



# RYLA



## CLUB PACK

### About RYLA

Rotary Youth Leadership Awards (RYLA) is an intensive training program for community youth leaders. Young people chosen for their leadership potential are awarded the opportunity to attend an all-expenses-paid conference to discuss leadership skills and to learn those skills through practice. Each year, thousands of young people take part in the program worldwide.

In [Rotary District 7910](http://www.rotary.org/district7910), young people who will be going into their Junior year of high-school in the fall are selected by their local Rotary Club to attend a three day all-expense-paid conference, organized and run by Rotarians with records of achievement.

For more information about the District 7910 RYLA program, visit our website at [www.ryla7910.org](http://www.ryla7910.org).

### About the ClubPack

Student selection is a critical component of the success of RYLA. Each Rotary club is responsible for selecting students who will get the most out of the program.

The ClubPack is designed to assist sponsoring Rotary clubs and their designated RYLA Chairs and committee members during the selection process.

***This ClubPack and the Support Materials available on the website ([www.RYLA7910.org](http://www.RYLA7910.org)) contain everything your club needs in order to implement a successful RYLA sponsorship. You can print a copy of the entire ClubPack manual for reference, or just customize and print individual pages, forms and documents, when you need them.***

If you have questions, contact the District 7910 RYLA Committee at [7910ryla@gmail.com](mailto:7910ryla@gmail.com)

### What's Inside:

#### Your Step-by-Step Guide to RYLA

##### *INCLUDING:*

- Key Dates & Contact Info
- 1-Page Quick Reference Guide
- Detailed Club Action Plan
- Space Reservation Form

#### ***See website for Current-Year Details and Support Materials such as:***

- Info for Schools
- Promotional Materials
- Press Releases
- Student Selection Aids
- Student Notification Letters
- Registration Instructions
- ...and More!

# A LETTER TO YOU

from the Rotary District 7910 RYLA Committee



## *Service Above Self.*

### What does that phrase make you think of?

Rotarians working toward a polio-free world? Perhaps helping to provide clean water for not just every human, but every living creature on the planet? An organization of passionate, caring, ethical members that is 1.2 million strong? In our world it is important to reach out across cultural and social boundaries. To take action and speak words as a global citizen with humility and humanity. Where will you fit into our society's future?

Great change takes time. We're not talking about time as measured in weeks or months. Not even time measured in years. As we have seen, to achieve things like these on a grand scale takes generations. What better place to start to form the future—our future—than with today's budding youth leaders?

We have available to us in District 7910 this wonderful and professional program that is a tremendous resource for giving and getting back. It offers each and every one of us an opportunity to steer the course of the future of our communities, of today's youth leaders—and tomorrow's—and to build a stronger Rotary starting now. Best of all, we can literally watch it start to happen before our very eyes.

The future of Rotary is clearly in your hands. And as with most everything in Rotary, positive action is required at the club level to be able to make progress. Hundreds of hours have been invested in preparing the RYLA ClubPack you have in front of you right now. It covers what you need to know and what you need to do. Other timely important information, including customizable documents and current-year details, can be found on the RYLA website. This will enable you to drastically impact not only the future of Rotary and our world, but also the present.

***Please, invest a few extra minutes to familiarize yourself with the materials provided here. It will be time well spent.***

The RYLA Committee is ready, willing and able help and support your efforts. It is our intention to be available to assist you with every question that you may have about ensuring the best possible experience for your students, your club, your members, and your community.

We will do everything we can to make the process of recruiting, selecting and sponsoring students as straightforward and simple as possible. Ultimately, though, **YOU** must take the appropriate and necessary actions to ensure that the RYLA program is as successful as it possibly can be for the participants as a whole and individually for those students your club chooses to sponsor. Let's get started!

