



# ROTARY CLUB'S ~ RYLA CHECKLIST



| WHAT TO DO  | WHEN  | DONE?                    |
|---|---|--------------------------|
| <p><b>APPOINT YOUR RYLA CHAIR/Champion</b> and provide their contact info to the RYLA Committee: <a href="mailto:c_caruana@bigpond.com">c_caruana@bigpond.com</a><br/>Also <b>SELECT A COMMITTEE</b> of club members who will help interview the applicants (if applicable)</p>   | <p><b>July / August</b></p>                   | <input type="checkbox"/> |
| <p><b>PROMOTE THE RYLA OPPORTUNITY</b> to potential candidates by sending <b>Flyers</b> and <b>Letters</b> local companies and sending <b>Press Releases</b> to local newspapers. Arrange a date for a RYLA Committee member and/or Leader to come and present/talk to your club members</p>  | <p><b>September / November</b></p>            | <input type="checkbox"/> |
| <p><b>COLLECT APPLICATIONS</b> from interested participants 18-26yrs.</p>   | <p><b>in advance of interviews</b></p>        | <input type="checkbox"/> |
| <p><b>INTERVIEW ALL APPLICANTS</b> and evaluate them (if relevant to your club)</p>   | <p><b>January / February</b></p>              | <input type="checkbox"/> |
| <p><b>SELECT YOUR "RYLARIAN/S"</b> along with one or two alternates. Remember, we are looking for candidates who are enthusiastic about the program and show leadership potential. They don't necessarily have to be a leader already.</p>  | <p><b>February / early March</b></p>          | <input type="checkbox"/> |
| <p><b>FORWARD COMPLETED APPLICATION FORMS:</b> Obtain fully completed and signed 5 pages 2016 application form which includes: RYLA Seminar Contract, Consent to Publication of Personal Particulars and Outdoor Activities Waiver along with 2 passport photos of the Awardee.<br/><b>Scan application forms &amp; photos and email to: <a href="mailto:bruce@bnj.com.au">bruce@bnj.com.au</a></b></p> <p>Pay application Fee - \$750.00 per participant or leader via:</p> <p><b>DIRECT DEBIT: BSB 084 209     A/C No. 85-383-2749     (preferred)</b><br/><b>REFERENCE: RYLA, Club name &amp; Surname of Rylarian</b><br/>Please email a copy of your receipt to: <a href="mailto:bruce@bnj.com.au">bruce@bnj.com.au</a></p> <p><b>OR POST:</b></p> <p><b>CHEQUE:     Rotary International D9600 Ltd</b></p> <p><b>Bruce Lawton - RYLA ,<br/>PO Box 20, NAMBOUR QLD 4560</b></p> | <p><b>by 25 March</b></p>                     | <input type="checkbox"/> |
| <p><b>SEND OUT a Congratulatory Press Release</b> to local papers. Invite your RYLARIANS and their employer to attend a Rotary meeting.</p>   | <p><b>after selection</b></p>                 | <input type="checkbox"/> |
| <p><b>CONTACT</b> your selected Awardees Mid April to ensure that they have received updated correspondence 'Joining Instructions" from the RYLA Committee and that they have given their Bus Stop details to the RYLA Committee.</p>   | <p><b>By 22 April</b></p>                     | <input type="checkbox"/> |
| <p><b>CHECK WITH AWARDEE/S</b> the week before the Training Seminar to verify transportation to their bus stop, confirm their attendance for the full week and check to make sure they have no other questions.</p>   | <p><b>by 25 April</b></p>                     | <input type="checkbox"/> |
| <p><b>RYLA/ROTARY DINNER:</b> Obtain numbers and names of Rotarians, partners &amp; employers for the RYLA/Rotary Dinner Wednesday 4 May, 2016 and advise RYLA Committee by 27/4/16</p>   | <p><b>By 27 April</b></p>                     | <input type="checkbox"/> |
| <p>Ask/confirm date for your RYLARIAN/S to <b>SPEAK AT YOUR CLUB MEETING</b> about their RYLA experience. Remind them to bring along their certificate for the President to sign. Provide feedback to the District RYLA Committee</p>   | <p><b>ASAP<br/>Post-<br/>RYLA Seminar</b></p> | <input type="checkbox"/> |