

# YEAH

## STEP BY STEP

### VETTING A VOLUNTEER

- Meet and Discuss Responsibilities: What are they going to do in your club?
- Send Link to VAF: <http://yehub.net/W02-volapp>
- Advise applicant to alert their references for their referral request from Rotary
- US WATCH check – email to [yeah.neus@gmail.com](mailto:yeah.neus@gmail.com) – or upload in HUB if you have privileges. Send a copy to the volunteer within 7-10 days
- CANADA Records check – email to [yeah.neus@gmail.com](mailto:yeah.neus@gmail.com)
- NSOR is done by YEAH program administrator
- Ensure volunteer has taken the NAYEN YPA test
- Ensure volunteer has taken the DoS test
- YEAH Administrator to send Certification letter
- Volunteers are vetted for 3 years except must complete annual DoS (US), Background checks and NSOR

### VETTING A HOST FAMILY

- Meet family in home to discuss the program and to see where the student will be residing
- Send one family member the HF application link: <http://yehub.net/W02-hfapp>
- Secure the signed HF Waiver and Consent form – emailed to family after application is submitted
- Advise applicant to alert their references for their referral request from Rotary
- Submit first Home interview/visit form in YEAH (from initial interview in step 1)
- US Families - Run the WATCH check on all adults living in the home and email results and waiver to email to [yeah.neus@gmail.com](mailto:yeah.neus@gmail.com) – or upload in HUB if you have privileges - Send a copy to person within 7-10 days
- Canadian Families -Records checks – email to [yeah.neus@gmail.com](mailto:yeah.neus@gmail.com)
- Ensure ALL adults living in the home have completed the NAYEN YPA training and test
- NSOR is done by YEAH program administrator
- Conduct HF orientation in the home with all adult members living in the home
- A family is vetted for 18 months or for ONE program year