



TIMELINE

!!! Make sure RYLA is in your club budget !!!

Please remember to include your club's name and your name in all communications

!!! Absolute dates (non-flexible, no exception) are in RED below !!!

RYLA website: www.ryla5340.org

JUNE

- **President and President-Elect make sure that RYLA is in the club's budget.**

JULY

- Club President appoints the Club's RYLA Chair and designates the RYLA Chair in the District 5340 Directory.
- Schedule a RYLA recognition program at your Club in April, May, or early June following RYLA (you will invite RYLarians (students chosen to attend RYLA), RYLarians' parents, Alumni (RYLarians from the previous year who come back to lead the RYLA activities), and school administrators).

By the 31st

- **Confirm that RYLA is in your club's budget.**

NOVEMBER

- Announce the dates for RYLA at a Club meeting and remind Rotarians of the opportunity to serve as RYLA Facilitators (apply online under the "Facilitators" section of the RYLA website – Facilitators attend FREE!).

JANUARY

- Remind Rotarians to apply to be a Facilitator (Facilitators attend FREE!).
- Contact the principal of each school you want to sponsor and have them appoint a School Liaison (teacher, advisor, counselor, etc.) to coordinate the RYLarian selection process.
- Coordinate the following with the School Liaison:
 - School announcement(s) regarding the selection process.
 - Each student must apply online (see the "Students" section of the RYLA website).
 - Coordinate receipt of applications.
- Select several Rotarians to help interview the student applicants.
- Periodically – Follow up with School Liaison to monitor progress of student applications.
- Students must complete an online student application and then print and sign their application. They will then need to have their parent or guardian complete and sign the application. The paper application must include the parental consent, an emergency contact, and the student's agreement to abide by the code of conduct. All information is required for the students to be allowed to board the bus to camp.
- Students turn in the paper application, along with a copy of their essay, to the School Liaison as soon as the application is completed.

By the 30th

- **RYLA Chair completes the online Rotary Club Registration Form – The completed form is your invoice for payment (see the "Rotary Club" section of the RYLA website for the Rotary Club Registration Form).**

- **RYLA Space is limited – Your students are not guaranteed a spot until payment is received.** Please make check payable to “District 5340 RYLA” and send it, along with a copy of your Rotary Club Registration Form, to Paul Pierce, RYLA Treasurer, P.O. Box 235080, Encinitas, CA 92023-5080.

FEBRUARY –

By the 28th

- **It is essential that your club select Alternates in the event one or more of your RYLarians can't go.**
- Students turn in paper applications to a school representative.
- RYLA Chair collects all paper applications.
- RYLA chair checks each application to make sure all required information is present. If any application does not have the required information the RYLA Chair must get it from the student.
- Give a copy of all applications to each Rotarian who will participate in the interviews.
- **Payment deadline for the students your club will send to RYLA.** Please make check payable to “District 5340 RYLA” and send it, along with a copy of your Rotary Club Registration Form, to Paul Pierce, RYLA Treasurer, P.O. Box 235080, Encinitas, CA 92023-5080.
- **Please note: RYLA Space is limited – Your students are not guaranteed a spot until payment is received.**

MARCH –

By the 20th

- **Interview each of the student applicants. Each student must participate in the interview process in order to attend.**
- **It is essential that your club select Alternates in the event one or more of your RYLarians can't go.**

By the 30th

- *****NO REDUCTIONS IN THE AMOUNT OWED AND NO REFUNDS AFTER THIS DATE***** RYLA has to pay for students whether they attend or not.
- Indicate at the top of each application whether the student is a “RYLarian” or an “Alternate” (a student who may attend if a RYLarian is unable).
- Prepare a separate list of the RYLarians’ names and the Alternates’ names. The Alternates, both males and females, must be ranked in order of preference (do not rank female and male alternates separately).
- Scan each complete application to a separate PDF file. Do not send each page as a separate file – combine all pages into one file. Please use the following method to name each file (this is important so that a student’s application can be found and printed quickly in case of an emergency): ‘Last Name’, ‘First Name’ – ‘Sponsoring Rotary Club’ (example: Doe, John – Chula Vista).
- Email all PDF files, along with the separate list of the names of RYLarians and Alternates, to Jackie Cooper, RYLA Registration Coordinator, at ryla5340.regis@gmail.com.
- ***Before telling any Alternate they may attend, you must get the approval of the RYLA Registration Coordinator.***
- **ALL RYLARIAN AND ALTERNATE PAPER APPLICATIONS MUST BE TURNED IN TO THE REGISTRAR BY THIS DATE – ADDITIONAL APPLICATIONS WILL NOT BE ACCEPTED AFTER THIS DATE.** Any application not received by this date will cause your club to lose the reserved spot and will allow the spot to go to an Alternate who, depending upon circumstances, may or may not be from your club.
- **IF YOU EXPECT TO HAVE A REDUCTION IN YOUR CLUB’S COST AND/OR TO RECEIVE A REFUND FOR ANY REASON, YOU MUST NOTIFY THE RYLA REGISTRATION COORDINATOR BY THIS DATE** (e.g., you are sending less than the number of students you indicated on the Rotary Club Registration Form).

APRIL –

14th

- **Facilitator Orientation – Attendance is mandatory** and will be held on Saturday, April 14th, from 8:30 am until 12:00 noon, at a location to be determined (location will be added as soon as it is determined).

20th – 22nd

- **RYLA Conference.**
- **RYLArians must be at their assigned bus stops at their assigned times on Friday.** Every RYLArian will have received multiple notices from the RYLA Registration Coordinator about where and when they must be at their assigned bus stop.
- **Facilitators must be at camp, in Scott Hall, and ready to start at 8:00 am on Friday.**
- **The RYLA Conference ends at approximately 2:30 pm on Sunday – buses will load and everyone can depart. RYLArians should arrive at their assigned bus stop at approximately 4:30 pm.**

APRIL, MAY, or JUNE

- Hold the RYLA recognition program at your Club (remember to invite RYLArians, RYLArians' parents, Alumni, and school administrators).

**DIRECT ANY QUESTIONS ABOUT THE APPLICATION PROCESS TO THE
RYLA REGISTRATION COORDINATOR, JACKIE COOPER 760-815-3155 OR ryla5340.regis@gmail.com**