

2009 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 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
 - [What is RYLA Brochure](#)
 - [Club Coordinator Basics](#)
 - [Student Selection Process](#)
- 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
 - [Student Selection Process](#)
 - 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
 - (17th) **Last day for Refunds**
 - (29th) Facilitator Training/Orientation

APR

- (17th) – 8 AM – 9 AM Bus Pickup, 8 AM Facilitator Orientation
- (18th) – RYLA Observation Possibilities
- (19th) – 4 PM – 6 PM Bus Drop Off

MAY

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