



Vol1Jan2019



**Rotary Youth Leadership Awards**  
**District 5110**

# Club Guide

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## RYLA Club Chairs

### Responsibilities

- ✓ Represent the RYLA Program to your respective club members.
- ✓ With your club officers, determine the number of RYLA participants you will sponsor.
- ✓ Confirm payment for RYLA campers in a timely manner.
- ✓ Form a club RYLA Committee to assist in conducting the recruitment process and selection process.
- ✓ Conduct applicant interviews.
- ✓ Coordinate with other local Rotary Clubs to not duplicate efforts.
- ✓ Be a liaison between RYLA and provide information to applicants and their families.
- ✓ Coordinate student presentations at your Rotary Club.
- ✓ Review applications for completeness, accuracy, legibility and ensure timely delivery of registration applications.

# What is RYLA?



District 5110 Camp RYLA is a six day/five-night life changing experience for current high school sophomores who have a strong desire to make their school and community a better place. We seek students with leadership potential, not necessarily those with proven leadership skills nor those who are popular with peers or school officials. Ideal students exhibit flexibility and resilience, compassion for others, the capacity to think outside the box, and the courage to step out of their "comfort zone." They are also willing to work hard and be comfortable being away from home at camp.

Camp is located at Grove Camp in Dorena, Oregon and takes place in mid-June from Saturday to Thursday. Students reside in rustic cabins and receive three hot meals and snacks daily; bus transportation is provided to and from camp by First Student. Curriculum and challenge activities follow a rigorous schedule and are designed by educators at True North Consulting, specifically for teenagers. Rotary values and "Service Above Self" are highlighted, as is the Four Way Test.

When possible, try to encourage both male and female students to apply. Camp RYLA has openings for 144 students from around Oregon and Northern California. RYLA – Rotary Youth Leadership Awards is run by our Rotary District 5110. Local students are interviewed, selected and sponsored by our local Rotary Clubs. There is no cost to campers!

The camp is well staffed with a minimum of four professional facilitators, one counselor mentor, 12 counselors, 12 assistant counselors, and Rotarians, making for a better than 1:5 Staff to Student ratio. All staff, Rotarians and adults who have student contact at camp undergo background checks paid by Rotary. There is onsite medical care provided by a Physician who is a District 5110 Rotarian. Rotarians may visit camp to observe and join us for a meal but must reserve a day and time prior to June 10.

Each year we hear from students about how much RYLA has impacted their lives – often hearing from students who gained skills and confidence to nail that job interview or to run for Student President and students who kept in touch with other campers to become roommates at college.

## **History of RYLA in District 5110**

RYLA started in District 5110 in 1989. Over the last 30 years and countless hours of dedication, the District 5110 RYLA program has developed into the robust, collaborative program you see today!



# RYLA Calendar

## January – Packets and Invoice

The RYLA Camp Director sends out an invoice for campers to each club via email. The email goes to RYLA chairs as designated in DacDB. The current recruitment packet is typically available mid-January for download on DacDB or District Website – please download a current packet as forms are updated yearly. Club reservations for students are a first paid–first served basis.

## February – Camper Recruitment

Start Camper Recruitment. Using the current forms and information reach out to your local high school(s) and provide information to counselors or designated school representatives. There is a poster, letter to parents and information in the current packet available for download from DacDB or District Website.

## March to April – Camper Selection

Depending on your local school schedule, coordinate a time for student interviews. It is recommended to avoid the week before and the week after spring break. Collect applications, perform interviews and complete the selection process.

## April to May – Camper Notification

Notify the students and provide camp introduction packets to selected candidates. Often the best way to notify the students is through the counselors or designated school representative. Coordinate with the school to present Camp RYLA Award Certificates at the school's award assembly or award night. Complete camper packets are due to the RYLA Camp Director the first Friday in May – no exceptions. See information in the current downloaded packet for delivery instructions.

## June – Camp Prep and Camp Time

The schedule for the bus will go out in early June. There are multiple bus locations throughout the state. If you would like to be a designated Rotarian at a bus stop let the RYLA Camp Director know. The Rotarian helps check off students as they get on the bus and provides a person for the parents to ask a few questions of. Check in with the students in the week prior to camp to be sure they are attending. Rotarians may visit camp to observe and join for a meal but must reserve a day and time prior to June 10.

