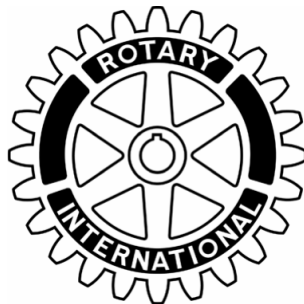


Rotary International, District 5240



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

RYLAdministrator:

Tanya Astrosky

[RYLA Administration](#)

Cell: 805-406-8184

Rotary Club of Santa Maria Breakfast

RYLA Chair: Darin Arrasmith (Rotary Club of Thousand Oaks)

Cell: (805) 750-1838

Email: darin@ryla5240.org

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.

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! Some good candidates are members of Interact Clubs. Often 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 good 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. Seniors are allowed 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 may be uncomfortable by participating with 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

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.*

PARTICIPANTS MAY NOT HAVE ATTENDED PREVIOUS A RYLA.

A single experience is allowed to ensure sufficient opportunities for new applicants.

INTERACT PRESIDENT ELECT

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.

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.***

MISCELLANEOUS

- Students must agree to a behavior code and can be sent home for inappropriate behavior.
- Students may not drive themselves to RYLA under any circumstances.
- Relatives of Rotarians are permitted to attend RYLA. However, club fund raiser non-profit accounts would not be appropriate to pay for the tuition of a student that is a relative of a Rotarian. In this case, tuition may be paid by the Rotarian and not their club.

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. Contact admin@ryla5240.org
- 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, Counselors and 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.

Promotion flyers are also available to use for this purpose. Contact Nancy McKarney admin@ryla5240.org

- 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 7*
- Submit a **Press Release** to **local newspapers, school newspapers and cable TV providers.** *See sample release on next page*

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 and more details).

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** 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

Rotary Club of _____

Rotary international, District 5240

FOR IMMEDIATE RELEASE

Date:

Contact:

Phone:

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 and more details

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. Or have school admin reach out to students notifying them to sign up for an interview and have the the day, time and location available on the sign up sheet. 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. It is also a good way to ensure sufficient Alternate choices can be made from these interested students.
- 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.
- 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. Include all RYLA coordinator contact information. Follow up with phone call to confirm receipt of information and introduce yourself as the Coordinator.
- 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 Club of _____
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

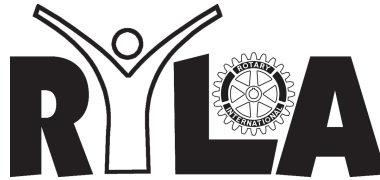
_____ at _____.

Please confirm your appointment with _____ at _____.

Best of luck at your interview,

Club RYLA Coordinator: _____

Phone # _____



Rotary Youth Leadership Awards

RYLA CANDIDATE APPLICATION

Name: _____ Phone: _____ Home __ Cell __

Email: _____

School: _____ Grade: _____

Questions

1. What school activities do you participate in?

2. What non-school activities are you involved in?

3. What career plans do you have?

5. What leadership positions have you held or would like to hold?

6. What has been the most rewarding accomplishment for you this year?

9. Have you ever traveled abroad? Is so, where and why?

10. Why would you like to attend RYLA?

Please return this questionnaire to your local Rotary Club at:

Rotary Club name, RYLA Coordinator Full Name, Phone & Email

Interview Questions

Suggest you have each interviewer ask just two of the questions below. Depending on time allowed for each interview.

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 _____

[illegible]

Letters of Selection as a PRIMARY CHOICE



Rotary Youth Leadership Awards

District 5240

Rotary Club of _____

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. Further details regarding that meeting will be sent to you at a later date. The purpose of the meeting is to meet your fellow RYLA students, share what to expect of you and provide your parents with important contact information. An opportunity to ask Questions in order to gain a clearer understanding of the events and be prepared for the RYLA Experience.

Please visit the RYLA website to register for this event. RYLA5240.org. You are asked to register online as a Primary Selection (Before January 31). A link and password will be provided from your Club RYLA coordinator. Registration deadline is January 31.

Your sponsoring Rotary club is paying for your entire experience. If for any reason you are unable to attend the full four day experience please contact the RYLA coordinator immediately. There may be a waiting list where another student who may be able to fill your space. Unused spaces cost your sponsoring club the sponsorship fee.

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 # _____

Letters of Selection as an ALTERNATE CHOICE

It is suggested that should you have a qualifying applicant but not enough spaces that you have them register as an Alternate. There is no limit on number of alternates who can register under your Club Name and helps to assure your spaces are filled should you lose a Primary prior to the event. Alternates can NOT be added after January 31. They must be registered and submit Parent Consent Form, same as Primary Selections.



Rotary Youth Leadership Awards

District 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. You are asked to register online as an Alternate (Before January 31). A link and password will be provided from your Club RYLA coordinator.

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 # _____