

Rotary International, District 5240



Rotary Youth Leadership Awards



This document is to help your RYLA coordinator through the process of locating and selecting candidates. Many clubs have developed their own process by utilizing some of the materials found within. These are suggestions as well as sample documents to assist in making your process work for your club.

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Administrative Contacts

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RYLAdministrator: **Nancy McKarney** (Rotary Club of Cambria)

Office: (805)927-0491

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Email: admin@ryla5240.org

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
<p>DETERMINE STUDENT COUNT: 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.)</p>	<p>August 30</p>
<p>ASSIGN RYLA COORDINATOR FOR YOUR CLUB: 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. Contact info used on the form will become main contact for all RYLA correspondence & notices.</u></p>	<p>August 30</p>
<p>STUDENT SPACE RESERVATIONS & PAYMENT: Online Space Reservations to be completed & payments mailed in to RYLA District Staff. Address is given at the end of the online reservation process. www.ryla5240.org. 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.</p>	<p>September 30</p>
<p>STUDENT SELECTIONS: All prospective candidates should be identified and interviews should be scheduled. RYLA Video available online for applicants or use during RYLA orientation www.ryla5240.org/video/</p>	<p>November 15</p>
<p>NOTIFY RYLA ADMIN OF SELECTIONS: 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: admin@ryla5240.org (include RYLA in subject line)</p>	<p>November 30</p>
<p>LIST OF STUDENTS & ALTERNATES TO RYLA Admin. Send list of selections & alternates to admin@ryla5240.org 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</p>	<p>December 30</p>
<p>STUDENT ONLINE REGISTRATION: 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.</p>	<p>January 31</p>
<p>STUDENT CONSENT FORMS: 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.</p>	<p>February 15</p>
<p>RYLA CAMP VOLUNTEERS ONLINE REGISTRATION: 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.</p>	<p>February 15</p>
<p>VOLUNTEER BACKGROUND CHECK CONSENT FORM: Selected volunteers must submit background consent forms. Background checks are made every year on all volunteers despite prior year involvement.</p>	<p>March 10</p>
<p>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.</p>	<p>by April 30</p>

Identifying Appropriate Applicants

It is important to identify students we sponsor for RYLA who will truly benefit from the experience and will be leaders on their return to school. Students that are selected to attend the *Rotary Youth Leadership Awards* should be well prepared for the experience, and be aware of the sponsoring organization.

All high school students are welcome! The best candidates are members of Interact Clubs but do hope that non-interact members will join Interact or start an Interact Club after their RYLA experience.

JUNIORS

Juniors make the best candidates for RYLA because they are old enough to have the respect of their fellow students and they become great leaders when they return to school in the fall as Seniors. The lessons they learn at RYLA can be utilized to strengthen their Interact clubs, start Interact clubs, spread the word about RYLA, start meaningful projects, develop relationships with faculty advisors, and develop relationships with their sponsoring Rotary Club for the entire following school year.

SOPHOMORES

Sophomores make great candidates because they have plenty of time to benefit from their Leadership skills learned at RYLA. They have the same opportunities that Juniors have and they can become active members of their schools and their communities. They are developing socially into young adults that can benefit from the trajectory that RYLA can place them on.

SENIORS

One goal of RYLA is to have each participant return to the high school and become leaders. Since seniors will be moving on to college, they offer little benefit to their high school with only two months left after RYLA ends. The best we can hope for with our Senior RYLA students is that they become active in Rotoract or at least adopt a Rotarian mindset. Please send Seniors if you feel that they are the best candidate that your club can send.

FRESHMAN

Freshman are welcome at RYLA and many become great leaders. They are young compared to the rest of the RYLA population. Everyone is treated with respect and dignity while at RYLA but many Freshman are intimidated by older students. We have seen many grow and develop as leaders in the short amount of time they are at RYLA so there are many success stories.

EXCHANGE STUDENTS

Any club hosting a Rotary Exchange student is expected to sponsor that student to RYLA. All Exchange Students are expected to attend.

Participants may NOT have attended previous a RYLA

District 5240 highly recommends that you send your **Interact President-Elect** to RYLA. This practice has greatly grown and improved our District's Interact clubs. The RYLA program has proven to be a driving force in founding new **Interact Clubs**. Participation by Non-Interact members, especially in schools without **Interact Clubs**, will prove beneficial in growing Interact membership.

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. *If you are unable to sponsor your Youth Exchange Student please contact administration immediately to determine if there is another club able to do so.*

Your club has discretion regarding the students they send. If a student does not meet the suggested criteria above, they are still welcome, but please be sure to keep as close to our guidelines as possible. Be sure that the student will not be a distraction to the RYLA staff or other students. ***The key element to look for are students who show the potential for leadership, under the age of 18 and not have attended RYLA in the past.***

Students must agree to a behavior code and can be sent home for inappropriate behavior.

Relatives of Rotarians are permitted to attend RYLA. However, some clubs may not be legally allowed to pay for the tuition from their non-profit accounts. In this case, tuition may be paid by the Rotarian and not their club. Check with your club's treasurer.

