

## **RYLA STUDENT APPLICATION PROCESS**

1. Rotarians contact their local schools that have 11<sup>th</sup> grade students and ask the school to assist them in selecting students to attend RYLA. With the cooperation of the school the Rotary Club should ensure that any student at that school is able to apply to attend RYLA. RYLA is not limited to Interact students.
2. Students then need to go to the RYLA website and complete the online application.
3. When directed at the end of the online application students must print the application. The printed application will include a parental consent form and code of conduct agreement that must be signed.
4. Students then get the needed forms signed and return the application to the designated location at their school.
5. The club coordinator picks up the applications and verifies that the application is complete. If an application is incomplete it is up to the Rotary club to determine if that disqualifies an applicant or if they follow up with the applicant to get the remainder of the application that was missing.
6. Rotarians then contact the student to schedule the students for an interview.
7. Interviews are conducted.
8. Rotarians then determine who the RYLarians (students selected to attend RYLA) are and who the Alternates are. Create a list with all RYLarians and all Alternates (Alternates must be ranked 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> ....). This list of RYLarians and Alternates must be emailed to the RYLA Registration Coordinator.
9. Rotarians then must contact all students who applied and were interviewed to let them know if they have been selected as a RYLarian, if they are an Alternate, or if they were not selected.
10. RYLarians and Alternates need to keep in contact with their sponsoring club to let it know of any changes to their availability. RYLarians may contact the RYLA Registration Coordinator with questions about RYLA and to give an update on their availability to attend RYLA.
11. Rotarians need to keep in touch with their RYLarians and Alternates. Rotarians need to be able to answer questions and keep aware of the availability of the RYLarians and Alternates to attend RYLA. If at any point a RYLarian or Alternate cannot attend, that information needs to be passed to the RYLA Registration Coordinator immediately.