

**CONFERENCE TIMELINES**

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| --- | --- |
| **DEADLINES and TIMELINES** | **ACTION** |
| **Prior to March 1, 2018** | Complete the **Club Reservation Form** online once you have determined the number of Conferees your CLUB will sponsor.  Send your check for $395 per student ($450 after 3/1/18)  Made payable to: **Rotary District 7640 RYLA**.  Mailing address:  **Rotary District 7640 Office**  470 North Delsea Drive  Bank of America Building – Second Floor  Vineland, New Jersey 08360  **Note: mark in memo line the name of your Rotary Club if not already identified on the check.** |
| **December 1, 2017 to**  **March 15, 2018** | Promote the Conference to qualified area youth through:   * Public and Private High Schools * Interact Clubs * Area Youth Organizations * Sons, Daughters, and Friends of Rotarians. * Adapt the **Press Release** and send to area newspapers, High School Principals and counselors, YM-YWCA’s, Boy and Girl Scouts, Church Youth Groups, etc.   Request assistance from RYLA Alumni in the schools. |
| **March 31, 2018** | Interview all candidates and select your Conferee(s). Also select Alternates on a standby basis. Ensure that the **Official Student Application** and the **Medical Release Form** are filled out ONLINE by the Conferee(s) according to **Instructions for Rotary Clubs and Applicants**. |
| **Prior to March 15, 2018** | Complete the **Student Selection Form** and submit online.  Send out **the Congratulatory Letter to Conferee**, and **Information to Selected Conferees**  to students. |
| **March 31, 2018** | Assure that the **Official Application Form** has been received by **Polly Ford-Hunter, RYLA Chair, 134 Edward Drive Swedesboro, NJ 08085**  **Late fees apply if not received March 31, 2018.** |
| **May** | Invite your Conferee(s) to your Club meeting as your guest(s) so they may become well informed and acquainted with Rotary. Insure that your Conferee(s) are fully informed about the RYLA Conference – when, where, what to bring, how to be transported, etc. |
| **June 15, 2018** | Arrange transportation for the Conferees to arrive at Stockton University on **Sunday, June 24, 2018** between 1:00pm and 3:00pm for Registration.  Conferees must **not** come to the Conference in their own cars!! |
| **Week before June 24, 2018** | Send out reminders and plan for Parents, Rotarians, and guests to attend the RYLA Award Dinner on **Thursday evening, June 28, 2018**. Consider hosting parents and school officials. Cost $22 per person. Arrange Conferee transportation home after the program if parents cannot attend. |

**SAMPLE PRESS RELEASE**

\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Rotary Club

\*Address

\*City\*State\*Zip\*

***For Immediate Release***

Date:

Contact: (Public/Media Relations Committee Person)

Phone:

Fax:

(CITY), NEW JERSEY – The Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is searching for candidates to attend its District Rotary Youth Leadership Award Conference at Stockton University this summer from **June 24 through June 28, 2018**.

(Name)\_\_\_\_\_\_\_\_\_\_\_, local Committee Chairperson, said that participants will be selected from young men and women who have exhibited leadership abilities and who will be entering their senior year of high school in the fall. The Rotary Club is now contacting high school principals, Interact Clubs, guidance counselors, other youth organizations, and sources for nominations of conference participants.

Aimed at developing the leadership potential of young men and young women, the conference will feature many challenging activities including workshops, speakers, discussions, sports, music, and news reporting. Topics will focus on decision-making, critical thinking, communicating effectively, ethics, public service, contemporary problems, and career development.

The participants will live, work, study, and play together in an academic setting under the guidance of professional counselors and educators. In addition, guest lecturers and discussion leaders will present a wide variety of vocational and community interests.

Anyone interested in obtaining further information should contact:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name) (Address and phone)

or any member of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Rotary Club)

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**SAMPLE LETTER**

**Participation Invitation to School Principals,**

**Guidance, Youth Group Sponsors and Others**

**Rotary Club Name**

Rotary Club Address

Rotary Club City, New Jersey, Zip Code

( ) Phone Number

( ) Fax Number

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

The Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is interested in community leadership, not only for today, but for tomorrow as well.

In a very few years, it is our hope that the students in your school will be assuming some of your community’s leadership roles. We know you are training them for the task and Rotary would like to help.

For this reason, the **forty-five (45) Rotary Clubs** in southern New Jersey will conduct its **39th Annual Rotary Youth Leadership Award Conference** (RYLA) at Stockton University from **June 24 to June 28, 2018**. It will be staffed by carefully selected counselors and teachers. Our objective is to offer outstanding high school juniors, who will be entering their senior year in September, an opportunity to accept the responsibilities of leadership. Much of the student’s time will be structured with programs such as group discussions, guest speakers, career guidance, group sports, and music. Perhaps the greatest benefit will come from sharing this experience with approximately 170 other outstanding young men and women selected from high schools in Rotary District 7640 and visiting international exchange students.

Our Rotary Club is asking you to nominate young men and women who have already displayed leadership abilities and will profit most from this experience. We suggest they be selected first for leadership potential, second for good citizenship, third for a desire to attend the Conference, and fourth for scholarship. These characteristics are listed in that order so that latent leaders are not overlooked because of grades. The only other requirement is that they must be students who will enter their senior year in **September 2018**.

The nominations should be made, and the names given to the Chairperson listed below, no later than **March 15, 2018**. Our Rotary Club Committee will then conduct interviews and select conferees.

