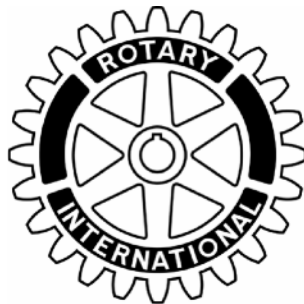


# Rotary International, District 5240



## 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.

# Table of Contents

<b>Content</b>	<b>Page</b>
RYLA Selection Process & Deadlines Summary	1
Identifying Appropriate Applicants	2
Publicizing Application for RYLA	3
Letter to School and Youth Group Leaders	4
Sample Press Release	5
Applying for RYLA	6
Application Review	6
Letter Inviting To Interview	7
Candidate Application	8
Sample Interview Questions	9
Tally Sheet	10
Letter to Primary Selections	11
Letter to Alternate Selections	12
Rejection Letter	13

## **Administrative Contacts**

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

Office: (805) 927-0491

Cell: (805) 909-0358

Fax: (805) 832-6524

Email: [admin@ryla5240.org](mailto:admin@ryla5240.org)

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

Phone: (805) 379-8626 (Office)

Cell: (805) 750-1838

Fax: (805) 431-0341

Email: [darin@ryla5240.org](mailto: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.

TASK	DEADLINE
<b>DETERMINE STUDENT COUNT:</b> 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> - 1 to 4 spaces \$15 minimum per student. \$100 minimum total for 5 or more spaces. Additional contributions	August 30
<b>ASSIGN RYLA COORDINATOR:</b> 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> - 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
<b>COMMITMENTS &amp; PAYMENT:</b> Online Space Reservations to be completed & payments mailed to RYLA District Staff. Address is given at the end of the online reservation process. <a href="http://www.ryla5240.org">www.ryla5240.org</a> . 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>	October 30
<b>STUDENT SELECTIONS:</b> Candidate solicitation begun & pre-selection interviews scheduled. - 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
<b>FINAL STUDENT SELECTIONS:</b> All candidates identified & contact info collected. - 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
<b>LIST OF STUDENTS &amp; ALTERNATES TO RYLA Admin.</b> Send list of names for your Primary selections & Alternates to Nancy McKarney, RYLA Administrator: <a href="mailto:admin@ryla5240.org">admin@ryla5240.org</a> - 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 &amp; 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
<b>STUDENT ONLINE REGISTRATION:</b> RYLA coordinators must ensure all RYLA candidates & alternates have completed an online registration <u>prior to this deadline.</u> - 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. <b>NO Registrations accepted after January 31.</b>	January 31
<b>CONTACT REGISTERED STUDENTS:</b> 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> - Determine transportation plans & share with students what those plans are. <i>The club is responsible to transport students to &amp; from the camp. Students may not drive themselves &amp; parents should not be required to drive.</i>	January 31
<b>RYLA CAMP VOLUNTEERS REGISTRATION:</b> <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.	February 15
<b>STUDENT CONSENT FORMS:</b> 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.	February 15
<b>VOLUNTEER BACKGROUND CHECK CONSENT FORM:</b> Selected volunteers must submit background consent forms. Background checks are made every year on all volunteers despite prior year involvement.	March 10
<b>FINALIZE STUDENT TRANSPORT DETAILS.</b> Ensure all students receive & understand the details along with driver's contact phone number. Provide driver with student contact phone.	April 14
<b>SHARE THE JOY:</b> 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.	By May 5

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

## 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](mailto: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](mailto: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*

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*Letter to SCHOOL AND YOUTH GROUP LEADERS*  
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**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](http://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 \_\_\_\_\_



**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](http://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](http://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.



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*Letter Inviting to Interview*  
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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 \_\_\_\_\_

Applicant	Score	Recommendation/Comments:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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.....  
*Letters of Selection as a PRIMARY CHOICE*  
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**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](http://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 1. 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 # \_\_\_\_\_

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*Letters of REJECTION*

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*Instead of rejection letter it is suggested that should you have a qualifying applicant but not enough reserved 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.*



**Rotary Youth Leadership Awards**

District 5240

Rotary Club of \_\_\_\_\_

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 #