## ClubPack Contents

### **Quick Reference Guide** .... 3

with Key Dates, Contact Info,  
and Action Plan Checklist

### **Club Action Plan** ..... 4-6

with detailed instructions

### **Space Reservation Form** ..... 7

Deadline: March 15

### **Wrap-Up Guide** ..... 9

## Support Materials

**Download these from the website:**  
[www.ryla7910.org](http://www.ryla7910.org)

### COMMUNICATE WITH SCHOOLS

Boilerplate Letter to Schools

★ Selection Partner Info Sheet

### PROMOTE & GET APPLICANTS

Promotional Flyer

Call-For-Applicants Press Release

★ Student Application Form

### SELECT YOUR STUDENTS

Selection Guidelines

Interview Questions

Interview Evaluation Form

### NOTIFY APPLICANTS

Letter to Selected Attendees

Letter to Designated Alternates

Letter to Unselected Applicants

★ Registration Guide

### ANNOUNCE

Congratulatory Press Release

## Conference Info

HELD ANNUALLY ON

**Friday-Saturday-Sunday,**  
the last weekend of June

( See website for current year dates )

LOCATION: **Central Mass.**

( See website for current year location )

**STUDENTS** must arrive in time for on-site registration for all assigned sessions.

**PARENTS** are not invited to the closing ceremony this year due to COVID and parking issues.

**ROTARIANS** are encouraged to volunteer to assist at the conference. Come help out, join us for a meal, and have fun!

## Key Contacts

**FULL DETAILS** for current year contacts, including names, mailing addresses and phone numbers, can be found at [www.ryla7910.org](http://www.ryla7910.org)

Treasurer

[treasurer@ryla7910.org](mailto:treasurer@ryla7910.org)

Registrar

[registrar@ryla7910.org](mailto:registrar@ryla7910.org)

Volunteer Coordinator

[volunteers@ryla7910.org](mailto:volunteers@ryla7910.org)

Tech Support

[ryla7910tech@gmail.com](mailto:ryla7910tech@gmail.com)

RYLA Committee Chair

[chair@ryla7910.org](mailto:chair@ryla7910.org)

General Questions:

[7910ryla@gmail.com](mailto:7910ryla@gmail.com)

