



RESPONSIBILITIES AND TIMELINE ROTARY CLUB RYLA CHAIR

BEGIN DATE	DUE DATE		ACTION
6/2017		1	Budget for RYLA Participants at \$325.00 each
2/1/2018	2/15/2018	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
2/1/2018	3/31/2018	3	Promote Conference and distribute applications in the community - schools, organizations, etc. Collect applications.
4/1/2018	4/30/2018	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: Mike Hicks, RYLA REGISTRATION CHAIR, 11854 Two Top Rd., Mercersburg, PA 17236 or mhickskinut@comcast.net Make Checks Payable to: RYLA, District 7360.
5/1/2018	5/15/2018	5	RYLA participants will receive information packet from RYLA Committee outlining what they should expect, what to bring, when to arrive, etc. Forms to fill out and bring to RYLA will be included! Please be sure to provide valid e-mail address, as all info will be sent electronically if possible.
5/1/2018	5/31/2018	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.
	5/15/2018	9	Registration Deadline
5/15/2018	5/31/2018	10	Confirm with participants their attendance and discuss any needs.
6/1/2018	6/10/2018	11	Confirm transportation with participants!!
6/17/2018	6/20/2018	12	RYLA!!
6/21/2018	7/31/2018	13	Have participants attend a club meeting to report on RYLA