



# Job's Daughters International® Youth Protection Program & Policy

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# JOB'S DAUGHTERS YOUTH PROTECTION PROGRAM

Contact Job's Daughters International Headquarters for updated materials and be sure to visit the website [www.jobsdaughtersinternational.org](http://www.jobsdaughtersinternational.org) for the latest resource documents.

Note: Policy changes indicated in this version of the document are in effect ONLY upon approval of the updated CAV training presentation and release by the JDI Board of Trustees.

## INTRODUCTION

The goal of Job's Daughters International (JDI) is to help young women grow and prosper through their preteen and teen years so they may develop into successful and responsible adults. Job's Daughters members experience a wide variety of activities while they learn leadership, responsibility, civic awareness, and important life skills. JDI leaders foster an environment that is safe and supportive; filled with quality role models and positive experiences. The purpose of this program is to provide an environment to support the growth and safety of the young women in the organization. To help create this environment, adult volunteers will be provided with training and pass a background screening process to help ensure the safety of our youth. At times there may be adult volunteers present that have not gone through the training. These adult volunteers will have limited roles and will always be accompanied by adults that have been trained and have passed the background screening process.

JDI deeply appreciates the adult volunteers and their service to the youth in our organization. We have confidence in their ability to serve as excellent role models for these young women. The important key to our success has been, and always will be, the quality of our adult leadership. Throughout our long history, JDI has attracted the highest caliber of adult volunteers. Adult volunteers, Majority Members, parents, and family of Job's Daughters members all share responsibility for positively affecting the lives of our members.

The policies and procedures contained in this document have been created for the safety of our youth and include a certification process for the adults working with our members. All adult volunteers are required to meet and abide by the policy and program guidelines contained in this document. The Youth Protection Program is implemented, maintained, and enforced by the JDI Board of Trustees.

## OVERVIEW

There are two parts to the JDI Youth Protection Program:

1. The **JDI Youth Protection Policy** outlines:

- The requirements for becoming a Certified Adult Volunteer (CAV)
- Insurance requirements for Job's Daughters members
- The official policies regarding drugs and alcohol, illicit media, and appropriate activities
- The official reporting policies for JDI.

2. The **JDI Youth Protection Program Guidelines** outline best practice principles in key areas of:
  - Accommodations,
  - Activities,
  - Chaperones and
  - Transportation
  - Financial Impropriety

The JDI Youth Protection Program and Policy was designed with the following objectives in mind:

1. Provide a healthy environment for youth and prevent any incidents of child abuse in JDI.
2. Demonstrate JDI's resolve to protect the rights of young people to live and mature normally in a nurturing environment.
3. Encourage Job's Daughters members and adults to properly report any situations that result in probable abuse.
4. Ensure all adult leaders become Certified Adult Volunteers.
5. Maintain the reputation of JDI and retain community support.
6. Serve as a model among youth-serving organizations for youth protection efforts.

Youth Protection is an ongoing process, and this document represents our efforts to provide the best and safest environment for our members. Any questions or concerns should be directed to the Executive Manager at the Supreme Guardian Council Headquarters.

## SECTION I JDI YOUTH PROTECTION POLICY

The JDI Youth Protection Policy requires all adults serving in a leadership capacity to be a **Certified Adult Volunteer (CAV)**. To become a CAV an applicant must complete a background investigation and training program. Upon successful completion of the program requirements the applicant will be emailed a CAV acceptance letter with CAV card image by JDI.

### **Certified Adult Volunteer requirements:**

1. All adults in countries where YPP had been implemented must attend initial training session provided by a JDI CAV Virtual Trainer (CAV-VT).
2. Applicants must submit the initial application and pay the processing fee to the Executive Manager through the JDI CAV Manager system at [www.jobsdaughterinternational.org/youth-protection/](http://www.jobsdaughterinternational.org/youth-protection/)
3. A nationwide background investigation must be conducted specific o each country.

4. Mandated Reporter Training -

- Complete the two-hour, online Mandated Reporter Training for Volunteers..
- Complete any additional forms or trainings as required by the specific country.

5. Attend supplemental training as deemed necessary by the JDI Board of Trustees.

An adult volunteer will be known as a Certified Adult Volunteer (CAV) upon successful completion of the training requirements and a clear background investigation. CAV status is granted for one year and is official when an acceptance letter is issued. An adult cannot serve in a CAV capacity until their status is official.

A list of CAV's is maintained by the office of the Executive Manager at the Supreme Guardian Council Headquarters.