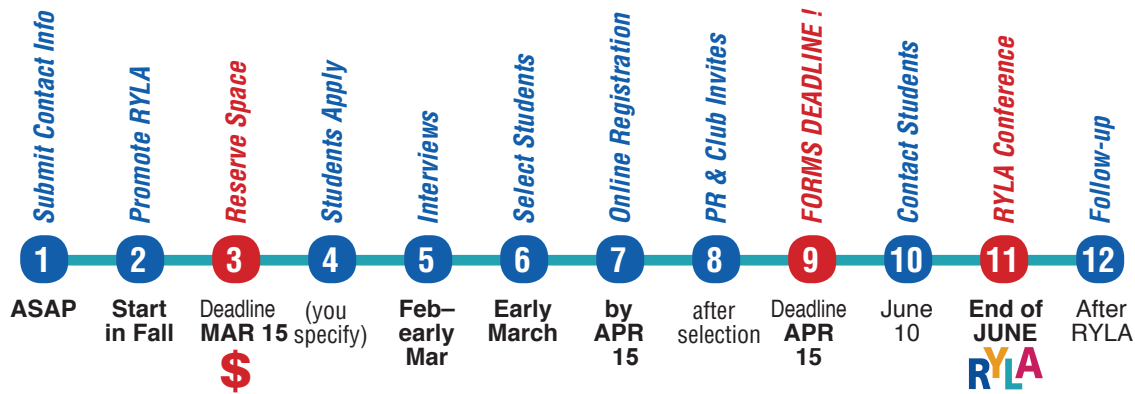
## CLUB ACTION PLAN CHECKLIST

WHAT TO DO	WHEN	DONE?
<b>PROVIDE RYLA WITH THE CONTACT INFO OF YOUR RYLA CHAIR</b> <b>SUBMIT INFO AT: <a href="http://www.ryla7910.org/clubinfo">www.ryla7910.org/clubinfo</a></b> <b>Decide who will interview &amp; select the student applicants.</b> If your club allows a school to select your sponsored RYLA's, provide the school with a <b>Selection Partner Information Sheet</b> , and a copy of the <b>RYLA Selection Guidelines</b> .	ASAP after Rotary year begins in July	<input type="checkbox"/>
<b>PROMOTE THE RYLA OPPORTUNITY</b> to potential candidates by sending <b>Fliers</b> and <b>Letters</b> to local schools and sending <b>Press Releases</b> to local newspapers. Ideally, this should be done sometime during the fall.	Ideally START IN FALL; by mid-Jan at LATEST	<input type="checkbox"/>
<b>RESERVE SPACE</b> at the RYLA Conference for your attendees by mailing a <b>Reservation Form</b> (p.7) to the RYLA Treasurer with a check from your club. <b>IMPORTANT! Reservations MUST include payment, and MUST be postmarked no later than March 1.</b>	<b>by March 1 at the absolute latest</b>	<input type="checkbox"/>
<b>COLLECT APPLICATIONS</b> from interested students. A <b>Student Application Form</b> is provided in the Support Materials.	in advance of interviews	<input type="checkbox"/>
<b>INTERVIEW ALL APPLICANTS</b> and evaluate them. See the Support Materials for <b>Guidelines</b> , <b>Questions</b> , and an <b>Evaluation Form</b> .	February to March	<input type="checkbox"/>
<b>SELECT YOUR "RYLA'S" AND SUBMIT THEIR NAMES.</b> Select your paid "Attendees" plus any number of "Alternates". After you have made your selections, <b>YOU MUST PROVIDE THEIR NAMES TO RYLA</b> so that we can validate their online registrations. <b>SUBMIT NAMES AT: <a href="http://www.ryla7910.org/clubinfo">www.ryla7910.org/clubinfo</a></b>	March to early April	<input type="checkbox"/>
<b>SEND RESPONSE LETTERS</b> to ALL applicants. Include a <b>Registration Guide</b> for Attendees and Alternates, and <b>tell them to submit their Online Registration on the RYLA website as soon as possible</b> (by April 15 at latest).	LETTERS by April 5 Online Reg. by Apr 15	<input type="checkbox"/>
<b>SEND OUT A CONGRATULATORY PRESS RELEASE.</b> <b>INVITE</b> your RYLA's and their parents to attend a Rotary meeting.	after selecting students	<input type="checkbox"/>
<b>ENSURE</b> that each Attendee AND Alternate has submitted the online Registration Form by April 15	<b>DEADLINE April 15</b>	<input type="checkbox"/>
<b>CHECK WITH STUDENTS</b> 2 weeks before the conference to verify transportation, confirm their attendance for the ENTIRE weekend, and check to make sure they have no other questions.	by June 10	<input type="checkbox"/>
Someone from your club should volunteer at, or attend a portion of, <b>THE RYLA CONFERENCE</b> . on the last weekend of June (see website for current year dates & details)	<b>Last weekend of June</b>	<input type="checkbox"/>
Ask your RYLA's to <b>SPEAK AT YOUR CLUB MEETING</b> about their RYLA experience. Provide feedback to the RYLA Committee.	After the Conference	<input type="checkbox"/>



