

District 5470 Club RYLA Chair Manual



GOAL OF THIS DOCUMENT:

- The goal of this document is to provide Club RLYA Chairs with a clear guideline for successful participation in the RYLA program.

DISTRICT RYLA MISSION:

- RYLA 5470's mission is to encourage and support the recognition, training, and mentoring of youth leaders by Rotary Clubs in District 5470.

DISTRICT RYLA OBJECTIVES:

- Empower clubs involvement in recognizing & rewarding youth leaders in their community.
- Provide a leadership training retreat weekend for youth identified by clubs to teach leadership skills based on Rotary values of fellowship, high ethical standards, the ideal of service, and the promotion of international understanding and goodwill.
- Train and facilitate club level Rotarians to provide year long mentoring and support of RYLA 5470 youth leader participants.
- Facilitate fellowship between youth leaders around our district.
- To connect youth leaders in our district with Rotary opportunities involving Interact, RotarAct, Rotary Youth Exchange, and Rotary Scholarships.
- See the attached "What is RYLA?" for a description of the RYLA Program.

CLUB RYLA CHAIR ROLE:

See the attached "What is RYLA?" for a description of the RYLA Program.

Rewards: The role of the Club RYLA Chair is a rewarding position. By selecting and guiding three to four students through a process of improving themselves and their leadership skills, the Rotarian will be providing a great service to both the kids selected and the future of the community. In the process of mentoring, the Rotarian will also improve his own skills in both leadership and working with young people. Most rewarding of all is being able to build a relationship and connections with some great young people in your community. Responsibilities can easily be divided among a few people on a committee. Chairs are encouraged to hold three year terms, and to always have a future chair identified and in training to take over.

Responsibilities: There is some time and work involved in being the Club RYLA Chair, but it is very

reasonable and manageable. The time commitment is estimated to be 20-30 hours over the course of a year, with the bulk of that commitment being the RYLA Retreat Weekend in early June.

Mar	Secure club approval to participate	2-3	hours
Apr	Arrange funding of students' awards	2-3	hours
Apr	Solicit applicants to be interviewed	2-3	hours
May	Interview applicants	2-3	hours
June	Submit Student Registration Forms	2-3	hours
July	Transport students to Retreat Weekend	6-12	hours
Sept	Arrange fall follow-up meeting with students	2-3	hours
Oct	Arrange students presentation to club	2-3	hours
Jan	Arrange winter follow-up meeting with students	2-3	hours

Important Deadlines: The Club RYLA Chair has the latitude to operate their club RLYA program as they feel best fits their club and community, but it is important to work within the following deadlines to assist the district RYLA committee in holding the RYLA Retreat Weekend. If your club will miss a deadline, please let the district committee know before the deadline when they can expect to hear from you.

May 15	Club Commitment to participate due to district committee
May 15	Send payment to district committee & Send names & contacts info for any sponsor
June 15	Submit names of students to district (Deadline to get credit rolled to next year if no student located)
June 30	Student registration forms due to district (See instructions in Student letter)
July 15-18	Retreat Weekend Fri 4-6pm Arrive at RYLA Retreat. 6pm – BBQ & kick-off Sun 6pm RYLA Retreat Dinner & Keynote (Rotarians Invited!) Mon 2:30pm Student pick-up
Sept 15	Deadline for Club student follow-up meeting
Nov 30	Deadline for Student presentation to club

RECOMMENDED CLUB PROCESS:

Jan - Secure club approval to participate 2-3 hours

1. Speak with Club President and attend a board meeting to ask for board approval to participate in the district RYLA program.
2. Clubs are encouraged to sponsor three students each year. This allows a level of comradeship among a club's sponsored students. It also multiplies the effect of the chair's efforts to advertise, interview, and transport students to the RYLA Retreat weekend. Three students are not much more work than one!
3. Clubs are asked to notify the District RYLA Chair of the number of students anticipated by Feb 28. RYLA@RYLA5470.org

Feb - Arrange funding of students awards 2-3 hours

The A in RYLA stands for “award”. This comes from the origins of RYLA in Australia where “award” is synonymous with “Scholarship”. Clubs award scholarships to local students who are showing early signs of leadership or leadership potential in the community. The fee is \$350.00 per student. The two most common forms of funding are:

