



New to RYLA? Here's how to get started ...

1. **GET BACKGROUND.** Meet with your club's youth chair or past RYLA club coordinators, if available. Ask what suggestions they have to make the process go smoothly. Review the RYLA website to learn more about the program. You can also email the RYLA registration coordinator who will be happy to give you an orientation.
2. **REGISTER YOUR CLUB.** Fill out the club registration form with how many students you plan to sponsor from which schools. You will get an automated email response that can serve as your invoice. Request your club treasurer send a check to the RYLA Treasurer.
3. **FIND YOUR SCHOOL CONTACTS.** Find a point of contact at the schools your club is sponsoring.
4. **DROP BY.** Because schools are so busy, consider dropping by the main office to ask who the best person would be to talk to about RYLA. It could be the principal or someone in the counseling department. Avoid the beginning and ending of the school day because those times tend to be busy for the office staff.
5. **GO OVER THE PROCESS.** Once you identify a point of contact who can work with you, meet with them to go over the steps involved. The key activities include:
 - Helping you promote the opportunity to juniors by posting posters and fliers on campus and letting you know how you can get information in the principal's parent newsletter or other communication channels.
 - Ask to meet with the counselors (or you can send them an email) to encourage them to recommend students who would be good candidates for RYLA. Counselors usually know which students have demonstrated leadership experience.
 - Go over the list of promotional ideas with your point of contact to see if there are other ways to get the word out.
6. **MONITOR INCOMING APPLICATIONS.** Once students complete their online application, they will get a copy by email and are asked to bring a hard copy to their school point of contact. Follow up every couple of weeks to see if any have been received. The RYLA registration coordinator will also send out periodic updates about how many applications have come in from which schools.
7. **FORM AN INTERVIEW COMMITTEE.** As the student deadline approaches, ask a few Rotary club members to help you review the applications and interview students. Students must be interviewed before they are selected. Suggested interview questions are on the RYLA website.
8. **SUBMIT STUDENT NAMES.** You will get an email with instructions about how to submit the names of your selected students and alternates. Alternates are important because students often have last minute illnesses or other reasons they can no longer attend.
9. **SCHEDULE STUDENT PRESENTATION.** Schedule a time when your students can come to the club and talk about their experience at RYLA