RYLA 2026 from June 18 through 20: Checklist for Clubs

ELIGIBILITY: HIGH SCHOOL STUDENTS COMPLETING THEIR SOPHOMORE YEAR

RYLA Chair: Larry Vars: Email: Larryvrotary@gmail.com
RYLA Registrar: Bob Broadhurst: Mailing Address: PO Box 8, New Hampton, NH 03256
Email: reb845@yahoo.com

- ☐ By February 1, identify your Club's RYLA Chair (& Committee).
- ☐ By February 15, email RYLA Chair Larry Vars and Registrar Bob Broadhurst with your club's RYLA Chair name and contact information (address, phone #, email).
- ☐ Go to RYLA page on the Rotary District 7850 website for "Guide to RYLA", helpful recruiting information and downloadable Club application examples. Use these aids for your selection process.
- ☐ Once you have planned your student recruitment and selection process, establish your budget for the number of students you plan to select. (Your club may select up to 5; $400 each; let us know if you want to send more students in case there's room). You should also have at least one alternate in case a selected student cannot attend.
- ☐ Identify your partner agency(s) (schools, churches, youth groups) and contact person(s) who can work with you to promote RYLA. You and your partner contact(s) should work together throughout your recruitment and selection process. Use the RYLA Guide to help with this.
- ☐ Place your Club contact information and application details on all RYLA promotional materials. Get these materials to your partner contact(s) as early as possible to alert prospective students.
- ☐ By May 15th, complete your RYLA 2027 selection process. This process involves receiving and reviewing applications and conducting applicant interviews. (Interviews are highly recommended).
- ☐ Notify applicant(s) who are selected (including alternates) along with their legal guardian(s)/parent(s) of your club's decision to sponsor them for RYLA. Provide the selected students with the 2027 RYLA Registration Form/Liability Releases (download from Rotary District 7850 website). Have the forms completed and returned to YOU ASAP.
- ☐ Provide each selected and alternate student/parents with arrival/departure dates and times and program location (Vermont State University, Lyndon). Make it clear that acceptance of your club's sponsorship requires FULL PARTICIPATION (beginning to end) in the conference to earn the award. The student (including alternates) should make all necessary arrangements to attend (get time off from work, transportation, etc.).
- ☐ By May 15, mail your selected student(s) Registration Form/Liability Releases and a check for $400 per student made out to Rotary International District 7850 to Registrar Bob Broadhurst at the above address. If you need more time or want to send more students, please let Bob know!
- ☐ By May 20, check with Registrar Bob Broadhurst to determine if extra slots are available.
- ☐ The Registrar will confirm that the student(s) is/are registered via email to Club RYLA Chair. The student(s) will receive their RYLA information package within 2 weeks of registration. DETAILS OF THE CONFERENCE PROGRAM ARE INTENTIONALLY NOT INCLUDED! THE AWARD IS EARNED!
- ☐ Stay in close contact with your student(s) and parents to address questions/concerns as they arise. Contact Larry or Bob by email if you need help!
- ☐ Contact Bob Broadhurst IMMEDIATELY if your student cannot attend RYLA and confirm that you are sending your alternate student and send Registration Form/Liability Releases ASAP to Bob.
- ☐ Make sure your student has transportation to arrive at Vermont State University Lyndon on Friday, June 18 no later than 8:00 am. Help arrange transportation if needed. *Participants may not drive themselves.*
- ☐ Early Fall, honor your student(s) for achieving the award at a special club meeting. Have them speak about their experiences at RYLA and present them with their certificates (preferably framed)!