1. *Club Funded Scholarships*: Many clubs simply budget for RYLA students each year from club funds. Check with your club president about available funds within the budget.
2. *Community Funded Scholarships*: Other clubs solicit local businesses to sponsor students.
3. The first step would be to announce at a club meeting the call for business sponsors and hand out fliers at a Club meeting. (See attachment for example letter).
4. The second step would be to select businesses to approach in person. Local banks and realtors are often good options. It is recommended that you approach them in person carrying a letter, and explain in person what the program does, leaving the letter. Then follow-up with a phone call a week later.
5. *Combination of Club & Community Funding*: Using a combination of both approaches is highly recommended. Getting community businesses’ participation spreads the word of Rotary and builds on the “Fellowship” at the root of Rotary. (Who knows - you might just find a prospective new member for your club in the process of explaining Rotary & RYLA to local business and professional people.)
6. *Other Costs to Consider*: The last issue regarding funding is to discuss other costs involved with the program and how they will be paid. There will be some nominal printing and postage costs that the club might or might not reimburse. There will also be the cost of mileage to and from the RYLA Retreat Weekend and CMC dormitory and food costs for the Rotarian during the weekend. Some clubs will reimburse members for some or all of the costs associated with district participation and other clubs assume those costs will be covered as part of a members service commitment to the club. Finally, when students attend the club meeting after attending the conference to make their presentation, we encourage you to invite their parents and a school administrator so there will be the costs of their meals to consider.

Mar - Solicit applicants to be interviewed 2-3 hours

1. How clubs solicit applicants is up to the club RYLA chair, as long as the students are 14-17 years old at the time of the Retreat Weekend in July. Generally, they will be freshmen and sophomores when applying. Candidates should be in good standing as students and have shown early signs of leadership or leadership potential.
2. A multi-pronged approach to soliciting applications is recommended.
3. Within the Club: Announce at a club meeting and explain the kinds of kids that you are seeking, and encourage members to reach outside their normal circles in identifying potential applicants. Remember to acknowledge the local scholarship sponsors.
4. Past RYLA Participants and Rotary Youth Exchange Students: Contact past students involved in

Rotary to nominate applicants. It is recommended to have them nominate from a younger grade level and not peers that may be too old. Have them follow the same discussion and formal nomination process as adults.

5. Within the school: Make an appointment to speak with the school guidance counselor and provide them the attached "What is RYLA" and ask them to nominate students for interviews. Again, they should speak with the student and then formally nominate them to you.
6. To the Community: Send out a press release that your club is looking for nominations for young people showing early signs of leadership or leadership potential to attend a leadership training program. Send this to newspapers and radio stations. Keep the contact information you collect so that you can use it in a follow-up release after the Retreat Weekend. See attached example press release. Clubs are encouraged to have interested people contact the chair who will explain how the nominator should speak with the student to gauge interest and then submit a short written nomination.

May - Interview Applicants 2-3 hours

1. How clubs conduct interviews is up to the Club RYLA Chair. Clubs are encouraged to interview students in person. The experience is very rewarding and gives the young person a valuable opportunity to experience an interview process. Many clubs find inviting members of the club to help interview is a way to build interest and new committee members among the club.
2. Criterion for selecting students is up to the club RYLA Chair. Chairs should consider both the potential benefit to the applicant and also the health and success of the program. RYLA is not a "troubled kid" program but a program for potential leaders. Students should exhibit a cooperative nature and willingness to engage in group activities. Sending students to the RYLA Retreat Weekend that misbehave or do not cooperate severely undermines the success of the program for others and undermines the enthusiasm of volunteers who give their time.
3. Interviewers are encouraged to start by explaining what Rotary is and how RYLA fits into Rotary's mission. Begin by asking open ended questions that allow the student to shine and build confidence before asking harder or more challenging questions. Assure that the interview process ends positively. One technique for doing this is to have the lead interviewer say back to the student the best things they said about themselves.
4. Interviewers are encouraged to start by explaining what Rotary is and how RYLA fits into Rotary's mission. Begin by asking open ended questions that allow the student to shine and build confidence before asking harder or more challenging questions. Assure that the interview process ends positively. One technique for doing this is to have the lead interviewer say back to the student the best things they said about themselves.
5. Clubs are encouraged to seek diversity in the students they select and send to RYLA. Our communities are increasingly diverse and sending students of all segments of our community will build links between the student leaders selected and Rotarians and parts of the community they are not familiar with already.
6. Notify the District RYLA Committee of students' names as soon as selected. Selected applicants should turn in the registration form by June 15. Registration forms are available on the website www.RYLA5470.org (Participating – Student's Packet).
7. Announce the selected students' names to the club. Remember to acknowledge local sponsors again. Clubs are encouraged to invite applicants to a club meeting to be introduced as soon as

they are selected. This begins the relationship of the club and the students and helps them understand what Rotary and community leadership really means.

