

	FMCA POLICIES AND PROCEDURES	INDEX NO. 2032	APPROVAL LEVEL EB
	SUBJECT Youth Program	EFFECTIVE 5/14	SUPERSEDES 5/09
	SPECIAL DISTRIBUTION Youth Committee		

POLICY

The National President will appoint a committee of family members to develop and oversee the Youth Programs for international conventions per Bylaws Article XII, (7).

PROCEDURE

The Committee Shall:

1. Work with the staff to develop programs for each international convention.
2. Recommend the detailed program and expenses for the program for each international convention to the Convention Committee.
3. Select and supervise adult volunteers to help with the registration of youth activities and to run the Youth Program at international conventions.
4. Oversee the youth activities during conventions.
5. Promote participation in the program.
6. Evaluate each program and recommendations for the upcoming conventions.
7. Federal and State background checks will be performed on all hired and/or volunteers working with the Youth Program at any international convention.
 - A. The Youth Committee coordinator and youth volunteer captain shall submit to the national office the names, addresses, and dates of birth of all individuals desiring to work in the youth centers not less than 30 days prior to the convention dates.
 - B. The Manager of Events and Commercial Services or designee shall compare the names of the youth workers to the National Sex Offender Registry, maintained by the U.S. Federal Bureau of Investigation and the U.S. Department of Justice; or, in the case of workers from outside of the United States, the equivalent bureau or agency.
 - C. Should a proposed volunteer be found to not have a clear record, he/she will not be permitted to volunteer for any youth program related activity.