RYLA
Rotary Youth Leadership Award
San Diego & Imperial Counties

2026
Club Coordinator Checklist

May	☐ Remind Club President to aside money in the budget to send one or more students to RYLA.
July	☐ Remind Club President to appoint the Club's RYLA Chair and provide name and contact information for the District 5340 directory.
July	☐ Schedule a RYLA recognition program at club for April, May or early June the following year to recognize sponsored students.
Dec	☐ Review list of high schools assigned to your club. ☐ Identify school contacts (usually a teacher or counselor) and ask for assistance in identifying potential RLYA applicants. ☐ Offer to drop off fliers and posters. ☐ Suggest school broadcast program do a story about RYLA and/or run a RYLA video on the school channel. ☐ Student application period opens.
Jan.	☐ Student application period opens ☐ Contact Interact club at high schools for assistance in promoting RYLA to juniors. ☐ Complete club registration form indicating how many students your club plans to sponsor. ☐ Review applications submitted so far. ☐ Check with school contacts to see how interest in registration is coming. Brainstorm additional promotion if needed.
Jan. 30	☐ Deadline to complete your online registration indicating how many students the club plans to send to RYLA. Club Chair

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	prints out confirmation email and submits check request to club's Treasurer.
Feb. 14	☐ Deadline for club payment. Send payment ($500 x number of students) to RYLA Treasurer with copy of registration confirmation email: Mike Metts RYLA Chair/Treasurer 2020 Jewell Ridge Vista, CA 92081
Feb. 21	☐ Student application deadline. ☐ Form an interview committee with fellow Rotarians. Contact students to schedule interviews. ☐ Obtain final list of applicants from RYLA registration coordinator and schedule for interviews.
Feb. 22	☐ Facilitator application deadline.
March 15	☐ Complete student interviews. ☐ Contact all students who applied let them know if they have been selected. Notify alternates as well.
March 20	☐ Deadline to send list of selected students and alternates to RYLA registration coordinator.
April	☐ Keep in touch with selected students in case of cancellations. Notify RYLA registration coordinator of any changes.
April - May	☐ Invite students to club to share their experiences.

Have Questions?
Email us at
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