



RYPEN

DISTRICT 9675

ROTARY CLUB CHECK LIST

- Have all Rotary Club representatives 'Working With Children' numbers; have them logged into Club Database and verified
- Visit local school contacts/sporting group contacts, etc to circulate RYPEN application forms
- Club to decide on how many students to sponsor
- Check applications to make sure student meets criteria
- Set appropriate questions to interview your student
- Interview the student (*have a panel of interested Rotarians involved*)
- Register student with District RYPEN Committee prior to the closing date – spaces are *limited*
- Organise club representative to transport your RYPEN recipient to the venue
- Organise club representative to attend RYPEN final luncheon and be available to take your RYPEN recipient home if parents are not available (**Please Note:** Luncheon cost is \$15 pp - book and pay online)
- Invite parents to RYPEN final luncheon (**Please Note:** Luncheon cost is \$15 pp - book & pay online)
- Keep parents well informed of the process**
- Invite student to attend the Rotary Club meeting to speak of their experience (**Please Note:** Do not forget to invite their parents/family members along to the club to experience Rotary)