



## **RYLA 2017 from June 24 through 26: Checklist for Clubs**

RYLA Director & Registrar from the Rotary Club of Lake Placid

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District Treasurer - Edmund Lanthier – Mailing Address: 1002-1510 Riverside Road, Ottawa, ON K1G 4X5, Canada

- ☐ By February 20, identify your Club's RYLA Chair (& Committee).
- ☐ By February 28, fill out and submit online the "Rotary Club RYLA Participation" form with your club's RYLA Chair name and contact information (address, phone #, email). This form can be found on the District 7040 website Homepage under the Youth Services tab. Select RYLA and you'll be taken to this form and the student delegate forms. You may also use the link below.

(Roger – please insert hyperlink)

- ☐ 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 2; \$375 USD each; more if there is 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 in the RI site 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 April 15, complete your RYLA 2016 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 link to the 2016 RYLA Information Forms & Liability Releases. All application forms are available on the Rotary District 7040 website and can be filled out and submitted online, with the exception of the parental permission form. Have that form completed and returned to you ASAP.
- ☐ Provide each selected and alternate student/parents with arrival/departure dates and times and program location (Paul Smiths College). Make it clear that acceptance of your club's sponsorship requires full participation 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 the delegates Liability Releases and a check for \$375 per student made out to Rotary District 7040 to District Treasurer Edmond Lanthier. at the above address.. If you need more time or want to send more students, please let Bill know!
- ☐ By May 30, check with Registrar Bill Barnes 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!
- ☐ Stay in close contact with your student(s) and parents to address questions/concerns as they arise. Contact Bill by phone or email if you need help!
- ☐ Contact Bill Barnes IMMEDIATELY if your student cannot attend RYLA and confirm that you are sending your alternate student.
- ☐ Make sure your student has transportation to arrive at Paul Smiths College on Saturday, June 24 no later than 8:00 am. Help arrange transportation if it is needed.
- ☐ In the 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! This is also a good opportunity to send a photo and short description of the RYLA program to your local newspaper.