

RYLA COORDINATOR TIMELINE

DEADLINE DATES IN RED ARE FIRM – other dates are guidelines to help keep on track to meet firm deadlines. **START THE PROCESS EARLY, AVOID DEADLINE ISSUES.** Please review the [RYLA5240.org/cancellation-policy](https://ryla5240.org/cancellation-policy) to understand the importance of finding interested students & meeting firm deadlines.

DEADLINE	TASK
July 30	<p>ASSIGN RYLA COORDINATOR: Presidents must determine a RYLA Coordinator for their club and update ClubRunner with member willing to follow through with responsibilities of this timeline.</p> <ul style="list-style-type: none"> Club RYLA Coordinator's contact information will be used for online access to the reservation website and 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. <p>DETERMINE STUDENT COUNT: Ensure club budget is set for the number of students that will be sponsored.</p> <ul style="list-style-type: none"> Sponsorship: \$495 per student Contribution to RYLA Scholarship Fund for ongoing education award to outstanding RYLA graduates. <ul style="list-style-type: none"> 1 to 4 spaces - \$15 minimum 5+ spaces - \$100 minimum total Clubs may contribute more than the minimums Reserve spaces (up to 10) online starting July 1st – instructions will be provided to RYLA Coordinator
October 30	<p>RESERVATIONS CLOSE & PAYMENTS: Spaces reservations close and payments must be mailed to RYLA District Staff. Mailing address is 3625 Thousand Oaks Blvd. Ste. 288, Westlake Village, CA 91362. Full payment due by this deadline.</p>
November 1	<p>STUDENT SELECTIONS: Candidate solicitation process begins and may include interviewing candidates. See "RYLA Chair Center" tab at RYLA5240.org website for solicitation and selection tools. Things to remember:</p> <ul style="list-style-type: none"> Students may not have attended RYLA in the past. Select multiple Alternates. In the event a primary selection drops out prior to the event a qualified alternate may step in to fill the opening. If your club is sponsoring a Rotary Youth Exchange Student, that student is expected to be sent to RYLA, sponsored and paid for by your club. <p>RYLA VOLUNTEER REGISTRATION: Announce your club's participation in RYLA and please share the following:</p> <ul style="list-style-type: none"> RYLA Counselors and Instructors are all volunteers. If anyone is interested in participating as a volunteer, please refer them to the website RYLA5240.org or have them contact admin@ryla5240.org for additional information. Volunteer selections are finalized in mid March.
December 1	<p>FINAL STUDENT SELECTIONS: All candidates identified and contact information collected.</p> <ul style="list-style-type: none"> Both Primary selections & Alternates should be informed in writing regarding the online registration info & the Club's RYLA Coordinator contact information. <i>NOTE: registration information is different for Primary selections and Alternates. Ensure you are providing the correct information.</i> Student registration opens.
January 31	<p>STUDENT ONLINE REGISTRATION CLOSURES: RYLA Coordinators must ensure all RYLA candidates & alternates have completed an online registration by January 31st.</p> <ul style="list-style-type: none"> Students are expected to register themselves. This is a part of the learning process. Registration will close on January 31st and no registrations are accepted after this date. RYLA Coordinators may log into their account online to view the status of their candidate's registration.
February 15	<p>STUDENT CONSENT FORMS: The RYLA Coordinator is responsible for ensuring the parent consent form has been properly submitted by this date. Registration for both primary and alternates is NOT complete until all forms have been submitted. Students without a consent form on this date will be ineligible to attend RYLA. Coordinators may log into their account to see the status of all required forms.</p>
March 31	<p>FINALIZE STUDENT TRANSPORTATION DETAILS: The RYLA Coordinator must ensure all students receive and understand the details of how they will be transported to RYLA.</p> <ul style="list-style-type: none"> Provide the student and parent, the driver name and contact number as well as the pick up location. Provide the driver with all student's names and contact numbers. Provide RYLA Admin the name of drivers and contact number also indicate if the parent will be transporting to/from RYLA. <i>Note: students are NOT allowed to transport themselves.</i> Counselors will be assigned to call the students to welcome them to RYLA, ensure they have the What to Bring and Not to Bring information as well as how they will be transported. These calls are made 3 weeks before RYLA starts.
By June	<p>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 this experience. This can be one of the best programs enjoyed by members.</p>