## Starting in July – Recap

Invite the students to speak at your club about their experience. Coordinate with the incoming president a budget for RYLA students for the following year.

# January – Invoice and Packets

## Invoice

The RYLA Camp Director sends out an invoice for campers to each club via email. The email goes to club RYLA chairs and club Treasurers as designated in DACdb – please login to DACdb and confirm you are marked as a RYLA chair. If you are not marked and are currently the RYLA chair for your club then contact your club Secretary or President to get this corrected.

When you receive the camper billing email, please fill out Club Name, Club Contact, the number of campers, etc.

Make checks payable to RYLA District 5110.

Send Payments to the location indicated on the billing statement as soon as possible. Camper registrations will not be accepted until payment is received.

**Registrations will be processed in the order payments are received.** Late registrations may not be processed if the camp maximum of 144 campers has been reached.

To promote representation from all parts of District 5110, we may limit the total number of RYLA participants from one high school.

In the unlikely event your club cannot fill your funded slots, there are alternates that will be available. There are no refunds if your club does not fill its reserved slots.

Rotary District 5110 Camper Billing RYLA

Date: December 13, 2017

It's time to reserve your camper spot(s) for 2018. Please process at your earliest opportunity. Camper registrations will not be accepted until payment for the reservation has been received.

Please complete the information below and return with your check to reserve your Camper reservation(s) for RYLA 2018: June 23 – June 29, 2018. (Submit through Thursday)

Due Date: February 2, 2018

Registrations will be processed in the order payments are received. Late registrations may not be processed if the camp maximum of 144 campers has been reached.

To promote representation from all parts of District 5110, we may limit RYLA participants from one high school to FOUR. If your club wants to sponsor more than four students from one high school, please contact PDG Dell Gray directly by e-mail or telephone before sending payment.

In the unlikely event your club cannot fill your funded slots, there are alternates that will be available. Your signature below confirms authorization for the Camp Director (District RYLA Chair, Committee or Designee) to assign an alternate from any area to fill the vacant slot. There are no refunds if your club does not fill its reserved slots.

Rotary Club of: \_\_\_\_\_ Email: \_\_\_\_\_

Club Contact Name: \_\_\_\_\_ Fax: \_\_\_\_\_

Signed: \_\_\_\_\_

Number of Campers to Send to Camp: \_\_\_\_\_

Cost per camper: \$550.00 X Number of Campers

Amount Due: \_\_\_\_\_ Total submitted: \_\_\_\_\_

Please make check payable to RYLA District 5110

Send this form and payment to:

PDG Dell Gray, District RYLA Chair  
168 Snowberry Rd  
Roseburg, OR 97471

If you have any questions, please email [dggray@rotary5110.com](mailto:dggray@rotary5110.com) or call (541) 500-0401

## Current Packets

The current recruitment packet is typically available mid-January for download on DacDB or the District Website – please download a current packet as forms are updated yearly. The packet includes an information booklet, poster, information for parents and application materials. If you are not able to log into DacDB please contact your Club Secretary for assistance. Materials are available under the District Tab, District Files Tile and then in the RYLA folder. For more information on DacDB see the FAQs section at the end of this guide.

Camp Packet Includes: Camp Poster, Camper Registration, Camper Petition, Camper Recommendation, Letter to Parents, Sample Emails, Rotary at a Glance, Sample Introduction Letter, Fact Sheet for Parents, What to Bring to Camp, Dress Guidelines, Health Form, Health Form Privacy Envelope, and Award Certificate.

# February – Camper Recruitment

## Reach Out to Schools

Clubs can use their own timeframes for recruitment and selection, but we recommend February as a great time to start Camper Recruitment. Using the current forms and information reach out to your local high schools (public, private, charter) and provide information to counselors or designated school representatives. There is an updated poster available each year to aid in recruitment. Many clubs have built a relationship with the Sophomore Counselors and work together with them to get information out to students. Rotary clubs have discretion in how they recruit and select qualifying campers as long as they stay within the district guidelines for qualifying campers, the campers successfully complete an interview and submit all required forms. Clubs may choose to combine with other clubs in their area to do panel interviews for selection.