**RYLA WEBSITE:**  
**[www.ryla7910.org](http://www.ryla7910.org)**





STEP #	WHAT TO DO	WHEN:	DONE?
<b>STEP 1</b>	<p><b>PROVIDE RYLA WITH THE CONTACT INFO OF YOUR RYLA CHAIR</b></p> <p>Your club's RYLA Chair should have been chosen by the incoming club president right after PETS in the spring. <b>Notify the District 7910 RYLA Committee of your Chairperson's name, phone number, email address.</b> Do this as early in the Rotary year as you can.  <b>SUBMIT YOUR INFO AT: <a href="http://www.ryla7910.org/clubinfo">www.ryla7910.org/clubinfo</a></b></p> <p><b>DECIDE WHO WILL INTERVIEW AND SELECT THE STUDENT APPLICANTS.</b> Ideally, this should be done by a "Selection Committee" of members from your Rotary club. To help you in this process we have included Selection Guidelines, Interview Questions, and an Evaluation Form as part of the ClubPack. <i>Although it is not recommended by the RYLA Committee, some clubs allow their local schools to select the students who will go to RYLA. If this is the case, it is important to provide the school with a copy of the <b>Selection Partner Information Sheet</b> and <b>RYLA Selection Guidelines</b>.</i></p> <p><b>Selection is absolutely the most important step in the entire process. Choosing students who show leadership potential (they <u>don't</u> have to hold a leadership position) and who are enthusiastic about attending the program is crucial for the success of RYLA.</b> As it is with Rotary, students will get out of it what they put into it.</p>	<p><b>ASAP</b></p> <p><b>after Rotary year begins in July</b></p>	<input type="checkbox"/>
<b>STEP 2</b>	<p><b>PROMOTE THE RYLA OPPORTUNITY TO POTENTIAL CANDIDATES</b></p> <p>Spread the word about RYLA to your community and local schools, <b>targeting students who are currently sophomores.</b> Use <b>Press Releases</b> to local newspapers, <b>Flyers &amp; Announcements</b> to schools (public and private), and network with family, friends, and community organizations.</p> <p>Ideally, you should start promoting RYLA in the fall. The deadline date for student applications is up to your club, but keep in mind that you need to allow time for student interviews, selection, notification, registration, and paperwork collection. In order to meet the coming deadlines, you should try to complete your promotional efforts by mid-January. The ClubPack Support Materials include sample promotional documents you can personalize with your club info and/or print on your club letterhead.</p> <p>The district RYLA Committee will provide a special training session in February to prepare you and your club for RYLA. <b>ALL Club RYLA Chairs are requested to attend this training.</b> If your club does not have a RYLA Chair, the club's Youth Chair or Club President should attend.  <b>For details, please refer to the information for Rotary Clubs at <a href="http://www.ryla7910.org">www.ryla7910.org</a>.</b></p>	<p><b>Ideally START IN FALL;</b></p> <p><b>by mid-Jan at LATEST</b></p>	<input type="checkbox"/>
<b>STEP 3</b>	<p><b>RESERVE SPACE</b> at the RYLA Conference for your attendees by mailing a <b>Conference Reservation Form</b> (p.7) to the RYLA Treasurer with a check from your club. <b>IMPORTANT! Reservations MUST include payment, and MUST be postmarked no later than March 1.</b></p> <p>Your club Board of Directors should decide how many RYLA's your club will sponsor. Quality of students is more important than quantity. (Also consider Youth Exchange students!) Make sure to <b>mail your Conference Reservation Form</b> by the deadline, and remember to include payment (amt listed on Reservation form) for each attending student. Reservations will not be held without full payment. <b>PLEASE DO NOT LEAVE THIS ACTION TO THE LAST MINUTE</b>, or your students and your club will be at risk of being excluded.</p>	<p><b>by March 1 at the absolute latest</b></p>	<input type="checkbox"/>