JDI requires all adults serving in any leadership position to become CAV's prior to assuming those roles. **Such positions include, but are not limited to, the following examples:**

- Executive & Associate Members of a BGC
- Chairman/Committee Members of a BGC
- Officers/Committees of a SGC, GGC or JGC
- Members of the Board of Trustees of a GGC
- Members of the JDI Board of Trustees
- Supreme and Assisting Supreme Deputies
- Grand and Assisting Grand Deputies and Deputy Grand Guardians
- Grand/Jurisdictional Bethel officers and members who are Majority Members of JDI
- Officers/Directors/Members of a Board or Foundation that specifically ties itself to JDI and operates under the EIN structure of JDI
- Officers of Mother's/Father's/Parent's Clubs
- Officers of Prospective Members Clubs
- Chaperones
- An individual serving as pro-tem in any position where a CAV would be required to serve

The presiding officer of any closed Bethel meeting or ceremony, if a Majority Member, must be a CAV.

A Majority Member, who is not CAV, may serve as an officer (but not the presiding officer) for the duration of a meeting where the Membership or Majority Ceremony is performed. They may also serve as an officer for other ceremonies if open to the public.

Any adult may play an instrument during meetings or open ceremonies without being a CAV, provided one or more CAVs are present at the meeting or ceremony. These non-CAV adults playing the instrument are not part of the BGC and must direct all relevant questions to the BGC. All other adults serving as an installed BGC member, or as a temporary fill-in for an absent Council member, must be a CAV.

- **A Daughter serving as an officer at the Bethel, Jurisdictional or International level who is nineteen (19) years of age at the time of installation or crowning may complete the term without being a CAV, although she may turn twenty (20) years of age during the term.**
- **A Daughter currently fulfilling any of the offices and terms listed above will qualify to serve as a protem at any JDI level until her term is finished without requiring a CAV.**
- **A Majority Member serving at a Jurisdictional or International level who is twenty (20) years of age or older at the time of installation or crowning must be a CAV.**

CAV status is granted, suspended, or denied under the authority of the JDI Board of Trustees. The Board of Trustees has the authority to suspend CAV status or deny CAV renewal to anyone for a violation of the JDI Youth Protection Program. Additionally, all questions regarding the interpretation or clarification of this program and policy are to be directed solely to the JDI Board of Trustees, the Executive Manager or the YPP Director.

### **Insurance requirement**

Sexual Misconduct insurance is required and obtained by JDI. This insurance is incorporated into the United States and Canadian JDI liability policy. All US and Canadian jurisdictions are covered under this policy so there is no need for individual jurisdictions to secure insurance on their own. The insurance premium is divided up on a member per capita basis and is due at the time of the annual report for each United States and Canadian Bethel.

## **DENIAL & EXCLUSION FACTORS**

The JDI adult volunteer screening process is designed to maintain the high quality of our adults . The primary purpose of our screening process is to improve the safety of our members. All background investigations will be conducted through the JDI contracted background investigation firm. References may be checked and past associations with JDI verified by the Office of the Executive Manager as needed.

The conviction for a crime unrelated to the applicant’s responsibilities for JDI will not automatically result in disqualification from service as a CAV. JDI will consider all factors available when evaluating criminal history records. The totality of the record will be evaluated to determine if an applicant should be disqualified. The JDI Board of Trustees has the final authority to accept or reject.

### **Exclusion Criteria**

In addition to the legal matters listed in this section, an individual who has committed financial improprieties or has been terminated due to misconduct with a child may be excluded from working with JDI regardless of the amount of time since the offense. Additionally, JDI reserves the right to refuse attendance at a Bethel meeting or JDI function to anyone.

Falsification or omission of any criteria on the application is grounds for exclusion.

An applicant will have the opportunity to give information and explanation of any item found during the background investigation through the Denial Notification and Appeal Process as outlined at the end of this section.

A person may be prohibited from serving as a CAV of JDI if the person has been found guilty of any of the following crimes:

**Guilty** means that a person was found guilty following a trial, entered a guilty plea, or entered a no-contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

### **SEX OFFENSES**

**All Sex Offenses** regardless of the amount of time since the offense.

**Examples include, but are not limited to** child molestation, child pornography issues, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation and indecent exposure.

### **FELONIES**

**All Felony Violence** regardless of the amount of time since the offense.

**Examples include, but are not limited to** murder, manslaughter, aggravated assault, kidnapping, robbery and aggravated burglary.