July - Transport students to Retreat Weekend 6-10 hours

1. Club RYLA Chairs are strongly encouraged to drive students to the Retreat Weekend and drive them home. The Retreat has been scheduled for a long weekend to make this as easy as possible. This time in the car is an important opportunity to build a relationship with the students that will last throughout the year and the discussions that take place are an important part of the program.
2. If the Club RYLA Chair cannot drive the students, please find another Rotarian to join the club RYLA committee that can do so.
3. It is recommended that if students transport themselves to the Retreat, contact the district committee for approval. Students must arrive at the campus between 4 - 6 p.m.
4. Drop-Off: Club RYLA Chairs are encouraged to stay on Friday evening after dropping off the students for a BBQ and fellowship with other Rotarians and RYLA Chairs. They are welcome to attend the Keynote address that evening.
5. Optional: **Club RYLA Chairs are encouraged to join the district committee and be an active part of the weekend programs (see below for more information)**, but even informally, Club RYLA Chairs are welcome to join or observe the retreat weekend program.
6. Sunday night is an important dinner for the students. They will hear a presentation on inter-generational differences and dialogue and then have a “dignitaries’ dinner” with Rotarians at each the table. Club RYLA Chairs are encouraged to participate in this dinner and discussion.
7. Monday Seminar: Club RYLA Chairs are invited to attend a roundtable Seminar on understanding and mentoring teenagers while the students finish their last half day of the retreat. More information will be provided in late April. Contact RYLA@RYLA5470.org for more information.
8. Pick-Up: There will be a picnic at noon on Monday for students and Club RYLA Chairs. Closing Ceremony will follow. Students will be dismissed at 2:30 p.m.
9. Contact your club’s “Speaker Chair” to reserve a date for the students to present in October or November.

Sept - Fall follow-up meeting with students 2-3 hours

1. Club RYLA Chairs are encouraged to have a follow-up meeting around the beginning of the school year to review what the students learned at the RYLA Retreat and what goals they have set for themselves for the school year. It is recommended that this be a group activity for all the kids from the community that attended so they can encourage and support each other’s goals as they learned at the retreat.
2. Make sure students know date of presentation. Also, invite any community scholarship sponsors. This is a good time to secure a repeat scholarship sponsor for the next year. We also recommend inviting a school administrator or counselor to attend. This increases the exposure of the program and helps connect the student’s new leadership skills with the school.

3. Club RYLA Chairs are encouraged to follow-up one-on-one with students to mentor and encourage them as needed. The power of a 2-3 minute phone call in reminding a kid that an adult is interested and cares about their success is a small investment for a powerful result.

Oct/Nov - Arrange Students' Presentations to Club 2-2 hours

1. Having the students follow-up and present to the club is an important part of the RYLA program. Students practice their public speaking skills in doing so and it further builds the relationship between the students and Rotary as well as reminds club members of the value of participating in the RYLA program.
2. To facilitate these presentations the District RYLA committee will produce a 15 minute video of the weekend. You will need to meet with the students to review the video. Have the students formulate a short (5 minutes max) introduction, show the video to the club, and then have the students answer questions from members. You may wish to end the meeting a little early so the students can return to school promptly.
3. Be sure to have the students recognize local sponsors at your meeting. Ask Rotarians in your club to individually thank the sponsors if they see them in person.

Jan-Feb Winter follow-up meeting with students 2-3 hours

1. After the first of the year, schedule a final meeting with the students to assess how they are doing on their goals and objectives and see if they should change their leadership goals or their approach to achieving them.
2. Use this meeting to gather feedback from the students on the success of the program and get information on what can be improved. Forward this information to the district RYLA Committee at RYLA@RYLA5470.org.
3. Use this meeting to explain the process for graduates to nominate new students for the upcoming year. Ask the students to reach outside their own social circles and to think about the diversity of the school. It is recommended that you ask them to nominate students from a younger grade level and to take the same approach of using the compliment of speaking with the nominee first and then writing the recommendation.

