

RYLA SELECTION PROCESS & TIMETABLE

Please be advised; due to a very high interest in RYLA participation & the necessary preparations prior to the event based on final student count the scheduled **deadlines in red** will be firm. Any clubs missing these **deadlines** risk losing spaces to those clubs who complete their tasks on schedule. Other deadlines are guidelines to begin process in a timely manner & help meet requirements. **Start the process early, avoid deadline issues.**

You can complete any of the steps ahead of time. The website is ready for Club and Student registrations now.

DEADLINE	TASK
August 30	DETERMINE STUDENT COUNT: Sponsorship: \$495 per student. Plus a minimal contribution to the RYLA Scholarship fund. Scholarships for ongoing education are awarded to outstanding RYLA graduates. <i>Scholarship contributions: 1 to 4 spaces \$15 minimum per student. \$100 minimum total 5 or more spaces.</i>
July 30	ASSIGN RYLA COORDINATOR: Presidents must determine a RYLA coordinator from their club. A member willing to follow through with responsibilities listed below. Provide a copy of this document to your Coordinator. <ul style="list-style-type: none"> - The Club RYLA Coordinator's contact information must be used for online reservation. - Contact info for online reservation will become main contact for all RYLA correspondence & notices throughout the process. - If using a school administrator/counselor to help identify candidates DO NOT enter their contact information for club registration UNLESS they are the Club's RYLA coordinator. - Start the process when school begins.
October 30	COMMITMENTS & PAYMENT: Reserve spaces online for the club at RYLA5240.org. Online Reservations to be completed & payments mailed to RYLA District Staff. Mailing address is given at the end of the online reservation process. ryla5240.org . Your Club may reserve up to ten spaces. <u>Full payment due by this deadline.</u>
November 1	STUDENT SELECTIONS: Candidate solicitation begun & pre-selection interviews scheduled (interviewing candidates or using is optional, but encouraged). Keeping in mind this program is structured to award the training to students who show leadership potential and may benefit from professional training) Students may not have attended RYLA in the past. <ul style="list-style-type: none"> - RYLA info flyer targeting students is available for use in soliciting candidates. Contact admin@ryla5240.org - Additional methods & materials to solicit & select candidates available online: use "RYLA Chair Center" Tab - Always strive to include Alternate choices. In the event a primary selection drops out prior to the event a qualified alternate may step in to fill the opening. If no pre-registered qualified replacement the club risks losing their sponsor investment. - If your club is sponsoring a Youth Exchange Student that student is expected to be sent to RYLA, sponsored and paid for by your club.
December 5	FINAL STUDENT SELECTIONS: All candidates identified & contact info collected. <ul style="list-style-type: none"> - Both Primary selections & Alternates should be informed in writing the online registration info & Club's RYLA Coordinator contact information. <u>Ensure student knows the Club Name to ensure accurate registration.</u> - All candidates can register as soon as Registration Passwords are provided (review next step first)
December 30	LIST OF STUDENTS & ALTERNATES TO RYLA ADMIN. Send list of names for your Primary selections & Alternates to, RYLA Administrator: admin@ryla5240.org <ul style="list-style-type: none"> - The list must include your club name, students full name and their status (Primary or Alternate). - Admin will confirm receipt of your list & send access links & passwords for students to register online. The registration forms & passwords are different for each status. - To qualify to attend both Primary selections & Alternates must register online (before January/31) & submit Parent Consent Form (by February 15). - In the event of a drop out: Notify RYLA Admin & identify an Alternate to be promoted to Primary status. Admin will make the status change and confirm.
January 31	STUDENT ONLINE REGISTRATION: RYLA coordinators must ensure all RYLA candidates & alternates have completed an online registration prior to January 31. <ul style="list-style-type: none"> - To be included & ensure they understand what is expected of them; Students must register themselves online. - Late registration jeopardizes confirmation to attend. NO Registrations accepted after January 31. - Admin will send current status reports periodically to help the coordinator follow up on any missing or inaccurate registrations.
January 31	CONTACT REGISTERED STUDENTS: Reach out to your students to ensure they have necessary information to be prepared. <ul style="list-style-type: none"> - When student registers a confirmation with Coordinator's contact info is sent to the student by email & coordinator receives notice of the registration. - Contact your student(s) personally to introduce yourself. - Confirm receipt of email with your contact info & remind them to submit Parent consent form before February 15. This is best accomplished by phone. - Determine transportation plans. Share with your students what those plans are or when you expect to provide them. Your club is responsible to transport or arrange transport of students to & from the camp. <u>Students may not drive themselves</u> & parents should not be required to drive but may if they choose to do so.
February 15	RYLA CAMP VOLUNTEERS REGISTRATION: When you announce your club's participation in RYLA. PLEASE share this information with your members. RYLA Counselors & Instructors are all volunteers. Rotarians volunteering to participate in the event must register online. Not everyone who volunteers is guaranteed to be called upon. Every effort is made to include both seasoned and new volunteers. Final Volunteer count is based on Student count & gender ratio. Early registration is encouraged. Selections are finalized in mid March.
February 15	STUDENT CONSENT FORMS: It is the responsibility of the RYLA coordinator to follow up with students ensuring all parent consent forms are received by RYLA Administration. 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.
April 18	FINALIZE STUDENT TRANSPORT DETAILS. Ensure all students receive & understand the details along with driver's name and contact phone number. Provide driver with all student's names and contact phone. Provide RYLA Admin. And all parents with driver(s) name and phone number.
By May	SHARE THE JOY: Invite RYLA graduates to come and speak to the club. Ask the students to share their personal experiences and offer thanks to the club for their life changing experience. This can be one of the best programs enjoyed by your members.

DEADLINE DATES IN RED ARE FIRM - other dates are guidelines to help keep on track to meet firm deadlines.
Please review the RYLA5240.org/cancellation-policy to understand the importance of finding interested students & meeting firm deadlines.

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