**All Felony offenses (other than violence)** within the past 10 years.

**Examples include, but are not limited to** drug offenses, theft, embezzlement, fraud and child endangerment.

### **MISDEMEANORS**

**Misdemeanor Violence Offenses** within the past 7 years.

**Examples include, but are not limited to** simple assault, battery, domestic violence and hit and run.

**Misdemeanor Drug & Alcohol Offenses** within the past 5 years or multiple offenses in the past 10 years.

**Examples include but are not limited to** driving under the influence, simple drug possession, drunk and disorderly, public intoxication and possession of drug paraphernalia.

**Any Other Misdemeanor Offenses** within the past 5 years.

**Examples include but are not limited to** contributing to the delinquency of a minor, providing alcohol to a minor and theft – if person is handling monies.

### **DRIVING INFRACTIONS**

**Any record or convictions in the past five (5) years or multiple offenses in the past ten (10) years** that would be considered a potential danger to children or those directly related to the functions of that volunteer:

**Examples include, but are not limited to:** DUI, driving with a suspended or revoked license or reckless driving.

## **PENDING CASES**

Anyone who has been charged for any of the disqualifying offenses or for cases pending will not be permitted to volunteer until the official adjudication of the case.

The background investigation process is an ongoing process and may be subject to review and change at any time. This process is based upon industry practices in private, public, and non-profit areas. For additional information regarding background investigation practices, visit the National Association of Professional Background Screeners at [www.napbs.com](http://www.napbs.com).

## **CERTIFIED ADULT VOLUNTEER TRAINING**

JDI CAV Training is designed to provide adult volunteers with knowledge and skills to better work with Job's Daughters members. An initial full training is required for all CAV applicants. Continuing education may be required periodically at the discretion of the JDI Board of Trustees. Individuals may access the schedule of JDI CAV Training classes by clicking on "Class Registration" on the "Youth Protection" page on the JDI website – <https://jobsdaughtersinternational.org>

The link to the two-hour, online Mandated Reporter Training for Volunteers will be provided by the JDI office once the initial CAV training has been completed and the volunteer has applied for and paid for the CAV application.

Training topics will include basic JDI instruction, JDI Youth Protection Policy, Youth Protection Guidelines, and general youth protection information.

Training sessions are 1) conducted by JDI CAV-VT and 2) are administered by the Simple Learning Solutions (Mandated Reporter Training for Volunteers online course).

**An applicant must make successful application on the [www.jobsdaughterinterntioanl.org](http://www.jobsdaughterinterntioanl.org) website within six (6) months after attending a training session. After six (6) months without making application, the training expires, and an applicant must take the training class again.**

## **CERTIFIED ADULT VOLUNTEER VIRTUAL TRAINERS (CAV-VT)**

The role of a CAV-VT is to train CAV applicants according to JDI standards and certify they have been fully briefed on the JDI Youth Protection Policies and Guidelines. A CAV-VT is an officially recognized trainer for the JDI Youth Protection Program and has been issued and instructed on the officially recognized training materials. A CAV-VT must maintain continual CAV status and re-certify their CAV-VT status every five years. A review must be completed within six months prior to the expiration of the CAV-VT's card. Additionally, they must conduct

a minimum of five training sessions during those five years. To become a CAV-VT, application must be made on Form YPP 003 with applicable fees sent to the Executive Manager of JDI.

A master list of CAV-VTs is maintained by the Executive Manager in the Supreme Office and the JDI Youth Protection Program Director. CAV-VTs will be issued a special card showing their CAV-VT number. Only those CAV Virtual Training sessions conducted by a CAV-VT will be recognized.

## ANNUAL CAV RENEWAL

JDI requires each CAV to renew his or her registration annually on the [www.jobsdaughterinternational.org](http://www.jobsdaughterinternational.org) website. **CAV renewal is due no sooner than ninety (90) and no later than thirty (30) days prior to the CAV expiration date. If a person's CAV status expires the person will IMMEDIATELY be removed from any leadership position in Job's Daughters.** Those removed from an elected position will not be placed back into office but will need to go through the election process again.

Recertification as a CAV is not automatic and must be completed prior to the expiration of the current certification. Both periodic and random background investigations are performed on each CAV by JDI. Should CAV status lapse, an applicant must begin the process again with an initial application and CAV Training.

