

# **RYLA CONFERENCE CHECKLIST**

## **SUGGESTED TIME TABLE**

## **ACTION**

- Prior to **March 15, 2009** Determine the number of Conferees your CLUB will sponsor and send \$350 for each Conferee via check made out to Rotary District 7640. Send ***RYLA Conference Reservation Form*** (pg. 4) and check to Larry Lyford, RYLA Treasurer, 114 Bergen Ave., Voorhees, NJ 08043
- February 15, 2009 Promote the Conference to qualified area youth through:
  - A. Public and Private High Schools
  - B. Area Youth Organizations
  - C. Sons, Daughters and Friends of RotariansAdapt the Press Release (pg. 5) and send it 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 14, 2009  
April 10, 2009  
Interview all candidates and select your Conferees. Also select some alternates on a standby basis. Ensure that the ***Application of Selected Conferee*** (pg. 9) and the ***Medical Report and Parent Authorization*** (pg. 10) are filled out **completely and legibly** by the Conferees.
- **April 15, 2009** Send both completed forms to **Larry Lyford, RYLA Registrar, 114 Bergen Ave., Voorhees, NJ 08043. This is the DEADLINE.**
- May 12, 2009 Invite your Conferees to your Club meeting as your guests so that they may become well informed and acquainted with Rotary. ***Insure that your Conferees are fully informed*** (pg. 11) about the RYLA Conference – when, where, what to bring, how to be transported, etc.
- June 16, 2009 ***Arrange transportation*** for the Conferees to arrive at Richard Stockton College of NJ on Sunday, June 21, 2009 between 1:30 p.m. and 3:00 p.m. ***Conferees must not come to the Conference in their own cars!!***
- June 20, 2009 Plan for Parents, Rotarians and guests to attend the RYLA Award Dinner on Thursday evening, June 25, 2009. Consider hosting parents and school officials. Cost \$20. Arrange Conferee transportation home after Program.