## Qualifying Campers

Camp RYLA selections are made only from current high school sophomores, those who will be juniors in the fall. RYLA seeks students with leadership potential who have a strong desire to make their school and community a better place. Ideal candidates exhibit creativity, compassion for others, the capacity to solve problems collaboratively, and the courage to step out of their “comfort zone.” We value having a diverse group of students with a variety of backgrounds and experiences. RYLA is physically, mentally, and emotionally challenging; it is not suitable for students who are emotionally fragile or who are uncomfortable living and sleeping in rustic cabins with 11-14 other students. Please keep in mind that RYLA is designed for high school sophomores who have leadership potential and do not have significant personal or other issues that would affect their ability to benefit from camp. RYLA is unable to accommodate campers with severe nut allergies.

## Ideas for Recruitment

Some schools have a free period or a Sophomore English class that will allow time for a quick presentation from past students to encourage applications. Reach out to coaches, music directors, debate instructors and drama teachers to find students who are ready to be team leaders and encourage those students to apply. Past RYLA campers are also a great resource for this year’s applicants! If you have an Interact Club a presentation at a club meeting or assistance from the club Rotarian is a great place to start.

## Sample Email to Counselor or School Representative

### It is RYLA Time!!!

My name is <<Name>> and I am a member of <<the Rotary Club>> that meets on <<day of the week>>. My phone number is <<phone number>> and my email is <<email>>.

I am writing today to ask for your help in finding qualified students who may benefit for our six-day summer leadership camp, which is a wonderful opportunity for students and their families. Camp is sponsored by our local Rotary Club and is at no cost to students!

Thank you for helping with RYLA! We could not do this program without your help! If we should be in contact with someone else, please let me know as soon as possible. We depend on your recommendations and encouragement to find applicants.

**Camp Dates:** <<Current Camp Dates>> (Saturday-Thurseday) at Grove Camp in Dorena Oregon.

**What is RYLA?** Camp RYLA is for current high school sophomores who have a strong desire to make their school and community a better place. We seek students with leadership potential, not necessarily those with proven leadership skills nor those who are popular with peers or school officials. Ideal students exhibit flexibility and resilience, compassion for others, the capacity to think outside the box, and the courage to step out of their "comfort zone." They are also willing to work hard and be comfortable being away from home at camp.

Students reside in rustic cabins and receive three hot meals and snacks daily; bus transportation is provided to and from camp. Curriculum and challenge activities follow a rigorous schedule and are designed by educators specifically for teenagers. Rotary values and "Service Above Self" are highlighted, as is the Four Way Test.

When possible, try to encourage both boys and girls to apply. Camp RYLA has openings for 144 students from around Oregon and Northern California! RYLA – Rotary Youth Leadership Awards is run by our Rotary District 5110. Local students are sponsored by local Rotary Clubs. There is no cost to campers!!

If you have any questions, please give me a call. Below is our schedule and information for this year. Please let me know if these dates work for you, the length of time we are at each school is dependent on the number of students to be interviewed. We are a bit flexible and tried to find the day with the least amount of conflicting activities for the students. If there is an alternate day that works better, please let me know.

**Do you want to know more about RYLA?** Check out this great video you can share with students and parents! You can view it at <https://www.youtube.com/embed/wGihyyONYdo>

**Camper recruitment:** The poster, letter to parents and three (3) forms for campers can now be found on the District 5110 website. <http://www.district5110.org/youth-services/ryla> (also attached). While handwritten forms are accepted, it is preferred to have typed forms submitted. All of the forms attached and on the website are fillable pdfs. Please note that we cannot accommodate students with severe (life-threatening) nut allergies.

## Sample Email to Counselor or School Representative Cont'd

Please distribute (or direct to the website) and collect application packages from the students. Our committee will pick up the registration forms. Forms must be complete and signed by students and parents prior to interviews. Our committee will conduct interviews and select finalists and alternates. Once selected we will send the student information off to the RYLA directors for final selection and camp confirmation.

Application Packets must include completed:

1. Registration Form
2. Petition Form
3. Recommendation from the School

### **RYLA Schedule:**

February\_\_ – Information sent to High Schools

April \_\_ Thursday – PACKETS DUE from Students by Noon - Rotary Chair will pick up packets at schools

April \_\_–\_\_ Local Rotary Club Chairs Review Packets

April \_\_ Tuesday – 9:00 am - Rotary Club Chairs Interview Candidates at High School 1

April \_\_ Wednesday – 9:00 am - Rotary Club Chairs Interview Candidates at High School 2

April \_\_ - Notify High Schools of Selected Finalists and Alternates

TBD – Awards Night High School 1

TBD – Awards Assembly High School 2

June \_\_ - Camp Starts! Students will be picked up by bus locally!

