimination. Nevertheless, as with any organization, problems and misunderstandings may arise. The MOWW will deal with all complaints and problems in as discreet a manner as is possible and appropriate.

This procedure shall not be construed to prevent, limit or delay the MOWW from taking appropriate disciplinary action against any individual, up to and including termination of their participation, under circumstances the MOWW deems such adverse employment action appropriate.

The MOWW encourages open communication regarding complaints of abuse, harassment, or discrimination. The first step in resolving any such complaint should be a report to the supervisor or director of the activity. In the event discussion with such supervisor or director is inappropriate, claimant may proceed as follows.

In every instance cited below wherein the claimant is a minor, the parent or guardian will be responsible for the action stated and complete any written complaints or other documents.

The claimant may first choose to tell the individual causing the abuse and/or harassment that his/her conduct is offensive and must stop. Thereafter, the claimant shall directly report the abuse and/or harassment to the supervisor or director of the activity.

Additionally, in the case of sexual abuse and/or harassment allegations, the claimant is free to raise the issue with another same sex activity administrator if he/she prefers to do so.

The claimant alleging abuse and/or harassment will complete a formal written complaint and provide it to the AIFCV YLC Director or AIFCV Ass't Director (Operations). The claim will be investigated thoroughly and will involve only the necessary parties. All MOWW/YLC staff members will maintain confidentiality.

No claimant shall be disciplined if a complaint is filed in good faith, even if the Chairman of the MOWW Patriotic Education Committee disagrees with the complaint. There shall be no retaliation if a complaint is made.

The MOWW will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with other investigations when conducting its own independent reviews.

All complaints regarding the sexual abuse and/or harassment of a minor shall be reported to the local law enforcement agency immediately.

I have read and understand the MOWW's and AIFCV's Risk Reduction and Loss Prevention Policy Statements above.

**Please initial each previous page of this document to confirm you've read it**

Print Name \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature -

Date: \_\_\_\_\_

For AIFCV use only: Applicant Approved \_\_\_\_\_

Director's Signature

Date: \_\_\_\_\_