

# RYLA TIMETABLE

Please be advised, due to a very high interest in RYLA participation the scheduled deadlines will be firm. Any clubs missing a deadline risks losing spaces to those clubs who complete their tasks on schedule.

TASK	DEADLINE
<b>DETERMINE STUDENT COUNT:</b> All clubs must determine how many students they can send at \$400 per student and how much they can contribute to the RYLA Scholarship fund. (One to four spaces \$15 minimum per student. \$100 minimum total for 5 or more spaces.)	August 30
<b>ASSIGN RYLA COORDINATOR FOR YOUR CLUB:</b> Presidents must assign a RYLA coordinator for their club. <u>The RYLA coordinator's contact information must be used when reserving spaces for the club.</u> <i>Contact info used on the form will become main contact for all RYLA correspondence &amp; notices.</i>	August 30
<b>STUDENT SPACE RESERVATIONS &amp; PAYMENT:</b> Online Space Reservations to be completed & payments mailed in to RYLA District Staff. Address is given at the end of the online reservation process. <a href="http://www.ryla5240.org">www.ryla5240.org</a> . Your Club may reserve up to ten spaces, however only SIX SPACES will be allocated until registrations are closed. Should spaces remain you will be notified of your final count in October. Full payment due by deadline.	September 30
<b>STUDENT SELECTIONS:</b> All prospective candidates should be identified and interviews should be scheduled. RYLA Video available online for applicants or use during RYLA orientation <a href="http://www.ryla5240.org/video/">www.ryla5240.org/video/</a>	November 15
<b>NOTIFY RYLA ADMIN OF SELECTIONS:</b> All RYLA interviews should be completed. All final selections should be made. Both selected students and alternates should be informed in writing. Send list of final selections & alternates to Nancy McKarney: <a href="mailto:admin@ryla5240.org">admin@ryla5240.org</a> (include RYLA in subject line)	November 30
<b>LIST OF STUDENTS &amp; ALTERNATES TO RYLA Admin.</b> Send list of selections & alternates to <a href="mailto:admin@ryla5240.org">admin@ryla5240.org</a> If you do not select alternates to fill an open space and a student drops out, the space will be forfeited. The list should include your club name and student full name only. Admin will confirm receipt of your list and send access passwords for student registration	December 30
<b>STUDENT ONLINE REGISTRATION:</b> RYLA coordinators must ensure all selected RYLA candidates & alternates have completed an online registration. Students should register themselves online to ensure they understand what is expected to confirm their attendance. Late registration will jeopardize confirmation to attend. A password will be provided for each type of registration.	January 31
<b>STUDENT CONSENT FORMS:</b> It is the duty of the RYLA coordinator to follow up with students ensuring all parent forms are received by RYLA District staff. Coordinators will be notified, by email, of any missing forms. (Registration is NOT complete until all forms are turned in) Late submission will jeopardize confirmation to attend.	February 15
<b>RYLA CAMP VOLUNTEERS ONLINE REGISTRATION:</b> Rotarians volunteering must register online & acknowledge that they must attend a training day, if chosen. Not everyone who volunteers is guaranteed to be called upon. Early registration is encouraged. Spaces may fill before the deadline.	February 15
<b>VOLUNTEER BACKGROUND CHECK CONSENT FORM:</b> Selected volunteers must submit background consent forms. Background checks are made every year on all volunteers despite prior year involvement.	March 10
All Club level RYLA coordinators to invite their RYLA graduates to come and speak to their clubs as a thank you and a report on their experiences.	by April 30

DEADLINE DATES IN RED ARE FIRM - OTHER DATES ARE GUIDELINES TO HELP KEEP THE PROCESS MOVING