

2012 RYLA Conference

Calendar of Events

JUL

- Club President & Board appoint Club RYLA Chair – Designate RYLA Chair in Rotary 5340 District Directory.

OCT

- Notify [District 5340 RYLA Registration Coordinator](#) of number of students and facilitators your club will sponsor.
- Review information on <http://www.rylaconference.com>
- Identify and contact the schools you are sponsoring & meet with the school liaison (typically a counselor, activities director or teacher, have them review the [RYLA brochure](#))

NOV

- (15th) Submit Check to [District 5340 RYLA Registration Coordinator](#) for students AND facilitators sponsored.
- Review, Print & Deliver RYLA Brochure to school liaison
- [RYLA Brochure](#)
- [Checklist for Club Coordinators](#)

DEC

- Make sure you are in contact with your high schools and have the RYLA application process for the students started – interviews should be started this month if at all possible. Send your selections to the [Registrar](#). Please remember, ALL students MUST apply online.

JAN

- (31st) Complete all Student interviews & Delegate selections needs to be sent to the District 5340 RYLA Registration Coordinator
- Deadline for [Facilitator applications](#) (apply online)
- Arrange for club RYLA program end of May/beginning of June (**see May below**)

FEB

- (1st) Selection of Facilitators
- (7th) Due date for Completed RYLA Delegate Applications to Registrar

MAR

- (1st) Follow up with delegates to verify attendance & that they know their [bus schedule](#)
- Verify early release of Delegates with schools & arrange or verify transportation requirements for Delegates to & from bus stops

- Facilitator Training/Orientation
- (15th) **Last day for Refunds**

APR

- (20th) – 8 AM – 9 AM Bus Pickup, 8 AM Facilitator Orientation
- (21st) – RYLA Observation Possibilities
- (22nd) – 4 PM – 6 PM Bus Drop Off

MAY

- End of Month - Receive Yearbooks & certificates
- Schedule RYLA program for Rylarians, parents, etc., to attend Club meeting to speak on their experiences and present yearbooks & certificates.