



## **PROCEDURES FOR RYLA CANDIDATE SELECTION AND REGISTRATION**

### **COMMITTEE ORGANIZATION:**

Recruit a committee from your Club, 2-3 people. Establish a plan for promoting RYLA in your community, interviewing, selecting and registering this year's students.

### **BASIC DECISIONS FOR 2011:**

Determine how many students your club will sponsor, at \$300 per student  
Set time schedule to ensure application submission by May 1, 2011.

### **TIME SCHEDULE:**

Design plan for promotion and recruiting  
Set dates for interviews and for students to return completed forms to you.  
Distribute materials.  
Retrieve/collect completed applications  
Committee reviews applicants' materials **prior** to interview.  
Interview, set schedule, determine members' roles. Conduct interview.  
Select and notify students.  
Work with selected candidates to complete registration procedures. Mail/submit materials to RYLA Registrar \*NO later than May 1, 2011.

### **IMPORTANT:**

Ensure that your club information is written on all student materials.  
Keep on schedule. Ensure that students submit APPLICATIONS, by date requested.  
Retrieve and examine Applications, and attachments in advance of interviews to ensure good interview process and on-time mailing to RYLA Registrar  
Inform the students whom you have selected. Provide them with the STUDENT MEDICAL INFORMATION sheet and CONGRATULATORY/FACT SHEET FOR STUDENTS. Make sure they understand the necessity for returning all forms, properly signed, by the due date. Thank ALL students who have applied.  
Assemble registration package on each student you have selected. Complete and attach "Check List for RYLA Applications".  
Enclose your club's check made **payable to: "ROTARY DISTRICT 7410"** for \$300.00 for each student.

### **ADDITIONAL CONSIDERATIONS:**

Make this opportunity available to many students by working with the sophomore class officers, a guidance counselor or the principal of your high school.  
**Do not accept** candidates who will not attend the entire Conference.  
Submit an article to local newspapers announcing your club's RYLA Scholarship.  
Select an interview site where your candidates can feel at ease. Set the atmosphere for this interview to ensure a good experience. Encourage students to dress appropriately for the interview. Give them information about what your Rotary Club does.  
Prepare open-ended questions that stimulate thought and conversation. Also, refer to points they have made in their Applications.

**Mail Completed Registrations to: Rich Kresock, P.O. Box 111, Forest City, PA 18421-0111**