

# Job's Daughters International Youth Protection Program & Policy

## United States of America



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# JOB'S DAUGHTERS INTERNATIONAL

## UNITED STATES 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 version of this document.

### INTRODUCTION

The goal of Job's Daughters International (JDI) is to help young women grow and prosper through their teen years so that 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.

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 them. 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 (2) 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 and
  - The official reporting policies for JDI in the United States.

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

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 possible environment for our members. Any questions or concerns should be directed to the Executive Manager at the Supreme Guardian Council Headquarters.

## **SECTION 1**

### **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 issued a CAV acceptance letter and card by JDI.

**Certified Adult Volunteer** requirements:

1. **Nationwide Background Investigation**
  - Complete Certified Adult Volunteer Application and Profile Form (YPP 001 US).
  - Pay the initial application processing fee.
  - Complete renewal paperwork (Form YPP 002 US) and pay renewal fee annually.
  - Applicant must submit applications and fees to the office of the Executive Manager.

## 2. Certified Adult Volunteer (CAV) Training

- Attend initial training session provided by a Certified Adult Volunteer Trainer.
- Attend supplemental trainings 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 cleared background investigation. CAV status is granted for one year and is official when an acceptance letter and card are issued. An adult cannot serve in a CAV capacity until their status is official. In order to maintain CAV status the renewal paperwork and the renewal fee must be submitted prior to any lapse in their CAV status. If there is a lapse in CAV status, an applicant must start the CAV process from the beginning. Renewal applicants will be subject to random and periodic background screenings and supplemental training as deemed necessary by the JDI Board of Trustees. A list of Certified Adult Volunteers is maintained by the office of the Executive Manager at the Supreme Guardian Council Headquarters.

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

- ▲ Executive Members of a BGC
- ▲ Associate Members of a BGC
- ▲ Chairman/Committee Members of a BGC
- ▲ Officers/Committees of a JGC
- ▲ Officers/Committees of a GGC
- ▲ Members of the Board of Trustees of a GGC
- ▲ Members of the JDI Board of Trustees
- ▲ Officers/Committees of the SGC
- ▲ Supreme and Assisting Supreme Deputies that reside in or work with Bethels in the USA
- ▲ Grand and Assisting Grand Deputies and Deputy Grand Guardians
- ▲ Grand/Jurisdictional Bethel members who are Majority Members of JDI
- ▲ Officers/Directors/Members of a Board or Foundation that specifically ties itself to JDI or operates under the EIN structure of JDI
- ▲ Officers of Mother's/Father's/Parent's Clubs
- ▲ Officers of Prospective Members Clubs
- ▲ Chaperones

Additionally, JDI has established that any adult taking an active part in a closed Bethel meeting is considered acting in a leadership capacity. Such activities include, but are not limited to, the following examples: Majority Member who protems a Bethel station, an adult playing the piano, an adult filling in for a missing council member at the meeting.

Any Daughter who turns 20 during the term is privileged to finish the term as a Daughter without becoming 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 and Policy. Additionally, all questions regarding the interpretation or clarification of this program and policy are to be directed solely to the JDI Board of Trustees or the Executive Manager.

### **Insurance requirement**

Sexual Misconduct insurance is required and obtained by JDI. This insurance is incorporated into the United States JDI liability policy. All US 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 Bethel.

## **BACKGROUND INVESTIGATION**

The JDI adult volunteer screening process is designed to maintain the high quality of our adult primary purpose of our screening process is to improve the safety of our members. To ensure the privacy of our volunteers the Certified Adult Volunteer Application and Profile forms (YPP 001 US and YPP 002 US) are submitted directly to the office of the Executive Manager by the applicant. Applications are to be submitted directly by the individual making application and **at no time should those applications and background investigation paperwork be handled at the Jurisdiction or Bethel level. As an example, an applicant should not turn in their application paperwork to their local Bethel Guardian for mailing.** 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 was terminated from a paid or volunteer position 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 forms (YPP 001 US or YPP 002 US) 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 the following crimes:

*Guilty* means that a person was found guilty following a trial, entered a guilty plea, 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, 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, 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, child endangerment.*

### **MISDEMEANORS**

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

**Examples include, but are not limited to:** *simple assault, battery, domestic violence, hit & 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, 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, 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 in court 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 Certified Adult Volunteer (CAV) Training is designed to provide adult volunteers 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. Contact your Grand/Jurisdictional Secretary or the Executive Manager for a schedule of Certified Adult Volunteer Training classes. Additional information can be found on the JDI website at [www.jobsdaughtersinternational.org](http://www.jobsdaughtersinternational.org).

Training topics will include basic JDI instruction, JDI Youth Protection Policy, Youth Protection Guidelines, general youth protection information and a review of reporting laws and resources in each jurisdiction. Trainings are conducted by Certified Adult Volunteer Trainers.