RYLA DISTRICT COMMITTEE:

The best way to help improve our program is to help us improve this manual so that it is as easy as possible for clubs to participate successfully in the RYLA program. Please let us know any advice for changes, improvements, or examples of what you and your club have done that made RYLA a success.

The RYLA Retreat Weekend is run by a district committee and your participation would be greatly appreciated. You can see the district RYLA website at www.RYLA5470.org to see the district committee RYLA operating manual as well as see a list of current "needs" and open positions.

What is RYLA?



(ROTARY CLUB NAME)

(CLUB RYLA CHAIR CONTACT INFO)

Rotary Youth Leadership Awards (RYLA) is a program to assist high school students in developing leadership skills. The program centers on an intense, professionally led, four-day leadership training retreat. Rotary District 5470 (covering the southern half of Colorado) holds its retreat weekend during the summer at the Colorado Mountain College Spring Valley Campus located near Glenwood Springs, Colorado.

What Happens at the Leadership Retreat Weekend? The RYLA Retreat weekend provides a series of professionally developed presentations and activities that takes participants through a process of assessing their personal leadership characteristics, and understanding the ethics of leadership and setting personal goals. It then teaches leadership through interpersonal skills, working effectively with diverse peers in conflict resolutions and consensus building, as well as organizational planning, and recognizing and working with support networks.

How much does RYLA Cost? RYLA does not cost students anything. The “Awards” in the RYLA name refers to the scholarships that are awarded by Rotary and/or locally supporting businesses that sponsor RYLA scholarships through the local Rotary Clubs. If you are willing to sponsor a scholarship, please let us know at RYLA@RYLA5470.org and we will connect you with a local club in your community. Scholarships are approximately \$350 each

How are students selected to participate? Students are nominated to a local Rotary Club in the district. Nomination forms can be downloaded from the website at www.RYLA5470.org or can be provided by your local Rotary Club. The Rotary Club RYLA Chair interviews students and selects the recipients of the awards. Most communities sponsor three awards each year from their community.

Who should attend RYLA? RYLA is designed to work with students that are starting to show signs of leadership, or the potential for leadership, in their communities. Successful applicants are in good standing at school and are actively involved with clubs, sports teams, or community groups.

What else is RYLA? The RYLA program is an opportunity to meet and build friendships with fellow student leaders from around the state as well as getting to know the Rotarian leaders in your community. Rotary is based on a foundation that Fellowship, by getting to know each other, opens opportunities for service that will make our communities’ better places to live, as well as promoting peace and better understanding world wide. An important part of RYLA is building these relationships – and most clubs will meet with students 2-3 times after the retreat to follow-up on what was learned at the retreat and how to apply that leadership in school, family, and friends.

COMMUNITY SPONSORSHIP
REQUEST LETTER



(ROTARY CLUB NAME)
(CLUB RYLA CHAIR CONTACT INFO)
(Date of Letter)

(Potential Sponsor Name)
(Business Name)
(Address)
City, ST Zip

Dear _____,

The Rotary Club of _____ is seeking partners to support leadership training for high school sophomores and juniors in our community that have been identified as exhibiting early leadership skills or leadership potential.

Selected students will be awarded full scholarships to attend a four day leadership retreat weekend during the summer. The weekend consists of professionally lead activities that take students through a process of assessing their personal leadership characteristics and setting personal goals, to teaching leadership skills based on interpersonal relationships, ethics, and organizational structures and planning. Students will then have periodic follow-up meetings with local Rotarians to mentor the students in applying the new skills to their relationships at school, home and in the community.

Our club is seeking community scholarship sponsors to collaborate with our Rotary Club. Our club's goal is to send _____ (three recommended) students. The cost of the program is \$350 per student. The club has allocated club funds to cover \$XX per student, and we are asking you to consider helping with the remainder.

The value of supporting this program is clearly in the benefit these young people. Our community will gain from having more capable young leaders. Sponsors will be recognized for this community support at local Rotary Club meetings and in press releases issued about the program. In addition, sponsors will be listed on the www.RYLA5470.org website and on students' name badges during the retreat weekend. Perhaps most rewarding, however, is that the students will make a presentation on what they learned to the club and we would like you to come and be recognized.