(Note: Alternate campers have been notified up until two days before camp starts)

<<Date>> – Camper presentations to local Rotary Club

We are looking forward to a great camp this year! If you have any questions, please give me a call or email! Thank you!

<<Name>>

<<Club Name>> Rotary Club – RYLA Committee



# March to April – Camper Selection

## Schedule

Depending on your local school schedule, coordinate a time for student interviews. It is recommended to avoid the week before and the week after spring break. Check the school's website for academic and sports calendars. Tuesday, Wednesday and Thursday tend to be the best days for interviews. March to April is the time to collect applications, perform interviews and complete the selection process.

## Application Packets

There are three (3) forms required for a complete registration. Provide the counselor, school representatives or students the forms. You can download and email, print or send a link to downloadable forms. While handwritten forms are accepted, it is preferred to have typed forms submitted. All the forms provided are fillable pdfs. Collect the Application Packet prior to conducting the interviews. It is up to the discretion of the individual clubs if students are disqualified for incomplete packets at time of pick up. All documents must be complete prior to submitting to the RYLA Camp Director.

Application Packets **must** include completed:

1. Camper Application – must be completely filled out and signed by student and parent/guardian.
2. Petition Form – signed by three teachers, student and parent/guardian.
3. Recommendation from the School – completed and signed by a school official.

The image displays three forms from the RYLA District 5110 application packet. The first form is the 'Camper Application' which includes fields for student information (Name, Address, City, State, ZIP Code, Phone, Email, Birth Date, School, T-Shirt Size) and parent/guardian information (Name, Address, City, State, ZIP Code, Phone, Email). It also includes a section for 'Emergency Contacts' and a 'Parent/Guardian Authorization' section. The second form is the 'Petition Form' which includes a section for 'Signed endorsement of three teachers' and a section for 'Activities that make this student a good candidate for Camp RYLA'. The third form is the 'Recommendation Form' which includes a section for 'Qualities' (Leadership, Responsibility, Community Service, etc.) and a section for 'Recommendation'.

Download current forms from DacDB or District Website.

## Interviews

The interviews are a chance to get to know the students who have applied. This is an important part of the process as Camp RYLA is physically, mentally, and emotionally challenging. This camp is not suitable for students who are emotionally unprepared or are uncomfortable living and sleeping in rustic cabins. The interview process is a way to help check that selected students will benefit from camp and are ready to be at camp away from home. We do not want campers to have to leave camp early or take time away from their camp experience due to worry or inexperience being away from home.

The interview process is a time to meet students and is a great learning experience for them as often this is the first interview they have participated in. This is also a great time to introduce students to Rotary. Take along Rotary at a Glance (available in the downloaded Camp Packet) and speak about what local and global projects your club has participated in. If your school has an Interact program, provide the student with the contact information for the Interact Coordinator. If needed, at the interview is a good time to get forms completed or provide a copy of the form to be finished by the student.

While interviews are required, how each club scores the interview or determines selected candidates is up to the discretion of that club's RYLA Chair. Clubs may choose to combine with other clubs in their area to do panel interviews for selection. Coordinate with the school counselor or representative to schedule interviews.

## Selections

After interviews, review the applications and determine your final selection. The process of selection is up to the discretion of the Club RYLA Chair. Clearly label on the top right corner "Selected Candidate" and send in the complete camper applications to the RYLA Camp Director per the instructions in the current Camp Packet. Packets are due the first Friday in May. The completed registration packet will be reviewed by the RYLA Camp Director, they will confirm acceptance, or notify the Club RYLA Chair by e-mail regarding whether or not any information is missing or incomplete. Campers will receive e-mails from the District, notifying them of their acceptance and periodically update them with information about camp.

## Alternates

If you have suitable candidates without funding, consider sending the completed application packet of one or more alternates. Note on the Registration Form "Alternate" in the top right corner. If there is more than one, label the students in the order of acceptance, "Alternate 1" and "Alternate 2". The Camp will do its best to accommodate all Alternates, space permitting. We will accommodate alternates if we receive cancellations and/or if other clubs indicate a willingness to pay for additional campers, up to our camp maximum of 144. Alternates can be notified up to two days prior to camp for selection due to last minute cancellations.

