



## Youth Protection Form Instructions – Grand Deputy

We have asked each of your assemblies to upload several forms to comply with our Youth Protection guidelines. Each Grand Deputy's job will be to verify that their assemblies have uploaded the required form for each Rainbow Girl and adult in their assembly. To do so, you will need to be able to print out the Supreme Assembly roster for each of your assemblies, access the webform to fill out your verification form and access the Google Drive where the files have been uploaded. The instructions are below:

Media Release Forms with "NO". If there are girls or adults who have said "NO" on the media release, the assembly should have made a note of that in the Notes section of their form. It will also be included in the email they receive after they upload the forms. *It will be the responsibility of each assembly to make sure that people who have replied NO to the form are not included in pictures that are posted on social media.*

Saving Form to Return Later and Finish: If you need to save the information in the submission form and come back to finish later, scroll to the bottom of the page, and click "Save". You will be asked to create an account with JotForm and the draft link will be sent to the email address you used to create the account OR you can select "Skip Create an Account" at the bottom and a draft link will sent to the email address you entered in the form.

- First, you will need a copy of the Supreme Assembly Roster for each of your assemblies. To do so, follow the instructions below.
  - Log in with the assembly credentials at [gorainbow.org](http://gorainbow.org), under User Management select "Show Past/Present Roster."
  - Before selecting anything, scroll down to the "clear" button and click it.
  - Next, scroll back up to the top of the screen and under Member Status, select "Current Member." Scroll down the screen again and click on "Search."
  - This should pull up a current roster for the assembly. Print it out for each of your different assemblies.

## Instructions

1. Once your MAs have indicated that all their forms have been uploaded, use the instructions below to verify them.
2. First, using the Assembly credentials, you should print out the roster of each assembly from the Supreme Assembly website. Once you have done that, click on the link below to open the Youth Protection Form Report – Grand Deputy:

<https://form.iotform.com/240336649475161>

3. Next, click the following link to access the Google Drive location where the uploaded information will be located. This should open in a second browser window:

[Youth Protection Form Submission Link](#)

4. In the Google Drive, there will eventually be a folder for each assembly. Locate the folder with the first Assembly that you are going to verify and double-click it to open it.
5. In that file, there should be several PDF files.
  - (a) First, locate the Code of Conduct forms. There should be two of them in each assembly folder. The MA's have been instructed to save any conduct forms for Rainbow Girls in one file and all conduct forms for the adults in another file. They should be named "assemblyname\_girls.pdf" and "assemblyname\_adults.pdf".
  - (b) Second, there should be a separate file for each Rainbow Girl and adult listed on the Code of Conduct forms. These files should be named "lastname,firstname.pdf". In those documents, there should be two forms for every Rainbow Girl, the Media Release form, and a Permission Slip. For the adults, it should only contain the signed Media Release form.
6. Using the Rainbow Girl Code of Conduct Form and the roster from Supreme Assembly, verify that every girl listed on the Assembly roster has signed the Code of Conduct form. If there are discrepancies, please make a note of it to enter in the comment section for that assembly in the YP Form Report.
7. Next, you will need to verify that there is a Permission Slip for each girl that has signed the Code of Conduct form. (Adults are not required to fill out a permission slip.) Make a note of any Rainbow Girl who has not completed a Permission Slip to enter in the comment section.
8. Lastly, you need to check the Media Release forms and verify that each girl and/or adult who has signed the Code of Conduct form has completed the Media Release. Please make sure that you a make a note of any girls whose parents or any adult who has have

indicated “no” on the Media Release. You will need to make a note of them in the comment section.

9. Now, move back to the Youth Protection Form Report.
  - (a) Fill out your information at the top.
  - (b) Select the Assembly name from the drop-down menu.
  - (c) If all of the Rainbow Girls on the SA roster have signed the Code of Conduct form, select “Yes” under the Code of Conduct heading. If there are Rainbow Girls listed who have not completed the Code of Conduct form, select “No” and please indicate that in the comments section.
  - (d) If all of the Media Releases are uploaded all Rainbow Girls and adults for this assembly, select Yes under the Media Release heading. If there are missing Media Releases, make a note of that in the Comment box below. You should also list anyone that said “No” on the Media Release.
  - (e) If every Rainbow Girl who signed the Code of Conduct has a Permission Slip uploaded, select Yes under Permission Slip. If they don’t, make a note of who has not completed the Permission Slip in the Comment box below.
  - (f) You will only submit one report. Once you have verified the first assembly and filled out the information for that Assembly, click the Add Row button. Once you have created the new row, go back to Instruction No. 6 after locating the next Assembly in the Google Drive.
10. Once you have completed the report for all the assemblies in your district, select the verification button and click Submit.
11. You will receive an email at the address you entered in the form summarizing the information that you entered. Be patient, it sometimes takes a minute to get it and you should make sure to check your spam folder if you haven’t received it after a couple of minutes.
12. If you have any issues with these instructions or accessing either the Report form or the Google Drive, please reach out Karen Marshall directly by text or email.