## DRUGS AND ALCOHOL, ILLICIT MEDIA, FINANCIAL IMPROPRIETIES, AND APPROPRIATE ACTIVITIES POLICIES

### Drugs and Alcohol

JDI expects that CAV's exhibit the highest behavioral integrity, model healthy behaviors, and not engage in any behavior that could cause harm, or be misinterpreted as possibly causing harm, to Daughters by adhering to the following policy on alcohol and drugs.

The consumption of alcohol, cannabis, illegal drugs (as defined by Federal law), or other intoxicants or the abuse of over-the-counter, prescription drugs, or any other substance for non-medicinal purposes, which impair performance or judgment, shall be strictly prohibited as follows:

1. For ALL CAV's, prior to and while attending a meeting, whether virtually or in person. Meetings include all local, jurisdictional, and international business meetings, installations, and pageants;
2. While serving as a designated chaperone;
3. For CAV's responsible for, in-charge of, or presiding during JDI events/activities, with Daughters present, shall adhere to the above consumption policy during and prior to said event or activity.

### **Illicit Media**

Sexually oriented videos, magazines, photographs, games, or other media are not permitted as part of any JDI activity.

### **Financial Impropriety/misappropriation of funds**

Misuse, misappropriation or embezzlement of funds tied to Job's Daughters (Bethel, Grand, Supreme) is looked at as a violation of the YPP policy and may be reason for removal of CAV.

### **Appropriate Activities**

Job's Daughters members engage in activities that are positive and foster growth and development at age-appropriate levels. Activities involving group nudity or public exposure, such as "skinny dipping or mooning" etc. are not permitted as part of any JDI activities.

### **Attendance at JDI functions**

JDI reserves the right to refuse attendance at any JDI function to anyone including parents and guardians. An example would include, but not limited to, persons who appear on a Registered Sex Offender list.

## **OFFICIAL REPORTING POLICIES**

Job's Daughters International has two (2) reporting policies:

1. Policy for reporting child abuse
2. Policy for reporting violations of the JDI Youth Protection Program

### **Policy for Reporting Child Abuse**

When an incident of child abuse is suspected or disclosed it must be reported to the proper state authorities as outlined by the individual state/jurisdiction requirements. Each state has unique abuse reporting standards and laws. Please note that child abuse includes emotional and verbal abuse as well as physical abuse.

No state requires that a person making a report have proof that the abuse occurred. The only requirement for reporting is that it is suspected. All states provide immunity from liability to reports of suspected child abuse, provided that the report is made in good faith.

Suspicious, allegations, and disclosures of child abuse that directly involve a Job's Daughters member but are in no way related to a JDI volunteer or activity must be reported to the local law enforcement agency or Department of Social Services Agency as per that agency's guidelines.

In addition to reporting to the proper state agency, suspicions, allegations, and disclosures of child abuse that directly involve JDI volunteers or occur at JDI activities must be reported to the YPP Director. The CAV who notifies the YPP Director of the incident must provide a written report of the suspected abuse. Form YPP 008 is provided for convenience. The report is a timely documentation of all factual information reported and the allegations that have been made. The CAV's written report should state the allegations, suspicions and disclosures of child abuse

that are the basis of the report. The report should also state all information a CAV has gathered that supports or rebuts the allegations, suspicions, and disclosures. For example, if the allegation is that ‘Volunteer A physically abused a child,’ the report should state the facts that tell who, what, when, where and how the CAV came to this conclusion. It is not appropriate for a CAV to investigate an issue, but only to document suspicions, allegations, and disclosures. This report should be prepared as soon as possible following the incident. The YPP Director will make a complete and confidential report to the Board of Trustees.

It is not appropriate for volunteers or members to discuss suspected or reported abuse with other people outside of this policy process.

JDI will not tolerate any form of child abuse in any of its programs. JDI will take necessary steps to remove offenders from adult leadership, and to prohibit them from any participation in the Job’s Daughters International program. Further, JDI will not tolerate any attempt to cover up abuse, attempts to discourage proper reporting, or failure to report disclosed abuse.

Reporting an incident of suspected abuse can be difficult. If there is ever a question as to whether something needs to be reported, please contact the YPP Director, or call the state’s abuse reporting hotline for guidance.

### **Policy for Reporting Violations of the JDI Youth Protection Program**

A CAV is required to report any known or suspected violations of the JDI Youth Protection Program & Policy. That report should be made in writing to the Executive Manager and filed immediately after the violation. Form YPP 007 is provided for convenience. The report is a timely documentation of all information with specific information. For example, if the allegation is that ‘Grand Guardian or Council member X allowed a non-CAV to serve in a leadership role,’ the report should state the facts that tell who, what, when, where and how the CAV came to this conclusion. If there is ever a question as to whether something needs to be reported, please contact the Executive Manager, the Chairman of the JDI Board of Trustees or the YPP Director.

