

# Rotary International District 5240



## RYLA Coordinator Guide

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## What is RYLA?

Each year, thousands of young people take part in the Rotary Youth Leadership Awards (RYLA) program worldwide. Young people are chosen from local high schools for their leadership potential to attend an all expenses paid camp to discuss leadership skills and to learn those skills through practice. Rotary Clubs and Districts select participants and facilitate the event's curriculum.

RYLA aims to:

- Provide effective training experiences for selected youth and potential leaders;
- Encourage leadership of youth by youth;
- Encourage youth to make a difference in their communities through volunteer work and social responsibility; and
- Demonstrate Rotary's respect and concern for youth.

RYLA was officially adopted by Rotary International in 1971 and is one of the most significant and fastest growing programs of Rotary service. RYLA programs often lead to the formation or strengthening of Rotaract and Interact clubs. RYLA participants often go on to become Youth Exchange students or Ambassadorial Scholars. More information about RYLA is available at the Rotary International website.

## How Rotary Clubs Get Involved:

The process for getting your club involved in RYLA is simple. We have done our best to make the process easy to understand and implement. If you cannot find the answer on the website or need help finding the information RYLA administration is available to help: [admin@ryla5240.org](mailto:admin@ryla5240.org).

1. Club Presidents must decide who is going to be the RYLA Coordinator for your Club and update ClubRunner with this information.
2. Clubs must decide early in the Rotary year how many students it would like to send to this annual event.
3. Reserve space for selected students to attend per guidelines provided by the RYLA Administrator.
4. Clubs must send payment for reserved spaces by October 30<sup>th</sup>.
5. The RYLA Coordinator will coordinate the selection process for students who will represent the Club.
6. The Club is responsible for arranging transportation to and from RYLA for each student selected.
7. Encourage Club members to be volunteers at RYLA.

# Glossary of Terms

**Reservation Payments** – Each club must mail the entire amount due to the address shown on the receipt that is sent upon the completion of the Space Reservation. This amount includes both the payment for student attendance (RYLA Tuition – see below) and a donation to the Scholarship Fund.

**Registered Students** – Students who have been selected by their host Rotary Club and have already completed the online registration process.

**RYLA Coordinator** – The Rotarian who serves as the primary point of contact with the District RYLA Staff from the time of the Club's space reservation through the end of the Rotary year. This individual is responsible for student selection and for coordinating communication with students, their schools, and their parents/guardians. Duties include managing registration, ensuring students and their parents/guardians understand what to expect and arranging transportation to and from the RYLA event.

**RYLA Alternate Students** – These are students who are chosen by each Club to replace any RYLA Primary student chosen by your Club who cannot attend RYLA.

**RYLA Primary Students** – These are students who have been chose by each Club to attend RYLA.

**RYLA Staff** – Rotarians who manage the District's RYLA event of behalf of District 5240. RYLA Staff can be reached at [admin@ryla5240.org](mailto:admin@ryla5240.org).

**RYLA Tuition** – This is the amount of money that is required to be paid by each Club (or on behalf of each Club) to send a student to the event. RYLA Tuition can be paid by an individual provided that the payment is associated with a Club within District 5240.

**Scholarship Donation** – Money donated by every Club participating in RYLA. There is a minimum donation amount for each Club based upon the number of student reservations, however, all clubs are encouraged to donate as much as their budget will allow.

**School Advisor** – The contact person at each high school who will coordinate with students and Club RYLA Coordinators.

**Space Reservation** – This is the act of reserving enough space for the desired number of students your club would like to send to RYLA. The students' names are not required at the time of a space reservation.

**Student Registration** – This is the act of entering information regarding the students who are chosen by each club. The students must go online and complete their own registration. All students must have their parents/guardians complete a Parent Consent Form which includes the conditions of registration and attendance.

## **Role of the RYLA Coordinator**

The RYLA Coordinator is responsible for organizing, promoting, and managing their Rotary Club's participation in the Rotary Youth Leadership Awards (RYLA) program. This includes student outreach, application and registration management, coordination with schools and parents, and communication with the District RYLA Staff.

### **Program Promotion & Recruitment**

- Promote the RYLA program within the community, especially to high school counselors, youth organizations, and students.
- Distribute applications and marketing materials.
- Encourage student participation and answer program-related questions.

### **Student Selection & Registration**

- Coordinate the application and interview process to select student participants.
- Ensure student selections align with the Club's approved number of spaces.
- Provide student registration links and information to selected students and ensure registrations are complete by District deadlines.

### **Parent & School Communication**

- Serve as the primary contact for student's families and schools regarding the RYLA experience, expectations, transportation, and consent forms.
- Provide guidance on any required pre-event preparation.

### **District Coordination**

- Act as the liaison between the Club and the District RYLA Staff.
- Participate in coordinator meetings or training as scheduled by the District RYLA Staff.
- Monitor student registration process using the District approved systems.

### **Transportation & Logistics**

- Arrange safe and timely transportation to and from RYLA site.
- Confirm travel details with students and parents well in advance of the event.

### **Follow-up**

- Encourage selected students to share their RYLA experience with the Club after the event (e.g., presentations at Club meetings).
- Submit any post-event feedback or documentation requested by the District.

## **Reserving Club Spaces & Payments**

RYLA operates on a space-reservation system that requires each participating Rotary Club to proactively commit to the number of students they intend to sponsor. This commitment must be backed by timely payment and active coordination. Below are the essential components:

- Space Reservation Commitment
  - Reservation Period: Clubs must reserve spaces by October 30 each year.
  - Reservation Process: Complete the online inquiry form via the [UltraCamp website](#).
  - The RYLA Coordinator contact information must be included on the inquiry form.
  - You will receive confirmation of your reservation inquiry, along with a financial

statement outlining the fees due.