## Sample Interview Questions

We recommend around ten questions per interview. Question examples show variations of similar questions, feel free to pick and choose from below or add in ones that have worked in your area. Remember to bring sheets with interview questions for notes, pens, nametags, clock for timing the interview, interview schedule and Rotary at a Glance copies.

What do you know about Rotary? (A great time to provide Rotary at a Glance)

What do you know about RYLA?

How did you find out about RYLA and what inspired you to apply?

Tell us about your leadership experience and why is leadership important to you?

What leadership roles do you see yourself moving into in high school or beyond?

Why are you interested in RYLA and what do you expect to gain from the camp?

What is your favorite part of the school day? What is your least favorite?

If you could improve one thing about your school what would it be?

What is your favorite hobby? What is your favorite holiday?

How do you respond to meeting and getting along with new people?

Do you consider yourself a helper?

What other activities are you involved in at school? Outside of school?

What was a difficult challenge you have faced in your life?

How do you support yourself and sustain your motivation during times of difficulty?

Who are some personal role models for you in your life? In the greater world?

If you could change one thing about our community what would it be?

If you had a lot of power in social media, say thousands of followers, and you could broadcast one strong message and people would listen, what would your message be?

Where do you see yourself in 7 years?

How would you describe yourself in three words?

Will you be able to attend camp for the entire time?

RYLA is intense, emotionally and physically. Do you think you are prepared to be at camp?

Anything else you would like to share with me/us?

# April to May – Camper Notification

## Packets Due

Verify the selected camper registration packets are complete. Complete camper packets are due to the RYLA Camp Director the first Friday in May – no exceptions. See information in the current downloaded packet for delivery instructions.

## Notification Packet

Notify the students and provide Camp Introduction packets to selected candidates, current packets are available for download from DacDB or District Website. Often the best way to notify the students is through the counselors or designated school representatives. If possible, it is recommended that the Rotary Club RYLA Chair meet with the selected campers and their parents prior to camp. This can help ease parental anxiety and answer any further questions they may have.

### Camp Introduction Packet:

Introduction Letter

What to Bring to Camp

Dress Guidelines

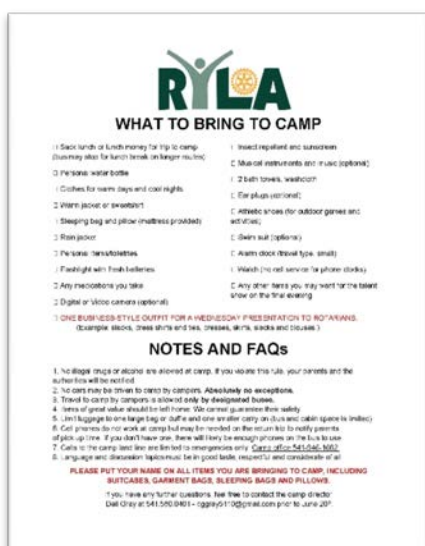
Health Form

Health Form Privacy Envelope

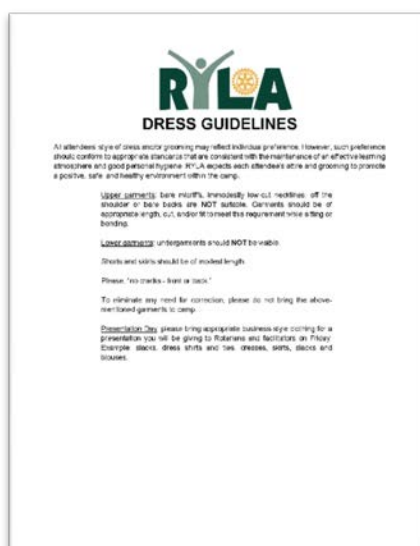
*Tip: Students rarely check their voicemail or email. The best way to get in contact is through the school or via text message.*



Introduction Letter



What to Bring to Camp



Dress Guidelines

All updated documents available for download from DacDB or District Website.