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STEP #	WHAT TO DO	WHEN:	DONE?
<b>STEP 4</b>	<p><b>COLLECT APPLICATIONS</b> from interested students. A <b>Student Application Form</b> is included in the Support Materials. You may use the this form, or create your own.</p> <p>The Student Application Form can be provided to interested students on request and/or made available through the school guidance office. Make sure to specify your RYLA Chair's contact info as well as application submission instructions, and a deadline date for their submission.</p>	in advance of Interviews	<input type="checkbox"/>
<b>STEP 5</b>	<p><b>INTERVIEW ALL APPLICANTS</b> and evaluate them using the <b>interview tools</b> in the ClubPack Support Materials, or your own selection methods.</p> <p>The ClubPack includes a list of <b>Guidelines</b> for selecting potential applicants, a sheet of <b>Interview Questions</b>, and an <b>Evaluation Form</b>. Each interviewer should be provided with a copy of these three pages, along with a photocopy of the candidate's completed Student Application Form, when they interview each candidate. <b>Candidates must be interviewed individually.</b> A good strategy is to set up a block of time for your RYLA Committee to interview candidates at their school. School admin may help schedule the student interviews.</p> <p>If a school selects students for you, you should ask them to follow RYLA's <b>Selection Guidelines</b>. They may also find the <b>Interview Questions</b> and/or <b>Evaluation Form</b> helpful.</p>	February to March	<input type="checkbox"/>
<b>STEP 6</b>	<p><b>SELECT YOUR "RYLANS" and SUBMIT THEIR NAMES TO RYLA</b></p> <p>Based on the interviews, the Selection Committee (or Selection Partner) will select the "Attendees" whom your club will sponsor this year. It's a good idea to also designate some "Alternates" in case a selected student becomes unavailable to attend. After students are chosen, <b>YOU MUST PROVIDE YOUR SELECTED STUDENT NAMES TO RYLA</b> so that we can validate their online registrations. <b>SUBMIT INFO AT: <a href="http://www.ryla7910.org/clubinfo">www.ryla7910.org/clubinfo</a></b> (Submit your student names <b>BEFORE</b> your students attempt to register online.)</p>	April 5	<input type="checkbox"/>
<b>STEP 7</b>	<p><b>SEND RESPONSE LETTERS</b> to all applicants. For <b>SELECTED</b> candidates (including Alternates), <b>include a Registration Guide</b> with the letter, and instruct them to submit their Online Registration on the RYLA website <b>as soon as possible</b> (by April 1 at the latest). You should urge them to register early, in case they run into any questions or problems during the online registration process.</p> <p>Sample notification letters are provided in the Support Materials. For "selected" candidates (Attendees AND Alternates), include the <b>Registration Guide</b>, which provides instructions for registering online. <b>Make sure to include YOUR contact info</b> on any materials that you distribute. NOTE that "Alternates" should proceed with online registration JUST AS IF they were Attendees -- we will need to have their information processed and ready to go if the opportunity arises for them to fill a vacant spot. <b>You should tell your students to complete the Online Registration process as soon as possible.</b></p>	<p>Clubs <b>SEND LETTERS</b> by April 5</p> <p><b>Selected Students REGISTER ONLINE</b> by April 15</p>	<input type="checkbox"/>
<b>STEP 8</b>	<p><b>SEND OUT A CONGRATULATORY PRESS RELEASE</b> to local papers. <b>INVITE</b> your RYLA's and their parents to attend a Rotary meeting.</p> <p>Don't neglect to send out a press release! It's another chance to tell the community about your club's great work. Take photos of the students with their parents, with members of your club or just as a group, and submit them to local papers along with the press release. It's great for the students—and the club! A sample press release is provided in the Support Materials.</p> <p>Invite the future RYLA's to a Rotary meeting prior to the conference so that they may become exposed to Rotary and your club, and so they will begin to have an idea of what Rotary is about. Have a Rotarian spend some time with them explaining some of the programs that your club supports in your community. <b>Make sure the students you are sponsoring clearly know which Rotary club is sponsoring them!</b></p>	after selecting your students	<input type="checkbox"/>

Continued...

