

Rotary Club RYLA Coordinator To-Do List

September

1. Get your club to define the number of RYLA campers your club will sponsor @ \$300/each
2. Get your club to define which high school(s) your club will work with
3. Download the RYLA Camper application: <http://www.rotarycc.com/wp-content/uploads/2014/08/2018-Student-complete-package.pdf>
4. Connect with your High School administration or school counselor or Interact sponsor
 - a. Share the criteria for selecting campers – including availability February 2-4, 2018; strive for balance of male/female campers – criteria found: <http://www.rotarycc.com/wp-content/uploads/2014/08/2018-Participant-Selection-Criteria.pdf>
 - b. Set the deadline to submit applications for campers and alternates
 - c. Share the camper application documents and website <http://www.rotarycc.com/youth-service/ryla/>

October

1. Continue to check in with School to keep focus on camper selection
2. Share RYLA fee payment schedule with your club Treasurer: <http://www.rotarycc.com/wp-content/uploads/2014/08/2018-RYLA-Fees-and-Due-Dates.pdf>
3. Provide your RYLA registration committee contact with number of students being sponsored and the school(s) you club is working with
4. Promote RYLA to your club members – advise members can privately sponsor their children, grandchildren and qualified students

November

1. Identify the member(s) of your club who will transport campers to/from camp; make bus reservation if choosing the Valley bus for your sponsored students
2. Confirm with school(s) the camper and alternate applications will be submitted by your due date

December

1. **Submit your camper and alternate applications and payments prior to holiday school break**
2. Introduce yourself to your sponsored students – provide all needed information – what to bring; transportation arrangements, dates/times

January

1. Week of January 15; connect with campers to assure continued availability; advise alternates if needed; advise RYLA registration chair of any changes
2. Confirm transportation arranged and communicate arrangement to camper and school

February

1. Transport Campers to camp Friday, February 2 and from Camp February 4
2. Inform RYLA Registration contact of any last minute cancellations

Registration Questions, contact: Christine Wisian RYLA Registration Chair
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