**An applicant must make successful application using form YPP 001 US 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 TRAINERS (CAVT)

The role of a Certified Adult Volunteer Trainer (CAVT) is to train CAV applicants according to JDI standards and certify that they have been fully briefed on the JDI Youth Protection Policies and Guidelines. A CAVT is an officially recognized trainer for the JDI Youth Protection Program and has been issued and instructed on the officially recognized training materials. A CAVT must maintain continual CAV status and re-certify/renew their CAVT status every five years. A review must be completed within six month prior to the expiration of the CAVT's card. Additionally, they must conduct a minimum of five trainings during those five years. To become a CAVT, application must be made on Form YPP 003 with applicable fees sent to the Executive Manager of JDI.

A master list of Certified Adult Volunteer Trainers (CAVTs) is maintained by the Executive Manager in the Supreme Office and the JDI Youth Protection Program Coordinator. CAVTs will be issued a special card showing their CAVT number. Only those Certified Adult Volunteer Training sessions conducted by a CAVT will be recognized.

## ANNUAL CAV RENEWAL

JDI requires each Certified Adult Volunteer to renew his or her registration materials annually using the appropriate form (YPP 002 US). **CAV renewal forms are 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 be removed from any leadership position in Job's Daughters IMMEDIATELY.** 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 Certified Adult Volunteer by JDI. Should CAV status lapse, an applicant must begin the process again with an initial application form and CAV Training.

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

### Drugs and Alcohol

The use or possession of illegal drugs or alcohol, or the abuse of over-the-counter or prescription drugs, or any other substance for non-medicinal purposes while serving in a CAV capacity of JDI **OR** at a JDI function with Daughters present is strictly prohibited.

### Illicit Media

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

### 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, 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 your individual state requirements. Each state has unique abuse reporting standards and laws. The CAV Training contains information on reporting agencies for each JDI jurisdiction. 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 Executive Manager. The CAV who notifies the Executive Manager of the incident will need to 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 factual 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 Executive Manager 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 or not something needs to be reported, please contact the Executive Manager 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 factual 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 or not something needs to be reported, please contact the Executive Manager, the Chairman of the JDI Board of Trustees or the YPP Coordinator.

## **SECTION 2**

### **YOUTH PROTECTION PROGRAM GUIDELINES**

These Youth Protection Program Guidelines are best practices for our Certified Adult Volunteers to follow and are designed not only to protect Job’s Daughters members, but also to protect Certified Adult Volunteers 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 Certified Adult Volunteers and youth members. Strict adherence to these Guidelines will help assure that Job’s Daughters International Bethels will be able to conduct their programs safely.

First and foremost it is imperative that Certified Adult Volunteers present themselves as positive role models for JDI members. Positive role models are respectful of themselves and others at all times. They are responsible and reliable, and serve as examples to our members. A Certified Adult Volunteer should always be conscious of their responsibility as a role model.

Failure to follow the recommended best practice 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. Miss IJD, 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 before hand, 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 Job's Daughters International function.

- ***Ceremonies***

Only ceremonies published in the Job's Daughters International 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 Job's Daughters International 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 which 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 Job's Daughters International 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 Job's Daughters International 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 Job's Daughters International activities.

- ***Organization/Club Standards***

Activities of organizations such as Supreme/Grand/Jurisdictional Bethels and other Job's Daughters International affiliated organizations (Foundations, Parent's Clubs, PHQ Clubs,

Alumni groups) must meet the same standards of conduct expected of Job's Daughters International 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 Certified Adult Volunteer 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 Daughters members on all trips, outings and Job's Daughters International Bethel activities. Additional CAVs may be required depending on the size of the group and the event. One CAV for every five youth is recommended to be in attendance at all times.

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.

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

Photographs and videos of Job's Daughters International 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 Bethel's website, 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 Certified Adult Volunteer 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 JDI Board of Trustees will investigate and make a final decision on the appeal within 45 days of the receipt of the appeal. The decision of the JDI Board of Trustees is final.

## FORMS

Contact Job's Daughters International Headquarters or the website [www.jobsdaughtersinternational.org](http://www.jobsdaughtersinternational.org) for current forms related to the Youth Protection Program and Policy.

YPP 000 US – US JDI Youth Protection Program and Policy

YPP 001 US – US Certified Adult Volunteer Application & Profile

YPP 002 US – US Certified Adult Volunteer Renewal Application

YPP 003 – Certified Adult Volunteer Trainer (CAVT) Application

YPP 004 – Certified Adult Volunteer Class Attendance Register

YPP 005 – Certified Adult Volunteer Class Feedback Form

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 011- Trainer Training Feedback Form

YPP 012 – Instruction Manual for GGs, VGGs, Supreme Deputies and CAV Administrators

YPP 013 – Violation Appeal Form

Job’s Daughters International Media Release Form