STEP #	WHAT TO DO	WHEN:	DONE?
<b>STEP 9</b>	<p><b>CONTACT YOUR ATTENDEES AND ALTERNATES</b>, Check on the status of the student attendees and alternate registrations using the spreadsheet link provided.</p> <p><i>In step 7, you should have provided a <b>Registration Guide</b> to your selected Attendees and Alternates. That sheet tells students how to complete their registration online. When they do so, they will receive complete information about the conference, as well as the link to the online Registration system. Online Registration and the Online Parent Permission forms must be completed by April 15, <b>for all Attendees AND Alternates</b>.</i></p> <p><b>IN EARLY APRIL</b>, contact your conference Attendees and Alternates...</p> <ul style="list-style-type: none"> <li>• Check to see if they have any questions.</li> <li>• Ask if they are prepared to participate in the <u>ENTIRE</u> program. (This is very important.)</li> <li>• Ask if they have <b>1) completed the Online Registration</b> and <b>2) Parent Permission</b>. <i>Make sure they understand these are separate steps, and they must do both.</i></li> </ul> <p>Verify that they have submitted these online forms by April 15. You can track who has and has not submitted these forms using the spreadsheet link provided.</p> <p>Forms received after April 15 risk not be considered. Please ensure that all your Attendees and Alternates and their parents submit these forms on time.</p> <p><b><i>If forms are not submitted by this date, you will unfortunately have to inform your candidates that they will not be able to attend RYLA. No refunds will be given to the club.</i></b></p>	<p><b>Check in with your RYLA's during early April.</b></p> <p><b>DO NOT DELAY!</b></p> <p><b>Completed FORMS must be submitted</b></p> <p><b>by APRIL 15</b></p> <p><b><i>This is an absolute deadline!</i></b></p>	<input type="checkbox"/>
<b>STEP 10</b>	<p><b>CHECK WITH STUDENTS</b> 2 weeks before the conference to confirm all details.</p> <ul style="list-style-type: none"> <li>• Are they still committed to the entire weekend? They must be present for the ENTIRE program. <b>NOTIFY THE REGISTRAR IMMEDIATELY in the event of a cancellation.</b></li> <li>• Do the students have any questions? (RYLA7910.org website contains lots of advice!)</li> <li>• Do they know where they need to be, and when?</li> <li>• How will they be getting to and from the conference? Students are permitted to bring their own vehicles this year, or you may need to provide transportation for them.</li> <li>• Do they know what they need to bring? They will receive this information during the online registration process. It is also on the website. Make sure they have it and are all set.</li> </ul>	<b>by June 15</b>	<input type="checkbox"/>
<b>STEP 11</b>	<p><b>Someone from your club should VOLUNTEER or attend the RYLA CONFERENCE</b></p> <p>Being present at the RYLA Conference is a great way to cap off your club's RYLA efforts. You can observe first-hand the difference you have helped to make in these young people's lives! For more details, visit <b><a href="http://www.RYLA7910.org/get-involved">www.RYLA7910.org/get-involved</a></b></p>	<b>Fri-Sat-Sun, Last weekend of June*</b>	<input type="checkbox"/>
<b>STEP 12</b>	<p><b>INVITE</b> your RYLA's back to your club to talk about their RYLA experience.</p> <p><b>PROVIDE FEEDBACK</b> to the RYLA Committee.</p> <p>Following the conference, you should invite your RYLA's to speak at your club. The Club RYLA Chairperson should invite feedback (from the students AND the club) about the conference and the selection process that led up to it. Any feedback should be communicated to the RYLA Committee for improvement in future years.</p> <p>Email feedback to <b><a href="mailto:7910ryla@gmail.com">7910ryla@gmail.com</a></b> or mail it to the District 7910 RYLA Committee Chair (mailing address can be found on the RYLA website).</p>	<b>After the Conference</b>	<input type="checkbox"/>

\*See **[www.ryla7910.org](http://www.ryla7910.org)** for current year dates.

## Rotary Clubs:

RESERVE CONFERENCE SPACE **ASAP**  
FOR THE NUMBER OF STUDENTS YOU  
WILL BE SENDING TO RYLA

1. Complete this form.
2. Make your check payable to  
"Rotary District 7910 RYLA"  
for \$300 per student.
3. Submit your reservation form & check  
**no later than March 1**  
to the RYLA Treasurer.

SEE WEBSITE FOR CURRENT  
TREASURER'S MAILING ADDRESS  
**www.ryla7910.org**

## IMPORTANT NOTES

Reservation forms **must be postmarked by the deadline**, and will not be accepted without full payment.

**Refer to the CLUB ACTION PLAN (pages 4–6) for the next steps in selecting your students and getting them properly registered.**

To ensure attendance eligibility, **Online Forms** for all Attendees AND Alternates must be submitted to the Registrar by April 15. (See Action Plan for details.)

**PLEASE NOTE:** If your students and their parents do not submit the appropriate online forms by April 15, your candidates will not be able to attend. No refunds will be provided.

Should a selected Attendee withdraw or otherwise be unable to attend, the RYLA Registrar should be notified immediately. Taking into account the overall status of the registration process and any Alternates submitted by the sponsoring club, the Registrar will coordinate the substitution of an eligible student alternate with the involved club RYLA chair.

## SUBMIT BY MARCH 1

### RYLA SPACE RESERVATION

or do this online at <https://tinyurl.com/ryla-reserve>

Club: \_\_\_\_\_

Number of Students: \_\_\_\_\_ (Student names **NOT** required right now)

Enclosed Check Amount: \$ \_\_\_\_\_  
\$300 per student

### Student Selection Method used by your club:

\_\_\_ Club Members interview and select students

\_\_\_ Local School(s) select the students

\_\_\_ Other – Please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Contact Info (Required)

#### Club's RYLA Chairperson

Club does not have a RYLA Chair ☐

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**PROVIDE  
AT LEAST ONE  
PHONE #**

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Club President

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**PROVIDE  
AT LEAST ONE  
PHONE #**

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**REQUIRED** Club President's Signature: \_\_\_\_\_

The following Support Materials will greatly assist with your student selection process. **They can be found in the “For Clubs” section of the RYLA7910.org website.** You can customize most of these documents with your club information, or create your own documents, using our support materials as examples. ***Documents marked with a star are particularly important.***



**Download these from  
the RYLA WEBSITE:  
[www.ryla7910.org](http://www.ryla7910.org)**

Letter to  
Schools



Selection  
Partner  
Info Sheet

## COMMUNICATE WITH SCHOOLS

Use these documents if your club partners with local schools when selecting students.