Publicizing Application for RYLA

- Invite the RYLA Chair or member of the RYLA administrative staff to be the program at one of your weekly meetings.
- Provide applications at your regular weekly meeting. Many Rotarians know outstanding young people within the community.
- Send a letter to the principal of all the high schools within your area. Identify schools that other clubs are not approaching, and avoid overlapping efforts. Extend your search for applications to other leaders at local high schools. Seek out the **Band Director, Athletic Coaches** and **Club Advisors**.
- Preference may be given to, but should not be limited to, **Interact Club** members and in particular, the **Interact President-Elect**. Clubs should also seek individual applications through **Scouting, Churches, Junior Achievement, and Community Athletic Programs**.
- Make a presentation to **Interact** club members. Participation by **Non-Interact** members, especially in schools without **Interact Clubs**, will prove beneficial in growing **Interact** membership. Include the **Interact Advisor** in the planning process and ask for input during one-on-one meetings. DVDs of previous events are available from RYLA staff.
- Students who have attended RYLA the previous year should be contacted to spread the word among the current sophomores and juniors about this great program. Provide them with applications to pass on to their friends and acquaintances. *See sample application on page 14*
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- Submit a **Press Release** to **local newspapers, school newspapers** and **cable TV providers**. *See sample release on page 5*

Letter to School and Youth Group Leaders

Rotary Youth Leadership Award

Rotary international, District 5240

Dear Principal:

Each year Rotary Clubs around the world provide a program to recognize and develop leadership potential among the young people within the community. We are looking for a few excellent candidates among the high school students in their sophomore or junior year to apply for *Rotary International's Youth Leadership Awards* (RYLA).

Local students selected for the awards program will attend an all-expense paid **Leadership Retreat** with 200 other outstanding high school students from throughout the greater Central Coast Area. The conference will be held at **Camp Ramah** near Ojai, California on (See www.RYLA5240.org for scheduled date).

We need your assistance in identifying appropriate candidates for this recognition and participation in our RYLA program. Please distribute one of the enclosed applications to any young person you feel might benefit from participating in RYLA.

Qualifications of successful applicants include **demonstrated leadership potential, public speaking ability and a good academic standing**. We are very interested in receiving applications from both male and female applicants. This will work toward the development of the skills that will enable young men and women to work together to solve problems and achieve common goals now and in their future business and professional lives.

For information please call _____ at _____

Sample Press Release

Rotary Youth Leadership Award

Sitting District Governor

Rotary international, District 5240

FOR IMMEDIATE RELEASE

Date:

Contact:

Phone:

Fax:

Wanted! Future Leaders... Successful applicants must be well organized and demonstrate good listening and problem solving skills. Each year, Rotary Clubs around the world provide a program to recognize and develop leadership potential among the young people within the community. High school sophomores and juniors are encouraged to apply for Rotary International's Youth Leadership Awards retreat (RYLA).

Local students selected for the awards program will attend an all expenses paid Leadership Retreat with 200 other outstanding sophomore and Junior high school students from throughout greater Central Coast Area. The conference will be held at Camp Ramah near Ojai, California on (See www.RYLA5240.org for scheduled date).

Qualifications of successful applicants include demonstrated leadership potential, public speaking ability and a good academic standing.

For general information and direction for applying contact: _____

Applying for RYLA

Requirements for the privilege of attending RYLA include:

- Be a high school sophomore or Junior (
- Student may **NOT** have attended RYLA previously.
- Have demonstrated leadership experience and/or potential as shown by active participation in school or community youth groups.
- Be of high moral character.
- Be cooperative and willing to participate at RYLA as a member of a group.
- Good academic standing.

What, When, Where and How of RYLA

What: A Four day Youth Leadership Retreat

When: See www.RYLA5240.org for scheduled date

Where: Camp Ramah, Ojai, California.

How: All expenses & transportation paid by the sponsoring Rotary club.

Each sponsoring Rotary Club RYLA Coordinator will be responsible for your selection and enrollment. If you need help locating the appropriate Rotary club, please visit the website for contact information.

Application Review

The process of reviewing Applications is as Follows:

- The Committee reviews applications and determines who would be interviewed.
- Unless there are an excessive number of applicants, consideration should be given to interview all students. There is a benefit and learning experience for the students who go through this process.
- All the Club RYLA Committee Members should review the twenty sample questions and prioritize the ones that each wants to ask. The whole committee then works on the final selection process of questions that will be asked of every student.
- Arrange for an appropriate time and place for conducting the RYLA interviews.
- Send a letter to each student notifying them of the day, time and location of interviews.
- Allow 10- 15 minutes for each interview. Each student should be asked the same questions.
- Each interviewer grades the responses and some quality attribute.
- The **School Team Leaders** and the **Committee Chair** then meet and determine an overall selection and prioritization of the applicants.
- Send letters to students who were selected for participation.
- Send letters to students who were selected as alternates for participation.
- Send letters to students who were rejected for participation.
- Send letters to each school notifying the Principal and school contacts of the results of the selection process. Invite these people to a Rotary meeting.

