

## **EAA's Youth Protection Policy & Program**

### Implementation Plan for EAA Chapter Youth Activities Other Than Young Eagles

**Goal:** Make sure your chapter is in compliance with EAA's Youth Protection Policy for ongoing youth programming in your chapter

**Due Date:** May 1, 2016

**IMPORTANT:** The background check typically will take two weeks to process. As such, please make sure all volunteers for youth programs complete the online training course and background check at least two weeks prior to the start of your youth activities.

#### **January**

- Become familiar with the new policy at [www.EAA.org/YouthProtection](http://www.EAA.org/YouthProtection)
- Complete the online training course and background check yourself
- Determine which of your volunteers will need to complete training: Typically volunteers who attend longer than four (4) hours per event or who will volunteer four (4) times or more in any calendar year

#### **February/March**

- Talk to your volunteers and encourage them to complete the training and background check
- Encourage any parents who may attend your events/activities on a regular basis to take the training and complete the background check

#### **April**

- Visit [www.EAA.org/MemberLookUp](http://www.EAA.org/MemberLookUp) and review which of your chapter's volunteers have completed the training: You will need their EAA member # and last name to use the lookup tool
- Contact those volunteers who still need to complete the training and background check

#### **May 1**

- Key volunteers have completed training
- Two-deep volunteer coverage in place (even if someone is sick/unavailable)
- At least two weeks prior to an event or program, volunteers will have to complete the training and background check
- Waiver forms are ready to go and a file system to keep them retained is set

#### **Useful References:**

- Volunteer training website: [www.EAA.org/YouthProtection](http://www.EAA.org/YouthProtection)
- For questions or assistance, please contact EAA at 1-800-564-6322 or [chapters@eaa.org](mailto:chapters@eaa.org)