



STEP #	WHAT TO DO	WHEN:	DONE?
<p>STEP 1</p>	<p><u>PROVIDE LLC WITH THE CONTACT INFO OF YOUR RYLA CHAIR</u></p> <p>Your club's LLC Chair should have been chosen by the incoming club president right after PETS in the spring. Notify the District 6290 Office of your Chairperson's name, phone number, email address or update the position online. Do this as early in the Rotary year as you can. SUBMIT YOUR INFO AT: www.ridistrict6290.org</p> <p>DECIDE WHO WILL INTERVIEW AND SELECT THE STUDENT APPLICANTS. Ideally, this should be done by a "Selection Committee" of members from your Rotary club. To help you in this process we have included Selection Guidelines, Interview Questions, and an Evaluation Form as downloadable items on the website.</p> <p>Selection is absolutely the most important step in the entire process. Choosing students who show leadership potential (they <u>don't</u> have to hold a leadership position) and who are enthusiastic about attending the program is crucial for the success of LLC. As it is with Rotary, students will get out of it what they put into it.</p>	<p>ASAP after Rotary year begins in July</p>	<input type="checkbox"/>
<p>STEP 2</p>	<p><u>PROMOTE THE LLC OPPORTUNITY TO POTENTIAL CANDIDATES</u></p> <p>Spread the word about LLC to your community and local schools, targeting students who are currently sophomores. Use Press Releases to local newspapers, Flyers & Announcements to schools (public and private), and network with family, friends, and community organizations.</p> <p>Ideally, you should start promoting LLC in the fall. The deadline date for student applications is up to your club, but keep in mind that you need to allow time for student interviews, selection, notification, registration, and paperwork collection. In order to meet the coming deadlines, you should try to complete your promotional efforts by mid-January.</p>	<p>Ideally START IN FALL; by mid-Jan at LATEST</p>	<input type="checkbox"/>
<p>STEP 3</p>	<p><u>RESERVE SPACE</u> at the LLC Conference for your attendees by contacting John Noling by email: johnnoling65@gmail.com or by phone 231-670-</p> <p>Your club Board of Directors should decide how many conferees your club will sponsor. Quality of students is more important than quantity. (Also consider Youth Exchange students!) PLEASE DO NOT LEAVE THIS ACTION TO THE LAST MINUTE, or your students and your club will be at risk of being excluded.</p> <p style="text-align: center;">Continued...</p>	<p>by March 1 at the absolute latest</p>	<input type="checkbox"/>

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STEP 4	<p><u>COLLECT APPLICATIONS</u> from interested students. A Student Application Form is included in the Support Materials.</p> <p>The Student Application Form can be provided to interested students on request and/or made available through the school guidance office. Make sure to specify your LLC Chair's contact info as well as application submission instructions, and a deadline date for their submission.</p>	in advance of Interviews	<input type="checkbox"/>
STEP 5	<p><u>INTERVIEW ALL APPLICANTS</u> and evaluate them using the interview tools provided online</p> <p>Online you will find a list of Selection Guidelines for selecting potential applicants, a sheet of Interview Questions, and an Evaluation Form. Each interviewer should be provided with a copy of these three pages, along with a photocopy of the candidate's completed Student Application Form, when they interview each candidate. Candidates must be interviewed individually. A good strategy is to set up a block of time for your LLC Committee to interview candidates at their school. School admin may help schedule the student interviews.</p> <p>If a school selects students for you, you should ask them to follow LLC Selection Guidelines. They may also find the Interview Questions and/or Evaluation Form helpful.</p>	February to Early March	<input type="checkbox"/>
STEP 6	<p><u>SELECT YOUR "Conferees" and SUBMIT THEIR Application to Kathy Hegedus</u></p> <p>Based on the interviews, the Selection Committee (or Selection Partner) will select the "Attendees" whom your club will sponsor this year. It's a good idea to also designate some "Alternates" in case a selected student becomes unavailable to attend. After students are chosen, YOU MUST PROVIDE YOUR SELECTED STUDENTS APPLICATIONS BY MAIL TO: LLC PO BOX 381 GRAND HAVEN, MI 49417</p>	Early March	<input type="checkbox"/>
STEP 7	<p><u>SEND RESPONSE LETTERS</u> to all applicants. For SELECTED candidates (including Alternates), You should urge them to completed their application early, in case they run into any questions or problems while completing the applications</p> <p>Sample notification letters are provided in the Support Materials. For "selected" candidates (Attendees AND Alternates). Make sure to include YOUR contact info on any materials that you distribute.</p>	Clubs SEND LETTERS by March 31	<input type="checkbox"/>
STEP 8	<p><u>SEND OUT A CONGRATULATORY PRESS RELEASE</u> to local papers. INVITE your conferees and their parents to attend a Rotary meeting.</p> <p>Don't neglect to send out a press release! It's another chance to tell the community about your club's great work. Take photos of the students with their parents, with members of your club or just as a group, and submit them to local papers along with the press release. It's great for the students—and the club! A sample press release is provided in the Support Materials.</p> <p>Invite the future c to a Rotary meeting prior to the conference so that they may become exposed to Rotary and your club, and so they will begin to have an idea of what Rotary is about. Have a Rotarian spend some time with them explaining some of the programs that your club supports in your community. Make sure the students you are sponsoring clearly know which Rotary club is sponsoring them!</p>	after selecting your students	<input type="checkbox"/>