Letter Inviting to Interview

Rotary Youth Leadership Award

Rotary international, District 5240

Name:

Address:

Street:

Re: Rotary Youth Leadership Conference - RYLA

Dear _____:

Congratulations, you have been selected as a finalist in the RYLA selection process.

This will consist of an oral interview with representatives of the _____ Rotary Club.

The interviews will be similar to those held for scholarships or the academic decathlon and will be short - so be prepared. Your interview will take place between _____ and _____ on

_____ at _____.

Please confirm your appointment with _____ at _____.

Best of luck at your interview,

Club RYLA Coordinator: _____

Phone # _____

RYLA Candidate Application

Name: _____ Telephone: _____

School: _____ Grade: _____

Questions

1. What school activities do you participate in?
2. What non-school activities are you involved in?
3. Have you ever received any awards? (If so, what awards?)
4. What career plans do you have?
5. What leadership positions have you held or will hold?
6. If I were to talk to your teachers, would they know you? What would they say about you?
7. If I were to talk to your fellow classmates, would they know you? What would they say about you?
8. What has been the most rewarding accomplishment for you this year?
9. Have you ever traveled abroad, other than for vacation? If so, where and why?
10. Why would you like to attend RYLA?

Please return this questionnaire to your local Rotary Club at: Sample

Interview Questions

1. What are your plans for next year?
2. Five years from now?

3. Twenty years from now?
4. Who has been the most important person in your life?
5. If you were trying to convince a new company to relocate in your town, what are three positive features of the community you would stress?
6. What are your three most important values?
7. If you could make one change affecting your High School, what would it be?
8. Outside your family and friends, who do you most respect?
9. What is the most important issue presently facing the President and Congress?
10. What is the last book you read for pleasure?
11. What are your feelings about the grade requirements for participation in extra-curricular activities?
12. Outside of your classes, what activity has been the most important in terms of your personal growth?
13. What makes a good leader?
14. Why are ethics important in leadership?
15. Who do you know that you feel is an outstanding leader and why?
16. If five candidates - including you - are equally qualified, why should you be the one selected for RYLA?
17. If you had the power and money to do something good for mankind, what would it be and why?
18. As a teenager what do you see as your role in the community? (i.e. setting examples, community service)
19. Name your hero or role model you look up to, and tell us why he/she is important to you.
20. Name one thing that you have done that made you feel good about yourself.

Tally Sheet

Interviewer Name _____

Applicant	Score	Recommendation/Comments:
_____	_____	_____
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Letters of Selection

Rotary Youth Leadership Award

Rotary international, District 5240

Name:

Address:

Street:

Re: Rotary Youth Leadership Award - RYLA

Dear _____:

This letter is to inform you that you have been selected to attend the *Rotary Youth Leadership Awards* Retreat (RYLA) on **SCHEDULED DATE** at Camp Ramah, near Ojai, California.

The Rotary Club of _____ is the club that is sponsoring you and paying your tuition. You and your parent(s) are invited to attend an orientation meeting on DATE at TIME at LOCATION. The purpose of the meeting is to provide more information and allow you to ask questions in order to gain a clearer understanding of the events of the RYLA Experience.

Please visit the RYLA website to register for this event. www.RYLA5240.org. Registration deadline is January 31. If for any reason you are unable to attend the full four day experience please contact the RYLA coordinator immediately.

We will be inviting you and your fellow attendees to our club meeting shortly upon your return from RYLA. Further details regarding that meeting will be sent to you at a later date.

Congratulations! We hope that you will make the most of this learning opportunity. We thank you for participating in the application process.

Sincerely,

RYLA Coordinator for the Rotary Club of _____

Phone #

Letter of Selection as Alternate

Rotary Youth Leadership Awards

RYLA 5240

Rotary Club of _____

Name:

Address:

Street:

Re: Rotary Youth Leadership Retreat - R.Y.L.A.

Dear _____:

The quality of applicants to attend this year's **Rotary Youth Leadership Awards** Retreat (RYLA) is truly outstanding. Unfortunately available spaces are limited. You have been selected as an alternate candidate (i.e. if someone is unable to attend you will take their place).

Be aware that this may be on short notice. The dates of the retreat are SCHEDULED DATE at Camp Ramah, near Ojai, California.

The Rotary Club of _____ is the club that is sponsoring you and would be paying your tuition. If you know a reason you would be unable to attend the full four day experience please contact the RYLA coordinator immediately so another alternate may be selected.

We thank you for participating in the application process.

Sincerely,

RYLA Coordinator: _____

Phone # _____

Rejection Letter

Rotary Youth Leadership Award

Rotary international District 5240

Name:

Address:

Street:

Re: Rotary Youth Leadership Conference - RYLA

Dear _____:

The quality of applicants to attend this year's *Rotary Youth Leadership Awards* Retreat (RYLA) was truly outstanding. Unfortunately spaces are limited and we must inform you that your application was not accepted. We thank you very much for taking the time and effort to present your application and for participating in the interview. No one achieves everything that they apply for, and we encourage you to continue to pursue the various other opportunities, which will undoubtedly become available to you.

We wish you every success in the future.

Sincerely,

RYLA Chair

Phone #