



INSTRUCTIONS FOR ROTARY CLUBS

The forms will be the **only** forms accepted. All forms **must** be completed online. **Anything else is unacceptable.** Clubs that are depending on the assistance of school personnel **must** make them aware of this procedure.

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MANDATORY PARENT/GUARDIAN/STUDENT MEETING:

There will be a MANDATORY Parent/Guardian/Student meeting in May/June in order to complete the REQUIRED Releases. Review of the program's Rules and Code of Conduct will be addressed at this meeting. No student may attend without a Parent/Guardian in attendance at one of the designated meeting locations. Meeting locations to be determined at a later date! District RYLA Committee members will be in attendance at each meeting.

FOR ROTARY CLUBS:

Page 04 Club Reservation Form: Complete the Club Reservation Form ONLINE in its entirety. The form must be submitted online by March 15th to receive **the discount of \$385.00** per student. On March 16, the fee increases to \$435.00 per student. **NO EXCEPTIONS.**

Page 04-A Selected Student Form: Complete the Selected Student Form **ONLY AFTER** you have made your selections for RYLA.

Page 10 Initial Student Application: The Initial Student Application form is for the sponsoring Rotary Club review of applicants. It is not for the District RYLA Committee. The student applicants should provide the sponsoring Rotary Club with this application.

Page 10-A Official Student Application:

Once your students are selected, please notify them of their acceptance via a letter, email or phone call **AND** direct them to the District Web site at www.rotarydistrict7640.org to complete the **OFFICIAL STUDENT APPLICATION FORM** by April 1. See **Sample Congratulatory Letter Page 13.**

Page 11 Medical Release Form: To be complete only by selected students and alternates. **The completed forms must be submitted at the Parent/Guardian/Student mandatory meeting.**

LATE FEES:

No late fees will apply for an Alternate Candidate replacing an already registered and paid student. Also, no late fee for additional Candidate(s) if the club has the RYLA committee's permission to add above their original Club Reservation -provided that the club's original ONLINE paperwork and registration fee was submitted on time.

- Postmarked between May 1st and May 15th - \$10.00 per application
- Postmarked after May 15th - \$25.00 per application