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<p>STEP 9</p>	<p><u>CONTACT YOUR ATTENDEES AND ALTERNATES, COLLECT THEIR SIGNED FORMS, REVIEW AND VERIFY</u> the signed page, and MAIL ALL FORMS TO THE DISTRICT OFFICE</p> <p><i>In step 7, you should have provided an application to your selected Attendees and Alternates. Once that application is processed they will receive an email from Kathy Hegedus which will provided information on what to bring, and rules on conduct, letter to parents and employers.</i></p> <p>IN EARLY APRIL, contact your conference Attendees and Alternates...</p> <ul style="list-style-type: none"> • Check to see if they have any questions. • Ask if they are prepared to participate in the <u>ENTIRE</u> weekend. (This is very important.) • Ask if they have 1) completed the application and 2) signed the printed Paperwork. Make sure they understand these are separate steps, and they must do both. <p>You should plan to collect their signed forms by April 15 to allow time for your review (and potential corrections) without jeopardizing the submission deadline.</p> <p>If you have a question, contact the Kathy Hegedus before you send in your forms. PLEASE MAIL THE ORIGINAL SIGNED SHEET (this is important for legal reasons.) You and/or the Parent/Guardian may keep a copy of the paperwork if you like.</p> <p><i>No student paperwork will be accepted with a postmark dated after May 1. If forms are not submitted by this date, you will unfortunately have to inform your candidates that they will not be able to attend LLC. No refunds will be given to the club.</i></p>	<p>Check in with your Conferees during early April.</p> <p>DO NOT DELAY!</p> <p>Completed FORMS must be collected by the club and submitted by MAY 1</p> <p><i>This is an absolute deadline!</i></p>	<input type="checkbox"/>
<p>STEP 10</p>	<p><u>CHECK WITH STUDENTS</u> 2 weeks before the conference to confirm all details.</p> <ul style="list-style-type: none"> • Are they still committed to the entire weekend? They must be present for the ENTIRE program. NOTIFY THE REGISTRAR IMMEDIATELY in the event of a cancellation. • Do the students have any questions? • Do they know where they need to be, and when? • How will they be getting to and from the conference? • Do they know what they need to bring? They will receive this information from Kathy after their application is processed. Make sure they have it and are all set. 	<p>by June 8</p>	<input type="checkbox"/>
<p>STEP 11</p>	<p><u>Someone from your club should VOLUNTEER or attend the LLC CONFERENCE</u></p> <p>Being present at the LLC Conference is a great way to cap off your club's LLC efforts. You can observe first-hand the difference you have helped to make in these young people's lives!</p>	<p>Wednesday-Saturday June 14-17</p>	<input type="checkbox"/>
<p>STEP 12</p>	<p><u>INVITE</u> your Conferees back to your club to talk about their LLC experience. PROVIDE FEEDBACK to the LLC Committee.</p> <p>Following the conference, you should invite your conferees to speak at your club. The Club LLC Chairperson should invite feedback (from the students AND the club) about the conference and the selection process that led up to it. Any feedback should be communicated to the LLC Committee for improvement in future years.</p>	<p>After the Conference</p>	<input type="checkbox"/>