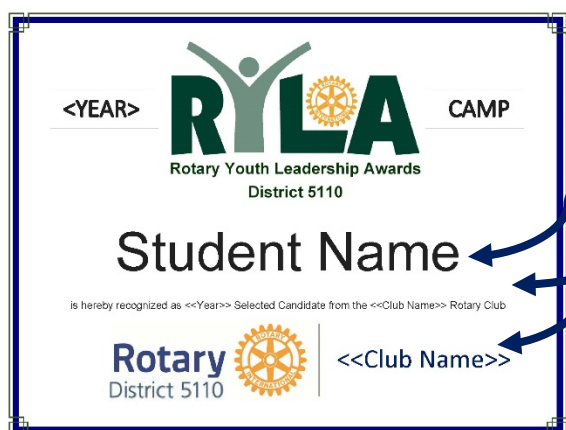
## Health Forms and Privacy

Included in the Camp Introduction Packet is a Health Form and Privacy Envelope. Please provide the students with the form and an envelope. Arrange to collect the envelope from the students with the completed information either in person or have them drop off with the school counselor. The envelope is to ensure that the privacy of the student is intact. Mail the privacy envelope to the RYLA Camp Director per instructions in the most recent camp information downloaded from DacDB or District Website. By collecting and mailing the Health envelope this allows you to be sure the student completed the task and ensures that your selected student will be able to attend camp. Without completed health forms the student will not be able to attend camp. Remind students that the following is required:

- ✓ Form Completely Filled Out
- ✓ Copy of Health Insurance Card (Front and Back)
- ✓ Form Signed by Parent/Guardian

## Student Award Assembly or Award Night

Check with the school counselor for the time and date of the school award program, coordinate with them to present Camp RYLA Award Certificate at the school's award assembly or award night. In the downloaded packet is an award certificate. The certificate is a fillable PDF with the student and sponsoring club name.



Student Name  
Sponsoring Club Name

### Sample Award Presentation

Today we are presenting Rotary Youth Leadership Awards. RYLA is a 5 ½ day camp designed to explore team dynamics and enhance personal leadership skills.

RYLA is sponsored by Rotary. You likely know Rotarians – we are business and professional leaders who meet weekly and serve our communities in a variety of ways and build goodwill and peace around the globe. There are over 1.2 million Rotarians worldwide. Our motto is “Service Above Self,” Rotary’s “signature” international project is the eradication of polio – and we are “this close”. For more information about Rotary go to: [rotary.org](http://rotary.org)

On behalf of the <<Local Rotary Club>> we would like to present the following students with RYLA acceptance for this year:

# June – Camp Prep and Camp Time

## Bus Schedule

The schedule for the bus will go out in early June by email to Club RYLA Chairs and Students. There are multiple bus locations throughout the state. If you would like to be a designated Rotarian at a bus stop let the RYLA Camp Director know. The Rotarian helps check off students as they get on the bus and provides a person for the parents to ask a few questions to.



## Check-In with Students

Periodically check in with students, be sure to check in with them in the week prior to camp to be sure they are attending. Remind them of the bus pick up location and time. If you have a student who is no longer attending, notify the RYLA Camp Director immediately so an alternate student can be notified.

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*Tip: Remind students to keep checking their email for updates from camp.*

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## Visiting Camp

Rotarians may visit camp to observe and join us for a meal but must reserve and confirm a day and time prior to June 10 with the RYLA Camp Director.

## RYLA Club Budget

Coordinate with the incoming president a budget for RYLA students for the following year.

# Starting in July – Recap

## Student Club Presentations

Invite the students to speak at your club about their experience. If possible, have the student visit your club in the months prior to camp and then again after camp to share how camp went. Some clubs check in with students their senior year and ask them to speak at a club meeting or fundraiser about the impact of RYLA on their life.

# FAQs

## What is DacDB?

DacDB is located at [www.dacdb.com](http://www.dacdb.com), then click login at the upper right corner for access. This is the website District 5110 Rotarians use to send emails, download information and to communicate at the club, district and international level. If you need help logging in contact your Club Secretary for assistance.

## How do I download from DacDB?

DacDB has two looks – if using the “old” look - login, click on the **Files Tab**, click on **Public Files** and scroll down to RYLA, click on **RYLA** (blue letters) to open.

**DACdb** District and Club Database

Rotary District 5110

Home CLUBS My CLUB My DATA Committees PMail Calendar NC CRM Finance Reports Speakers Grants Club PAGES **Files** ATTND Engage AG AREA Help

District FILES District Newsletters Club FILES Club Bulletins

**Public Files** Secure Files

Store files here that you would like **ANYONE** on the internet to be able to access.

The files stored here could be accessed by anyone on the internet, including being indexed by search engines like Google, Yahoo, Bing, etc.