## **YOUTH PROTECTION PROGRAM GUIDELINES**

These Youth Protection Program Guidelines are best practices for our CAVs to follow and are designed not only to protect Job’s Daughters members, but also to protect CAVs from unfounded allegations of abuse.

All adults have the responsibility to observe the boundaries between acceptable and unacceptable behavior. JDI has taken great care to prevent even the appearance of impropriety between CAVs and youth members. Strict adherence to these Guidelines will help assure that JDI Bethels will be able to conduct their programs safely.

It is imperative that CAVs present themselves as positive role models for JDI members. Positive role models are always respectful of themselves and others. They are responsible and reliable and serve as examples to our members. A CAV should always be conscious of their responsibility as a role model.

Failure to follow the recommended best practices could result in discipline action taken by the BOT. Any person who continues to ignore best practice and is reported to JDI will be investigated and appropriate action taken, that action could include loss of CAV status.

## 1. Accommodations Guidelines

Adults should sleep in separate quarters from youth except in genuine emergencies when the health or well-being of a Job's Daughters member may be at risk, when the ages of the Daughters members involved make this a justifiable condition or when travel accommodations necessitate room sharing. Job's Daughters members should not be housed with adults other than their family members. Housing younger Job's Daughters members with significantly older Job's Daughters members should be carefully considered prior to making room assignments. **In no circumstance should unrelated adult males stay alone with Job's Daughters members or other youth.**

If a Daughter will be traveling alone with one CAV who is not a member of her family (e.g., MIJD, SBHQ, Jurisdictional Miss, or GBHQ traveling with the Supreme/Grand Guardian), the Daughter must have her parent's or legal guardian's written permission to stay in overnight accommodations in the same room as the female CAV.

If the parent or legal guardian's written permission has not been obtained beforehand, and if in the CAV's best judgment it is safer to share a room with the Daughter than to have separate rooms for the Daughter and the female CAV under the circumstances of the particular trip, the two may share the same room. The CAV shall immediately contact the Daughters parent(s) or guardian(s) to let them know that this decision was made.

## 2. Activity Guidelines

- ***Weapons***  
Weapons are not appropriate at any JDI function.
  
- ***Ceremonies***  
Only ceremonies published in the JDI Ritual or SGC/GGC Book of Ceremonies or those approved in writing and in advance by the Supreme/Grand/Jurisdictional Guardian, may be performed. "Secret" activities, unofficial organizations, and unsanctioned ceremonies outside of JDI are not authorized or condoned by JDI. In addition, hazing is not a part of any JDI ceremonies and is not permitted. "Hazing" is defined as activities or conversations that endanger the physical, mental and/or emotional well-being of a member or other youth or adult; violates local, state, or federal law; or is mentally or physically degrading.
  
- ***Private Homes***  
It is recommended that all JDI activities, including those in private homes, be approved by the Executive Bethel Guardian Council and notice provided to the members' parents. As with all Job's Daughters' International activities, proper chaperoning guidelines should be followed.

- ***Co-ed Activities***  
For activities involving both male and female participants, both male and female CAVs should be present.
- ***Parental Notification of Activities***  
Parental notification of official JDI activities should communicate the date, place, beginning and approximate ending times for the activity. Parents are always welcome and should be encouraged to participate in JDI activities.
- ***Organization/Club Standards***  
Activities of organizations such as Supreme/Grand/Jurisdictional Bethels and other JDI affiliated organizations (Foundations, Parent's Clubs, PHQ Clubs, Alumni groups) must meet the same standards of conduct expected of JDI Bethels.

### 3. Changing Room Guidelines

The privacy of Job's Daughters' members in the changing room should be respected. Health and safety needs may require the presence of a female CAV. Cameras, video equipment and cell phones equipped with cameras should not be permitted in any changing room.

### 4. Chaperone Guidelines

- ***Safety of Three and Two-Deep Leadership***  
For the safety of our Daughters, Bethels should implement the "safety of three" which recommends that no fewer than three individuals (two adults, one of whom is a CAV and one of whom is a female and one Daughter OR one CAV and two Daughters) go on trips and outings. Make sure there is the capability to communicate either via cell phone or other communication device, in case of accident or emergency.

