



RESPONSIBILITIES AND TIMELINE ROTARY CLUB RYLA CHAIR

BEGIN DATE	DUE DATE		ACTION
6/2016		1	Budget for RYLA Participants at \$325.00 each
3/1/2017	3/15/2017	2	Return RYLA Club Chair Contact Information to ann@lincolncaverns.com or Ann Dunlavy, 7703 William Penn Hwy, Huntingdon, PA 16652 Discuss with your club the number of participants your club will sponsor
3/1/2017	3/31/2017	3	Promote Conference and distribute applications in the community - schools, organizations, etc. Collect applications.
4/1/2017	4/30/2017	4	Assess applications and select participants. Send Page 1 of Application (Sections 1 & 2 only) along with \$325.00 for each participant being represented by your club to: Ann Dunlavy, 7703 William Penn Hwy, Huntingdon, PA 16652 or ann@lincolncaverns.com
5/1/2017	5/5/2017	5	RYLA Registration Materials will be sent to participants <i>Please be sure to provide valid e-mail address, as all info will be sent electronically if possible.</i>
5/1/2017	5/31/2017	6	Arrange for participants to attend a Rotary meeting as your guest to become acquainted with Rotarians. Extend an invitation to the previous year's RYLA participants also.
5/5/2017	5/25/2017	7	NEW - CLUB CHAIR – COLLECT & SEND ALL YOUR RYLA PARTICIPANT MATERIALS to RYLA CONFERENCE CHAIR.
5/1/2017	5/5/2017	8	Participants will receive information packet from RYLA Committee outlining what they should expect, what to bring, when to arrive, etc. <i>Please be sure to provide valid e-mail address, as all info will be sent electronically if possible.</i>
	5/15/2017	9	Last date for clubs to receive refunds for participant cancelations
5/15/2017	6/1/2017	10	Confirm with participants their attendance and discuss any needs.
6/1/2017	6/10/2017	11	Confirm transportation with participants!!
6/18/2017	6/21/2017	12	RYLA!!
6/22/2017	7/31/2017	13	Have participants attend a club meeting to report on RYLA

