



DUE DILIGENCE PROCEDURE FOR APPOINTMENT OF YOUTH PROGRAM LEADERS ASSOCIATED WITH KNIGHTS OF COLUMBUS YOUTH PROGRAMS

In sponsoring our youth programs, it is our highest priority to insure the safety of the young people entrusted to the Knights of Columbus Youth Programs, particularly Columbian Squire Circles and Boy Scout units.

To insure that every young person is protected, the following procedures will be implemented by every council and assembly that sponsors a youth program, and by every volunteer presently serving or desiring to serve as a youth leader. In the initial phase, these youth leaders will include Knights serving as Squires Circle chief counselors, counselors, and as leaders in Knights of Columbus sponsored Boy Scout units.

A. APPOINTMENT OF YOUTH PROGRAM LEADERS

- 1) Every Knight candidate for the position of youth leader in a Squires Circle or scout unit must complete an application form. Such forms will be provided to each sponsoring council and assembly, and will be available on the Knights of Columbus web site. They must be submitted by mail with the names of at least two non-related persons as references.
- 2) Every candidate for the position of youth leader must sign an authorization for a background check, which will include motor vehicle violations as well as criminal arrests and/or convictions. The background check of applicants in the United States, Canada and Mexico will be conducted by the Office of the Supreme Advocate. Background checks of applicants in the Philippines shall be conducted by the deputy of the respective Philippine jurisdictions.
- 3) The sponsoring council or assembly bears the responsibility for obtaining the completed application and authorization, and for checking the two named references and insuring the suitability of the applicant.

A criminal arrest for child or sexual abuse charges will be given great weight in the evaluation process. Except where the charges resulted in a finding of "Not Guilty" after a trial, any record of arrest on such charges shall be grounds for automatic disqualification.

B. TRAINING OF YOUTH LEADERS

- 1) All successful candidates shall receive training to enable them to avoid even the appearance of any impropriety with youth programs participants ("youth participant").