

CLUB CHAIR



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 to recognized sponsored students.
Sept.	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.
Oct.	Student application period opens. Contact Rotaract club at high schools for assistance in promoting RYLA to juniors.
Nov.	Complete club registration form indicating how many students your club plans to sponsor. Check with school contacts to see how interest in registration is coming. Brainstorm additional promotion if needed.
Jan.	Review applications submitted so far. Form an interview committee with fellow Rotarians. Contact students to schedule interviews.
Jan. 27	Deadline for Club Chairs to complete online registration indicating how many students the club plans to send to RYLA.

	Club Chair prints out confirmation email and submits check request to club's Treasurer.
Feb. 10	Student application deadline.
Feb. 11	Obtain final list of applicants and schedule for interviews.
Feb. 28	Deadline for club payment. Send payment (\$400 x number of students) to RYLA Treasurer with copy of registration confirmation email: Mike Metts RYLA Chair/Treasurer 2020 Jewell Ridge Vista, CA 92081
March 10	Complete student interviews. Contact all students who applied let them know if they have been selected.
March 17	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 ryla5340.regis@gmail.com