- Spaces are not officially reserved until payment has been received and the number of students has been confirmed. If spaces remain unpaid past October 30, they may be released to other clubs.
- Tuition and Scholarship Contributions
  - Tuition fees are \$495 per student and must be paid for each space the club reserves, regardless of whether the student later withdraws or is replaced by an alternate.
  - Scholarship contributions are mandatory and help fund \$500 RYLA 5240 Scholarships, awarded annually to outstanding students to support their ongoing education. The breakdown:
    - 1 to 4 reserved spaces: \$15 per student
    - 5 or more reserved spaces: \$100 minimum total donation.
    - Larger donations are greatly appreciated to help sustain this exceptional youth program.
- Invoicing and Payment
  - Invoices will be generated and emailed to you after the RYLA Admin has processed your inquiry request.
  - Payment Due Date: **October 30.**
  - Checks should be made payable to **RYLA 5240** and mailed to:  
RYLA 5240  
c/o Darin Arrasmith  
3625 Thousand Oaks Blvd, Ste 288  
Westlake Village, CA 91362
- Club Statement Access
  - Clubs may view their reservation history, payment status, and statement of account by logging into their profile on the UltraCamp website. This helps RYLA Coordinators:
    - Track payments made and any balance due
    - Confirm scholarship contributions
    - See how many students have registered with their club.

## Refund and Cancellation Policy

RYLA has a structured policy for refunds and cancellations to protect the program's integrity:

Scenario	Refund Status
Cancellations before January 30	Full refund available
Cancellations between February 1& 15	\$100 cancellation fee
Cancellations after February 15	No refund

- Unused Tuition: If your club is unable to fill all reserved spaces and does not provide alternates, your unused tuition payments may be redirected to fund alternates from a different club or contribute to the general scholarship fund.
- Alternates: If your club cannot fill a reserved space and another club has a qualified alternate available, the RYLA team will attempt to match that alternate to your unfilled space, maintaining your clubs sponsorship credit.

## **Student Selection Process**

The process of selecting students for RYLA is one of the most important responsibilities of the RYLA Coordinator. The goal is to identify high school students who will gain the most from this leadership experience and go on to make a positive impact in their schools and communities.

### **Who Should Attend RYLA?**

All high school students are eligible, however Juniors and Sophomores are preferred:

- Juniors make ideal candidates. They return to school as seniors with time to apply what they've learned, take leadership roles and build stronger Interact Clubs or school initiatives.
- Sophomores also benefit greatly, gaining early leadership training and longer-term engagement opportunities.
- Seniors may attend but are not preferred, as they have limited time left in high school to apply what they learn.
- Freshman are allowed but may feel out of place among older students. However, many have succeeded and grown at RYLA.
- Rotary Exchange Students sponsored by your club are required to attend RYLA at the club's expense.
- Students may only attend RYLA once.

Clubs are encouraged to prioritize students with leadership potential, a willingness to engage, and the character to represent their school and Rotary well.

### **Eligibility Criteria**

Selected students must:

- Be under 18 years old.
- Be in good academic standing.
- Demonstrate leadership experience or potential.
- Show involvement in school or community activities.
- Agree to follow the expectations outlined in the Weekend Survival Guide.
- Have not previously attended RYLA.

### **How to Identify Candidates**

Use multiple strategies to promote the opportunity and reach strong applicants:

- Contact school principals, counselors, coaches and activity advisors.
- Present to Interact Clubs and youth organizations.
- Distribute applications during Rotary meetings – member may know great candidates.
- Ask past RYLA attendees to help promote the program at their schools.
- Submit a press release to local media and school outlets.
- Contact the RYLA Admin Team ([admin@ryla5240.org](mailto:admin@ryla5240.org)) for flyers, presentations, and promotional videos.

Priority should be given to Interact Club members – especially the Interact President Elect –

as RYLA helps strengthen Interact leadership and membership.

### **Application and Interview Process**

1. Distribute Applications – Available in the Document Center of UltraCamp under your profile.
2. Review Applications – Evaluate based on character, experience, and leadership potential.
3. Conduct Interviews (*optional but highly encouraged*):
  - a. Use consistent questions for all students.
  - b. Ask committee members to score responses and provide comments.
  - c. Interviews help identify qualified alternates and offer students a valuable experience.

### **Selection and Notification**

After Interviews:

- Finalize Primary Selections and Alternates.
- Notify all students of their selection status.
- Provide selected students with RYLA registration instructions and your contact info.

**Note:** Alternates must complete registration and submit the Parent Consent Form by the same deadlines as primary students. They must be ready to attend if a primary student drops out.

### **Coordinator Responsibilities After Selection**

- Confirm that students complete registration and submit their forms on time.
- Personally contact each student to introduce yourself and provide guidance.
- Ensure students have reviewed the documents “What to Know Before You Go” and the “Weekend Survival Guide”. In addition, ensure they have completed the RYLA Questionnaire form and remind them to take the form to RYLA.
- Coordinate and communicate transportation plans with students, parents, drivers and RYLA Admin.
  - Clubs are responsible for safe round-trip student transportation.
  - Parents may drive if they choose but should not be required.
  - **Students are not allowed to drive themselves to/from RYLA.**
  - Provide driver and parent contact details to RYLA Admin.
- After the event, invite students back to share their experiences at a Club meeting.

### **Additional Resources**

All resources listed below are located in the Document Center of the RYLA UltraCamp website under your profile.

- **RYLA Coordinator Timeline**
- **RYLA Candidate Application**
- **RYLA Interview Question Suggestions**
- **What to Know Before You Go**
- **RYLA Questionnaire form**