

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.

TASK	DEADLINE
<p>DETERMINE STUDENT COUNT: Students sponsorship: \$425 per student. Plus a contribution to the RYLA Scholarship fund. <i>Scholarships for ongoing education are awarded to outstanding RYLA graduates.</i></p> <ul style="list-style-type: none"> - 1 to 4 spaces \$15 minimum per student. \$100 minimum total for 5 or more spaces. Additional contributions 	August 30
<p>ASSIGN RYLA COORDINATOR: Presidents must determine a RYLA coordinator. <i>A member willing to follow through with responsibilities listed below. Provide a copy of this document to your Coordinator.</i></p> <ul style="list-style-type: none"> - The Club RYLA Coordinator's contact information must be used during online reservation. - Contact info used in online reservation will become main contact for all RYLA correspondence & notices. 	August 30
<p>COMMITMENTS & PAYMENT: Online Space Reservations to be completed & payments mailed 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. <u>Full payment due by deadline. Full refund for unused spaces available up to February 15.</u></p>	October 30
<p>STUDENT SELECTIONS: Candidate solicitation begun & pre-selection interviews scheduled.</p> <ul style="list-style-type: none"> - RYLA info flyer targeting students is available online for use in soliciting candidates. - Methods & additional materials to solicit & select candidates available online: use "RYLA Chair Center" Tab 	November 1
<p>FINAL STUDENT SELECTIONS: All candidates identified & contact info collected.</p> <ul style="list-style-type: none"> - Both Primary selections & Alternates should be informed in writing with online registration info & RYLA Coordinator contact information. <i>Ensure student knows the Club Name to ensure accurate registration.</i> - All candidates can register as soon as Registration Passwords are provided (<i>see next step</i>) 	December 5
<p>LIST OF STUDENTS & ALTERNATES TO RYLA Admin. Send list of names for your Primary selections & Alternates to Nancy McKarney, RYLA Administrator: admin@ryla5240.org</p> <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. <i>The registration forms & passwords are different for each status.</i> - To qualify to attend both Primary selections & Alternates must register online & submit Parent Consent Form. - 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. 	December 30
<p>STUDENT ONLINE REGISTRATION: RYLA coordinators must ensure all RYLA candidates & alternates have completed an online registration <u>prior to this deadline.</u></p> <ul style="list-style-type: none"> - To be included & ensure they understand what is expected of them; Students must register themselves online. <i>Review cancellation policy online for details.</i> - Late registration jeopardizes confirmation to attend. NO Registrations accepted after January 31. 	January 31
<p>CONTACT REGISTERED STUDENTS: Reach out to your students to ensure they have necessary information to contact you if need be. <i>When student registers; a confirmation with Coordinators contact info is sent to them by email.</i> Contact them to introduce yourself, confirm receipt of email & remind them to submit Parent consent form before February 15. <i>This is best accomplished by phone.</i></p> <ul style="list-style-type: none"> - Determine transportation plans & share with students what those plans are. <i>The club is responsible to transport students to & from the camp. Students may not drive themselves & parents should not be required to drive.</i> 	January 31
<p>RYLA CAMP VOLUNTEERS REGISTRATION: <i>When you announce your club's participation in this program PLEASE share this information.</i> 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 February.</p>	February 15
<p>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 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>	February 15
<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>	March 10
<p>FINALIZE STUDENT TRANSPORT DETAILS. Ensure all students receive & understand the details along with driver's contact phone number. Provide driver with student contact phone.</p>	April 14
<p>SHARE THE JOY: RYLA coordinators should invite their RYLA graduates to come and speak to their clubs. For them to share their personal experiences and offer thanks to your club for their life changing experience.</p>	By May 5

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

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