Promotional  
Flyer

Call-For-  
Applicants  
Press Release



RYLA  
Application  
Form

## PROMOTE RYLA & COLLECT APPLICATIONS

A press release will expand your pool of potential candidates. ALL candidates should complete some kind of application form, to ensure they are truly interested in the RYLA opportunity, and able to attend.

Selection  
Guidelines

Interview  
Questions

Interview  
Evaluation  
Form

## SELECT YOUR STUDENTS

These documents describe the qualities you should look for in a candidate, and assist interviewers in evaluating each applicant in order to select the students your club will send to RYLA.

Letter to  
Selected  
Attendees

Letter to  
Designated  
Alternates

Letter to  
Unselected  
Applicants



RYLA  
Registration  
Guide

## NOTIFY APPLICANTS

ALL candidates should be sent a followup letter. ***Any student who is selected to attend RYLA or designated as an Alternate should also be given a Registration Guide, which explains what steps they must take to complete Online Registration.***

## ANNOUNCE

Congratulatory  
Press Release

Boost community awareness of your club by using this opportunity to send a press release to local newspapers. Include a group photo of your selected students for maximum impact!



## Completing the Registration Process:

**ONLINE FORMS  
SUBMITTED BY APRIL 15**

SEE WEBSITE FOR  
LINKS TO  
CURRENT FORMS  
[www.ryla7910.org](http://www.ryla7910.org)

In recent years, the student registration process has been greatly simplified. All the data is now collected electronically via the Online Registration Form.

<https://www.rotary7910.org/page/ryla-student-registration>

### YOU SHOULD VERIFY THAT THE STUDENT HAS ACTUALLY COMPLETED ONLINE REGISTRATION.

(Sometimes they overlook that part!)  
To do so, check the Status Report at:  
[www.tinyurl.com/ryla-student-reg-status](http://www.tinyurl.com/ryla-student-reg-status)

**CHANGES:** If students need to make changes to the data they submitted online, they should send an email to [reg-info-change@ryla7910.org](mailto:reg-info-change@ryla7910.org)

**QUESTIONS?** Contact the RYLA Registrar: [registrar@ryla7910.org](mailto:registrar@ryla7910.org)  
Full contact info for the current registrar can be found at [www.ryla7910.org](http://www.ryla7910.org)

## Join Us At RYLA!

# Don't miss the best part!

As a culmination of all your efforts, consider attending part of the RYLA conference. You can observe first hand the difference you have helped make in these young people's lives!

RYLA is a completely volunteer-run program. **Volunteers needed** at the conference include: Session Assistant, Session Leader, Guest Speaker, Rotary Expo Booth Sponsor, Nighttime Hall Monitor, Info Desk, Volunteer Check-in, and more. Help out for a few hours, a day, or the entire weekend, whichever you prefer. You won't regret it!

Don't want to commit to a particular task or time slot? That's okay too. **Rotarian visitors are welcome** throughout the weekend. Contact the Volunteer Coordinator for details.

***The conference is the best part of RYLA... If you don't go, you're missing out on a great experience!***

## We Want Your Feedback!

Was the information in this packet helpful?

Was there anything missing?

Is there anything you think we should change?

Do you have any general feedback about RYLA?

If you attended part of the conference, what did you think?

Ask your RYLAans about their experience when they visit your club after the conference. Let us know what they thought about the program.

# Send Us Your Thoughts

via the RYLA 7910 website, or mail them to the District 7910 RYLA Committee Chair. CONTACT INFO IS ON THE RYLA WEBSITE.

***...and Thanks...*** for helping to make RYLA a success!



**RYLA WEBSITE:**  
[www.ryla7910.org](http://www.ryla7910.org)