Please consider being a community sponsor. Our deadline for reserving student spaces is Apr 15, and we would need to receive payment by April 30. Please mail checks to our Rotary club at the address above.

Please contact me if you have any questions.

Yours in Rotary Service,
(Rotarian Name)
(Rotarian Phone Number)

PRESS RELEASE



(ROTARY CLUB NAME)
(CLUB RYLA CHAIR CONTACT INFO)

DATE: (ADD TODAY'S DATE)
Please run at least weekly though April 30.

SUBJECT: Rotary Club seeks Nominations for Student Leadership Training Scholarships.

The _____ Rotary Club seeks nominations for the Rotary Youth Leadership Awards (RYLA) Scholarships. RYLA is a program that provides professional leadership training for high school sophomores and juniors. The four-day leadership retreat will be held July 15-18, 2011. Students interested in being Rotary Youth Exchange Students or applying for Rotary Scholarships are strongly encouraged to apply.

Community members may nominate students whom they feel are showing early signs of leadership or leadership potential in the community. Information and nomination forms can be found on the website www.RYLA5470.org or by contacting the local Rotary Club before March 31st. Students will be interviewed by the club and awardees selected in May.

The local scholarships are sponsored by _____. Scholarships cover the cost of the training weekend for scholarship awardees. For information on sponsoring additional scholarships, please contact the local Rotary Club as soon as possible. Club RYLA Chair:

NAME _____ at XXX-XXX-XXXX or by e-mail at xxxx@xxxxx.com .

Submitted by:

Name of Club RYLA Chair _____
ROTARY CLUB OF _____
PHONE NUMBER: _____
E-MAIL: _____

How to Nominate a RYLA student.

A suggested form is on the following page. For the MS Word document that you can modify for your club's use, please contact RYLA@RYLA5470.org.



(ROTARY CLUB NAME)
(CLUB RYLA CHAIR CONTACT INFO)

Dear fellow Rotarians of the Rotary Club of XXXXXXXX,

It is time to start planning for the 20XX RYLA Program!! This year, RYLA will be held from Friday, MMM DD, YYYY to Monday, MMM DD, YYYY, again on the beautiful campus of Colorado Mountain College, Spring Valley Campus in Glenwood Springs, CO.

The club nomination form for the 2011 RYLA Program is attached and is due on April 30th!

This year's program will be a 4-day learning experience, with a program coordinated by your RYLA District Committee.

Many of you have been involved in RYLA in the past; and for your support, I thank you! I now hope that you will continue that support by encouraging young people from your area to become involved in RYLA during the summer of 2011. For those of you that have not had the opportunity to become involved in RYLA, please consider giving your time to help young people grow and prosper as a part of this program. Here is some general information about this year's RYLA Program.

What is RYLA?

The Rotary Youth Leadership Award (RYLA) is Rotary International's leadership training program for young people. Talented high school students are chosen from among their peers to attend a series of outdoor activities, leadership training events, seminars, etc.

The program centers on an intense, professionally lead, four-day leadership training retreat. Local Rotary clubs and community scholarship sponsors cover the cost of the training weekend. There are no fees or other costs for the students except possible transportation costs. The program enables young people to debate issues of professional ethical responsibility and human relations, improve leadership and communication skills, learn about businesses and institutions, and meet Rotarians while having fun and making friends.

RYLA emphasizes leadership, citizenship, and personal growth, and aims to:

- Demonstrate Rotary's respect and concern for youth
- Provide an effective training experience for selected youth and potential leaders
- Encourage leadership of youth by youth
- Recognize publicly young people who are rendering service to their communities

Please use the attached form and nominate a student who you believe has leadership potential.



This is a nomination form. Students selected by the club will receive the RYLA application form.

Student Information

Name: _____ Date of Birth: _____

High School: _____ Grade for 2011-2012 year: _____

Email: _____ Gender: Male () Female ()

Home Address: _____

City, State, Zip: _____

Contact Parent name(s): _____

Home Phone Number: () _____

For Student: Please draft a letter to the “Rotary Club of the XXXX” and answer the following questions:

What is your current role as a leader in the local community?

What do you believe are the qualities that a leader must have?

When you think of Leadership, who are the role models that come to mind?

Please examine the website, www.ryla5470.org, and briefly explain why you believe that this RYLA leadership conference will help you as a future leader.

Please attach your response to this nomination form. Your Sponsor will bring it to the club RYLA committee.