

## **National Federation of Music Clubs Administration Child Protection Policy 2023 – 2024**

The National Federation of Music Clubs (NFMC) provides young musicians and adults opportunities and encouragement for continued musical growth.

All states in our organization have been given copies of the guide Preventing Child Sexual Abuse Within Youth-serving Organizations: Getting Started on Policies and Procedures, which is published by the Division of Violence Prevention of the CDC. In the NFMC publication JR 3-18, Festival Procedure Manual, it is plainly stated on page 8 that there must be a minimum of two (2) adults, who may be judges, present at all times in the audition rooms. These two adults may not include the teacher or parent of the entrant. We take this policy very seriously and expect for it to be enforced in all of our Junior Festivals across the country.

We expect our volunteers to document and report any suspected incidents of abuse to our National Headquarters, where our paid employees are trained in a response strategy to use if an allegation of sexual abuse is made.

Each state in our organization has a state liability chair that is responsible for distributing this policy and the above mentioned guide from the CDC to every club in their state. This guide is for informational purposes only. However, this guide should be reviewed prior to submitting your request for insurance. It is encouraged that you distribute the attached information, or follow this link: <http://www.cdc.gov/violenceprevention/pdf/preventingchildsexualabuse-a.pdf> to any volunteers at your event.

The information below must be filled out and signed before any insurance requests will be processed. This form must be returned with your liability request form, with payment.

The signature is required only to ensure all members are aware of our policy and procedures and to document that NFMC and its members are aware of the exposures involved with Children and the need for a proper policy and procedure.

Event Date

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Event Name

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Event Contact Name

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Event Contact Email

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Event Contact Signature

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Scan, sign and email this form to your State Liability Chair [yelenabalabanova@gmail.com](mailto:yelenabalabanova@gmail.com)

(The State Liability Chair will submit this form with the liability request form to:  
Jennifer Griffin, Executive Director, 1646 W Smith Valley Road Greenwood, IN 46142  
[jenniferk@nfmcmusic.org](mailto:jenniferk@nfmcmusic.org))