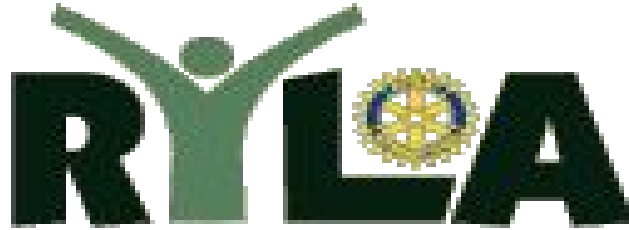


Rotary District 7490



2016 RYLA Representative Handbook

(FOR ROTARIAN USE ONLY)

NEW JERSEY CITY UNIVERSITY

Jersey City, NJ

Sunday, June 26 – Wednesday June 29, 2016

MAXIMUM ATTENDEES = 90 STUDENTS

Candidates must be High School Juniors under age 18

DEADLINE APRIL 1, 2016:

- RYLA Reservation Form with Candidate Fee
 - Online Candidate Information
 - Online Parent/Guardian Consent Form

If there are questions or concerns related to RYLA Registration, please contact

RYLA Co-Chair Amani Mohsen at RYCOM@RYLA7490.org .

RYLEA Representative Checklist and Timeline

January-March 2016

- I. Confirm with your participating High Schools the date and location of this year's RYLEA conference:
 - Sunday, June 26 – Wednesday June 29, 2016 at New Jersey City University, Jersey City, NJ
- II. Guaranteeing Your Candidate's place at the Conference
 - Fill out the "RYLA Conference Reservation Form" after confirming with your club the number of students it will sponsor
 - Have your club treasurer write the check for the conference (\$475 per student). Sorry, no partial payments accepted
 - Send Check and Reservation form to:

Dr. Gregory Liss % RYLEA 2016
PO Box 200
Little Falls, NJ 07424

- III. Recruit Your High School Junior Applicants Early
 - Refer to enclosed "RYLA Guidelines for Selecting Conferees"
 - Once selected, confirm selection with student's school administration
 - ***EMAIL NAMES AND CONTACT INFORMATION OF SELECTED CANDIDATES TO: RYCOM@RYLA7490.ORG***
 - o Full Name and birth date
 - o Best Email address
 - o Best Phone number
 - o Legal Guardian name and phone number

Candidates will then be emailed the link to fill out the necessary forms online.

March-April 2016

- IV. Follow up to ensure that accepted RYLEA candidate students and legal guardians fill out the online information form. These include the following:
 - RYLEA 7490/NJCU Student Participatory Contract and Consent
 - RYLEA 7490 Candidate Information Form with photo
 - Candidate Health Information Form

A RYLEA candidate will not be a confirmed attendee unless this online documentation is completed.

Candidate acceptance letters with RYLA details **can not** be sent until all information is received. **Late submission of documents delays getting important information to the candidate & his/her family & puts additional pressure on the Club RYLA Rep.**

****** Special Note:**

- 1. There is no transportation provided to NJCU, candidate's parents or Rotarians are responsible for drop off and pick up.**
- 2. Closing ceremonies to be held 6PM 6/29 at NJCU Gilligan Student Union.**

In the event a candidate needs to be sent home, the RYLA Representative will be contacted to arrange immediate pickup. If a parent cannot get their child, the sponsoring Rotary Club should send a vetted member authorized to bring the student home.

ROTARY YOUTH PROTECTION POLICY

It is your responsibility to familiarize yourself with the District's Rotary Youth Protection Policy. The policy is available on the District's website, www.rotarydistrict7490.org, by clicking on "Youth Protection" under Programs. Rotarians or other non-Rotarian volunteers transporting RYLA students or otherwise having unsupervised one-on-one contact with participating youth are required to receive a criminal background check and be vetted. In addition, such persons, as well as, those directly involved in the RYLA program, including selection, should be trained. A slideshow and quiz are also available on the website. Questions may be directed to PDG William Rupp, Rotary District 7490 Youth Protection Officer by email WRupp@winnebanta.com or by telephone (Office) (201) 562-1062, (cell) (201) 394-0312.

RYLA Candidate Selection Guidelines

1. The students your Club selects to be its representatives MUST be high school students who will enter their senior year in September. He/she cannot be 18 years of age before the end of the conference.
2. The high school should present your Rotary Club with two or three times the number of qualified candidates you plan to select. Your Committee should then interview and choose the most qualified students to represent that school and your Club.
3. The following considerations are offered as possible criteria to be used in your selection process:
 - Leadership Potential - Those qualities that might make him/her an effective leader in the community
 - Leadership Experience - Has the student had opportunities to practice leadership skills in real life situations? (Look for officers of school organizations, class officers, athletic team captains, and extracurricular leadership experience such as Scouts, Church Groups, etc.)
 - Extracurricular Activities - Emphasize quality of involvement rather than quantity. Has he/she participated in any community activities? Does he/she have a job after school, evenings, or weekends?
 - Ability to Question - Does the student think about things that he/she reads or hears, or does he/she accept things blindly?
 - Articulation - Is the candidate capable of expressing thoughts and feelings accurately, clearly, and effectively.
 - Ability to Relate and Interact with Peers - How well does the candidate get along with others and adapt to social situations?
 - Openness to the Conference Experience - Will the candidate be open and adaptive to embrace the philosophy of the RYLA Conference
4. We recommend selecting multiple alternate candidates who will be prepared to attend the Conference in the event that any of your primary candidates could not attend. Last minute cancellations and the problems that they cause could be eliminated with the selection of pre-qualified alternates.
5. We are looking for interested, sincere, well-rounded potential leaders. The selection of good Conference participants by Rotarians is the critical element in the success of the RYLA Program.

RYLA Candidate Interview Form (for Rotarian Use ONLY)

Name of Sponsoring Rotary Club _____

Student Name _____ (please indicate) Male/Female Date of Birth _____

Street Address _____ City _____ Zip _____

Home Telephone _____ High School _____

Student's E-mail Address _____

Why should you be selected for RYLA?

How do you see yourself as a member of your community? (i.e. setting examples, community service)

Clubs & Activities

Activities outside of school?

Leadership/Team Experiences

What would your friends say is your best asset?

Describe a time you were unsuccessful with a task and how you dealt with it

What vocations or professions are you considering?

RYLA Conference Reservation Form

NAME OF ROTARY CLUB

We wish to reserve space for _____ students at the District 7490 Rotary Youth Leadership Award Conference.

We are enclosing a check in the amount of \$_____, payable to "RYLA - District 7490" to cover the Conference fee of **\$475 per participant**. We understand that in the event a student cannot attend due to illness or for emergency reasons and a replacement cannot be found, refunds will be made at the discretion of the District 7490 RYLA Committee, provided the District RYLA Chairperson is notified no later than June 10, 2016.

RYLA CLUB REPRESENTATIVE

FIRST NAME

LAST NAME

STREET ADDRESS

CITY, STATE, ZIP CODE

REP EMAIL ADDRESS

(____) _____
CELL

(____) _____
HOME

(____) _____
BUSINESS

(____) _____
FAX

DATE

SIGNATURE OF CLUB PRESIDENT OR RYLA REP.

Return this form A.S.A.P. with your Club's check to:

Dr. Gregory Liss % RYLA 2016
PO Box 200
Little Falls, NJ 07424