Best practice recommends a practice of 'two-deep leadership'. Two adults, one of whom is a CAV and one of whom is a female, accompany Job's Daughter members on all trips, outings, and JDI Bethel activities. Additional CAVs may be required depending on the size of the group and the event. It is recommended that each CAV chaperone no more than five youth.

A parent/guardian who is not a CAV is always welcome to chaperone, but they only count as the chaperone for their own Daughters and do not count as a chaperone for any other youth.

- ***One-on-One Contacts***  
One-on-one activities are discouraged. If a conversation between a CAV and a Job's Daughters member needs to be confidential, the CAV should speak with the Job's Daughters member in an open setting where they are out of hearing range but can still be seen by others.

- **Online Activities such as Zoom**

Job's Daughter events using online activities are subject to the Chaperone Guidelines.

## **5. Photos, Video, and Media Guidelines**

Photographs and videos of JDI activities should be representative of the values of the organization. In the case of minors, a written release of the subjects should be obtained from their parents or legal guardian before being published. Daughter's personal information should not appear on any social media or online directory, including but not limited to last names, addresses, phone numbers, cell phone numbers or email addresses.

## **6. Physical Contact Guidelines**

Adults should avoid inappropriate physical contact with Job's Daughters members. Inappropriate physical contact includes, but is not limited to, placing hands on legs, tickling, wrestling, and patting backsides/buttocks. Additionally, full "bear hugs" should be avoided.

## **7. Transportation Guidelines**

It is recommended that at least one adult in a vehicle be a CAV. No male should drive Daughters without an adult female in the car, unless they are members of the same family or emergency circumstances dictate this is the only safe course of action.

A Job's Daughters member should obtain her parent or legal guardian's written permission to drive to and from meetings and activities. She may drive herself and other family members, but she should not transport any other youth.

All drivers shall have a current driver's license and insurance.

## **DENIAL NOTIFICATION, DISCIPLINE & APPEAL PROCESS**

In the event a CAV Application or Renewal is denied the Executive Manager will notify the applicant in writing within 30 working days. The denial notification will include instructions on the process for appeal. The applicant may file a written appeal with the JDI Board of Trustees within 30 days from the date of the denial. (Form YPP 013 is provided for convenience). The appeal must be mailed to the Supreme Office in the care of the Executive Manager. The JDI Board of Trustees will investigate the reason for denial and make a final decision on the application or renewal within 45 days of the receipt of the appeal. The decision of the JDI Board of Trustees is final.

An applicant who has been initially denied CAV status must wait a minimum of one (1) year after the denial before they may reapply.

In the event CAV status has been suspended due to a violation, or a reprimand issued, a suspension/reprimand letter will include instructions on the process for appeal. The CAV may

file a written appeal with the JDI Board of Trustees within 30 days from the date of the suspension/reprimand letter. (Form YPP-013 is provided for convenience). The appeal must be mailed to the Supreme Office in the care of the Executive Manager. The JDI Board of Trustees will investigate and make a final decision on the appeal within 45 days of receipt of the appeal. The decision of the JDI Board of Trustees is final.

In the event CAV status has been suspended, the Adult Volunteer may apply for a new CAV after completion of the suspension. Form YPP-014 should be sent to the JDI Executive Manager no earlier than 30 days prior to the suspension expiration date. If he/she does apply, the application will be reviewed by the JDI Board of Trustees, and only if a favorable vote is received, will he/she be allowed to take an Adult Training class and proceed with a background check.

## FORMS

Contact JDI Headquarters or [www.jobsdaughtersinternational.org](http://www.jobsdaughtersinternational.org) for current forms related to the Youth Protection Program and Policy.

YPP 000 —JDI Youth Protection Program and Policy

YPP 003 – Certified Adult Volunteer Virtual Trainer (CAVT) Application

YPP 006 – Accommodations Guidelines – Daughter Permission Form

YPP 007 – Youth Protection Program Violation Report Form

YPP 008 – Youth Protection Program Abuse Report Form

YPP 009 – Transportation Guidelines – Daughter Permission Form

YPP 010 – Transportation Guidelines – Parental Permission Form

YPP 012 – Instruction Manual for Supreme Guardian, Board of Trustees, GGs, VGGs,  
Supreme Deputies and CAV Administrators

YPP 013 – Violation Appeal Form

YPP 014 – Suspension Clearance Form

YPP-015 – Application Driver’s Profile