



STRONGER TOGETHER

Youth Leading a Healthier, Kinder, Greener Future

July 02, 2027

OPERATIONAL CHECKLIST

1. FORM YOUR COUNTRY'S RYLA TEAM

What to do

- Appoint a **Country RYLA Coordinator** – By August 15, 2026
- Recruit a team: By August 30, 2026
 - Logistics Lead
 - Safeguarding/Youth Protection Lead
 - Program/Facilitator Lead
 - Communications Lead
 - Finance Lead
 - Volunteer Manager
 - Public Image Lead
- Hold your first team meeting within **7 days** of appointment.

Why

- Ensures clear roles, accountability, and smooth execution.





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2. REVIEW THE DISTRICT'S RYLA PACKAGE - September 30, 2026

What to do

- Read the **District Curriculum, Branding Guide, Safeguarding Standards, and Operational Manual.**
- Meet with your team to walk through each section.
- Identify any local adaptations needed (venue, timing, cultural elements).
- Confirm alignment with district standards.

Why

- Guarantees consistency across all countries.

3. SELECT AND SECURE YOUR VENUE - September 30, 2026

What to do

- Choose a venue that meets safety, accessibility, and space requirements.
- Conduct a walkthrough using the district safety checklist.
- Confirm:
 - Breakout rooms
 - Main hall
 - Bathrooms
 - First-aid station
 - AV equipment availability





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- Determine any signage needed on-site (check in, meeting rooms, restrooms, first aid station, lunchroom, etc.)
- Sign contract or confirm booking.

Why

- Venue determines flow, safety, and participant experience.

4. FINALIZE YOUR EVENT DATE & FORMAT - September 30, 2026

What to do

- The suggested date for RYLA is January 9, 10, 2027. If your country would like to choose an alternate date, kindly inform the District Team at RYLA@rotarydistrict7030@gmail.com.
- Share your date with the District RYLA Chair
- Publish the date to clubs in your country. (A flyer will be produced by the District Team once the date and venue are submitted per cluster)

Why

- Ensures district coordination and avoids scheduling conflicts.





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5. DEVELOP THE DETAILED PROGRAM FOR THE EVENT

What to do

- Based on the program proposed by the district, consider and select the best possible speakers for each subject to make the program impactful and attractive for young people
- Contact them to present the concept and the details of their presentations
- Amend the program as needed to address local requirements (speaker availability and quality, current topics, technical constraints, etc.)
- Finalize the daily schedule and prepare presentation materials
- Share this final program with the entire local RYLA team and the district RYLA team
- Confirm speakers and send them:
 - Topic
 - Time slot
 - Youth-appropriate guidelines
 - Arrival instructions

Why

A well-prepared program is a guarantee of success and helps avoid last-minute setbacks





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6. DEVELOP THE BUDGET FOR THE EVENT

What to do

- Determine the financial organisation of the event based on the cluster's specific characteristics: supporting club, dedicated account, etc.
- Draw up a projected budget for the event: promotion, materials used, speakers, meals, lodging, transportation, insurance, etc.; distinguish between mandatory and optional expenses
- Explore potential revenue streams: partnerships with clubs, recording rights, corporate partners, etc.
- Develop an effective partner recruitment document with tailored partnerships proposals
- Organize fundraising efforts

Why

To ensure the event's financial stability





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7. PROMOTE THE EVENT

Rotary and its partners are committed to supporting young people throughout the district

- Organize dedicated communication on social media and in the media
- Develop appropriate materials (press releases, online flyers, etc.)
- Involve the clubs in the cluster and their members in promoting the event
- Host the press during the event
- Carefully comply with image rights regulations, particularly those concerning minors

Why:

An initiative without communication is only half successful. This initiative helps promote Rotary within the cluster.

8. LAUNCH REGISTRATION; World Interact Week (November02 – November 08, 2026)

What to do

- Use the district-approved **Google Form** template.
- Share registration link with all clubs.
- Track submissions weekly.
- Confirm participant age eligibility.

Why

- Ensures safe, organized participant manage





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9. RECRUIT AND TRAIN VOLUNTEERS – November 2026/ Two months prior to the Event

What to do

- Recruit volunteers from clubs, Rotaract, District Alumni (if present in your country), and Interact advisors.
- Ensure **ALL volunteers complete Youth Protection training**.
- Conduct a volunteer briefing session covering:
 - Safeguarding
 - Roles
 - Emergency procedures
 - Participant supervision
 - Photography rules

Why

- Volunteers are the backbone of safe and smooth operations.





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10. MANAGE PARTICIPANTS – One month prior to the Event

What to do

- Create your participant list.
- Assign participants to teams/groups.
- Prepare:
 - Name badges
 - Team flags
 - Participant kits (notebook, pen, schedule)

Why

- Builds structure and readiness before event day.

11. PREPARE MATERIALS & SUPPLIES – One month prior

What to do

- Print:
 - Certificates
 - Journals
 - Signage
 - Agenda





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- Prepare:
 - AV equipment
 - Microphones
 - Projector
 - Registration desk supplies
 - Hydration station
 - Order T-shirts using district branding.

Why

- Ensures professional, consistent presentation.

12. IMPLEMENT SAFEGUARDING & RISK MANAGEMENT- September 30, 2026

What to do

- Review district safeguarding rules with your team.
- Conduct a venue safety inspection.
- Prepare:
 - First-aid station
 - Incident reporting forms
 - Emergency contact list
 - Evacuation plan
 - Assign Safeguarding Officers for the event.





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Why

- Protects youth and ensures compliance with Rotary standards.

13. CONFIRM SPEAKERS & FACILITATORS- October 01, 2026

What to do

- Select facilitators who can deliver the district curriculum.
- Share facilitator guide and session outlines.
- Conduct a facilitator briefing.
- Confirm speakers and send them:
 - Topic
 - Time slot
 - Youth-appropriate guidelines
 - Arrival instructions

Why

- Ensures quality and consistency of content delivery.





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14. EXECUTE THE EVENT

What to do

- Set up registration desk early. (Quick registration can be done each day using a QR code)
- Deliver curriculum sessions as outlined.
- Monitor safety, hydration, and participant movement.
- Capture photos following Rotary media guidelines.
- Conduct closing ceremony and distribute certificates.

Why

- Ensures a high-quality, safe, and inspiring RYLA experience.

15. COMPLETE POST-EVENT REQUIREMENTS

What to do

- Submit your **Country's RYLA Report** to the District RYLA Chair within **7 days**.
- Include:
 - Participant numbers
 - Photos
 - Feedback summary
 - Financial summary





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- Incident reports (if any) **[A standard reporting Google Form will be produced]**
- Send a written thank-you message to partners, volunteers, and supporting clubs, including a few photos and testimonials from participants
- Add participants to your country's RYLA alumni list.

Why

- Ensures accountability and district-wide reporting.