It is our hope that the selection process for the Rotary Youth Leadership Award Conference might become a regular part of your award system, and an honor that students can work for and achieve.

Thank you for your assistance in this project for the advancement of youth.

Yours in Rotary Service,

(Name) RYLA Chairperson, Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**CONFERENCE GUIDELINES**

**FOR SELECTING YOUR CONFEREES**

1. The school should present your Club’s Committee with two or three times the number of qualified candidates that you plan to select. Your Committee should conduct the interviews and choose the most qualified students to represent your local school, and your club.
2. The student(s) your club selects to be its “Youth Ambassadors” should be a high school junior who will be entering their senior year in September.
3. The following considerations are offered as possible criteria to be used in your selection process:

* **Leadership Potential:**
* Those qualities which might make him/her an effective leader.
* **Leadership Experience:**
* Has the student had opportunities to practice leadership skills in real life situations?
* Look for officers of school organizations, Interact Club members, class officers, athletic team captains, and extracurricular leadership experience, i.e. Scouts, church groups, etc.
* **Academic Ability:**
* Academic performance at school.
* **Extracurricular Activities:**
* Has the candidate been involved in extracurricular activities?
* Emphasize quality of involvement rather than quantity.
* Have they participated in any Community activities?
* Do they have a job after school, evenings, or on weekends?
* **Articulation:**
* Is candidate capable of expressing thoughts and feelings accurately, clearly, and effectively?
* **Ability to Relate with Peers:**
* How easily does the candidate get along with others?
* **Openness to this Experience:**
* Will candidate be open and adaptive enough to embrace the philosophy of the Conference?

1. Your Club would be wise to select “alternate candidates” who will be prepared to attend the Conference in the event that any of your primary candidates could not attend. Last minute cancellations and the problems that they cause could thus be eliminated.
2. We are looking for interested, sincere, well-rounded, potential leaders. A tremendous amount of planning goes into seeing that the program runs smoothly. The timely selection of qualified Conferees by ROTARIANS is a critical element in the success of the RYLA Program.



**CONFERENCE GUIDELINES**

**INTERVIEW RATING CHART**

**THIS FORM IS DESIGNED MERELY AS AN AID TO CLUB INTERVIEWS**

**>>>>> DO NOT MAIL TO THE RYLA CHAIR <<<<<**

Scholarships are awarded to students who will be seniors in September. The young leaders are selected on the basis of leadership, personal values, intelligence, and promise of future success. The person selected will represent your CLUB in a leadership training program with approximately 170 other leaders from high schools. We hope you will select a young man or woman who will contribute to the total program and in the following year will make a positive contribution in school.

APPLICANT’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

IS THE STUDENT IN AN INTERACT CLUB? \_\_\_ Yes \_\_\_ No - NUMBER OF YEARS \_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | Excellent | Average | Above Average |
| INTELLIGENCE | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| LEADERSHIP | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| INDUSTRY | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| CITIZENSHIP | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| ATTITUDE | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| APPEARANCE | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| ABILITY TO ARTICULATE | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| HEALTH | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| AVAILABILITY | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |

**REMARKS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Applicant Interviewer Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**ROTARY CLUB OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address

City, New Jersey Zip Code

Dear Parent(s)\_\_\_\_\_\_\_\_:

Please accept our congratulations on your (son or daughter) being selected as a participant in the Rotary Youth Leadership Award Conference! We hope that the week your (son or daughter) will spend at Stockton University will help increase their skills as a leader in their school and community; and more importantly, will increase their awareness of the opportunities for leadership in the future.

Our Rotary Youth Leadership Award Conference is sponsored by the 45 Rotary Clubs in Rotary International District 7640 to provide exceptional young men and women with an opportunity to live, work and play together in an atmosphere of friendly but challenging competition – an opportunity which through activity and inspiration will help them wrestle with contemporary problems and ethical situations, and at the same time, increase their capacity for leadership.

As a Conference participant, your (son or daughter) will find (his or her) days and nights filled with a variety of challenging activities all contributing to making them a better leader. Much of their time will be structured with programs such as sports, group discussion, guest speakers, career guidance, music, and news reporting. Perhaps the greatest benefit will come from the opportunity of sharing this experience with the approximately 170 others selected from high schools throughout South Jersey. The friendship will, in many cases, be lasting.

We look forward to your sharing this experience on the last day of the Conference. The “Closing Dinner” is on THURSDAY, JUNE 28, 2018 starting at 5:00 p.m. and ending 7:00 p.m. in the new student center dining hall. The RYLA Committee will mail, in advance of the “Closing Dinner,” two (2) tickets at $25.00 a piece for parents and/or guests who would like to prepay. Tickets may also be purchased at registration or reservations can be made during the conference, and paid at the dinner. Students will be free to leave immediately following dinner and the Program on Thursday.

If you have any questions during the week of RYLA, you may direct your questions to Polly Ford-Hunter, RYLA Conference Chairperson via cell at (856) 981-4594 or e-mail at [polly@fordflowershop.com](mailto:polly@fordflowershop.com) or to the Rotary District Office and speak to Melanie Druziako, District Office Administrator, (Monday, Tuesday, Wednesday and Thursday from 9:30 a.m. to 2:30 p.m.) at 856-205-9600.

Yours in Rotary Service,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Type Name) , President or RYLA Chair

Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_