Beware of disclosing "contact information" in *Public Files* (e.g. E-mail addresses, Phone numbers, and Address data).

You can directly link to files stored here on a website or in emails by using the "HTTP URL" information at the bottom of this page.

If you want your file to **ONLY** be accessible to DaCdb members - use the *Secure Files* tab.

If you want to allow direct access to your file, you can click on the "link" hyperlink in the *Link* column to get the direct URL to the file.

Please do not upload any multimedia files (music, movies, etc.) to DACdb. Doing so could lead to both you and DACdb being liable for copyright infringement.

**The maximum allowed size of a single file is: 20 MB**

Home <<-- click links here to navigate

Type	File Name	Link	Modified	Size
Folder	4-Way Test Speech Contest		11/13/2018 09:40 PM	
Folder	District Policy Manual		09/20/2018 12:05 AM	
Folder	AG Resources		09/07/2018 01:04 PM	
Folder	Group Study Exchange		07/11/2018 05:25 PM	
Folder	Friendship Exchange		04/11/2018 03:34 PM	
Folder	Secretary		04/04/2018 12:39 AM	
Folder	President Resources		03/19/2018 11:03 AM	
Folder	<b>RYLA</b>		01/14/2018 01:48 AM	
Folder	SUN RESOURCES		01/14/2018 01:48 AM	

Then click on the current year (blue letters) and click on a file (blue letters) to download.

Home > **RYLA** <<-- click links here to navigate

Type	File Name
Folder	<b>2018</b>
Folder	2017
Folder	2016
Folder	2015
Folder	2014

Home > RYLA > **2018** <<-- click links here to navigate

Type	File Name
File	Sweatshirt Order Form.pdf
File	2018 RYLA Application - info needed for registration.pdf
File	<b>2018 Petition Form.pdf</b>
File	2018 Recommendation Form.pdf
File	2018 DRAFT bus schedule.pdf
File	2018 RYLA - Camper - What to Bring DRAFT.pdf
File	2018 RYLA Camper Health - Insurance Info - to be comp
File	2018 RYLA poster - fillable.pdf



DacDB has two looks – if using the “new” login, click on the **District Tab**, Click on **District Files**

Scroll down to RYLA, click on **RYLA** (blue letters) to open.

Then click on the current year (blue letters) and click on a file (blue letters) to download.



## Can I send links to Counselors or Students for the forms?

Yes! In DacDB next to the file name is a link. Click on the link (blue letters) and a pop up will appear with the link information. You can copy and past the blue link in an email.

The screenshot shows the DacDB interface with a breadcrumb trail: Home > RYLA > 2018. Below the trail is a table with three columns: Type, File Name, and Link. A red arrow points to the 'Link' column for the file '2018 Petition Form.pdf'.

Type	File Name	Link
	Sweatshirt Order Form.pdf	Link
	2018 RYLA Application - info needed for registration.pdf	Link
	2018 Petition Form.pdf	Link
	2018 Recommendation Form.pdf	Link
	2018 DRAFT bus schedule.pdf	Link
	2018 RYLA - Camper - What to Bring DRAFT.pdf	Link

Below the table, a pop-up window titled 'External Link' is displayed. It contains the text: 'Public File Link', 'The link shown below will allow external users to access 2018 Petition Form.pdf', and 'You may post this link on a website, or include it in an email so users can have direct access to this file.' A red arrow points to the URL: <http://www.directory-online.com/Rotary/Accounts/5110/Downloads/0/RYLA/2018/2018%20%20Petition%20Form.pdf>.

## Are forms available on the district's website?

Periodically we have offered forms on the District 5110's website. The best location for current forms is from DacDB. In the current Camp Packet there is information about the location of all forms.

## Committee vs Single Interview

Some clubs find it helpful to do a small panel interview with two or three Rotarians. This is great practice for the students and allows the committee to discuss candidates for selection.

### **We have Multiple Schools and/or Multiple Clubs in our area**

If there is more than one club in your area, consider reaching out to them to do a local RYLA committee. This allows you to do a panel interview with the students and is great if there are multiple schools to visit. This also helps keep consistency through the years as the committee members change there is always someone in the local committee with history and experience.

### **Where can I get more info?**

Check out this great video you can share with students and parents! You can view it at <https://www.youtube.com/embed/wGihyyONYdo>



