



Club Action Plan

WHAT TO DO	WHEN TO DO IT
APPOINT YOUR CLUB RYLA CHAIR and select a committee of club members who will help interview the student applicants.	Any time between July 1 and December 31.
DOWNLOAD THE RYLA SUPPORT DOCUMENTS from the district website (posted in the RYLA event and under District Resources, RYLA, on the center section of the district home page.	January – early to middle of the month
PROMOTE THE RYLA OPPORTUNITY to potential candidates by sending flyers and letters to local schools (home school is also eligible) and send a press release to your local or area papers.	January and before the end of February
Have Club RYLA Chair REGISTER YOUR CLUB FOR RYLA CAMPER SPACE on the district web site in the RYLA event. Send payment for at least the first two reservations to the DISTRICT RYLA REGISTRAR – <u>DO NOT send payment to the District</u>	MARCH 15 – ABSOLUTE DEADLINE to receive at least two reservations. <u>Money for at least these two must be received by the RYLA registrar by APRIL 1st.</u>
COLLECT APPLICATIONS from interested students. A sample student Application is in the Support Documents.	Recommend no later than APRIL 1 st .
INTERVIEW APPLICANTS and evaluate them using the candidate interview materials in the Support Documents. It is STRONGLY recommended that members of the club personally interview each applicant.	March and by no later than April 30.
SELECT YOUR RYLA CAMPERS along with one or two alternates (if available). If a selected student cannot attend RYLA, and a club has no alternate, there may be a drawing from among all properly registered Alternates to fill an opening.	By April 10 th
SEND RESPONSE LETTERS to all of your applicants. Include the following to the selected candidates: What to Bring and Not bring to Camp; Medical and Conduct form, Permissions form.	Before the end of the third week of April.
HAVE SELECTED STUDENTS REGISTER ON-LINE at the District website. This information is needed to order our camper supplies by the end of May.	MAY 9 – ABSOLUTE DEADLINE FOR ONLINE REGISTRATION.
SEND FINAL PAYMENT FOR REMAINING RESERVATIONS to the District RYLA Registrar (address is on the website and on camper forms– <u>DO NOT send your check to the District address.</u>	May 10th. <u>DO NOT send payment to the District address.</u> Send check to the RYLA Registrar
FINAL DATE TO REQUEST A FULL REFUND FOR A CAMPER	MAY 10th
Recommended: SEND A PRESS RELEASE to local papers congratulating your selected students.	Late May to early June
COLLECT SIGNED PAPERWORK from students and forward to the district RYLA registrar.	JUNE 8TH DEADLINE FOR RECEIPT BY THE RYLA REGISTRAR.
FINAL DATE TO REQUEST A PARTIAL REFUND FOR A CAMPER – after May 9th and up to June 5 th , only 50% of the \$350 for a camper can be refunded. By this point, camper items have been ordered.	JUNE 5TH
Make sure your campers have a way to get to camp (the club, parents, the bus if on the west side of the continental divide).	Confirm no later than June 8th
INVITE YOUR RYLA STUDENTS TO SPEAK AT A CLUB MEETING – recommend inviting parents as guests (potential members!?)	Recommend as soon after camp as possible.