



RYLA 2004 - Rotary District 5330

Kimberly Nunn, District RYLA Chair

1040 S. Mount Vernon Avenue, G-170, Colton, CA. 92324

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Email: kimnunn@msn.com

To: RYLA Club Chairman
From: Kimberly Nunn, RYLA 2004 Chairman
Date: November 8, 2003

Re: RYLA 2003 - April 2-4, 2004

Please find attached the student packet for RYLA 2004. All information, forms and a sample procedure are included.

- Important Dates to remember:
 - Nov 30, 2003 - Deadline for clubs to commit to Number of Students**
 - Dec 13, 2003 – Staff meeting FarmHouse Restaurant, Banning 9:00 am**
 - Dec 31, 2003 - Deadline for checks to be submitted for attendees**
 - Jan 10, 2004- Staff meeting FarmHouse Restaurant, Banning 9:00 am**
 - Feb 14, 2004- Deadline for student Registration and Release Forms**
 - Feb 14, 2004- Discussion Group Leader Training**
 - Mar 13, 2004 – Bus Letter mailed to all RYLA Students and Club Chairs.**
- Attachments for Selection and Interview Process
 - Form 1 - RYLA FACT Sheet
 - Form 2 - RYLA Application
 - Form 3 - Sample Interview Questions/Sample Evaluation Form
 - Form 4 - Sample Selection Letter/Sample Rejection Letter
 - Form 5 - RYLA 2004 - Registration Form
 - Form 6 - RYLA 2004 - Release Form
 - Form 7- Jungle Gym climbing Wall Release

In order that your students and your club get the most out of RYLA, it is important that your Rotary Club be involved with the selection of students. Also important is that you select an equal number of boys and girls, unless you are sending an odd number (1-3-5).

Your Club's registration will NOT be accepted unless the sex number of students is equal.

A brief description of RYLA is outlined in the RYLA FACT Sheet. Use this FACT Sheet in your club and in your schools. The Fact Sheet will acquaint the student and parents with this wonderful weekend leadership experience. The camp will be held at Pine Summit Conference Center. The camp is located at 700 Wren Drive, Big Bear Lake, California. The phone number there is (909) 866-5801. The after hours number for emergency only is (909) 866-5803.

The following is a sample procedure

1. Set up a meeting at the high school with 11th Grade students (High School Juniors) recommended by the counselors and/or the principal. These should be students, whom the school or club, feels have leadership potential. They need not have perfect grades. The students should be those that would benefit most from this type of weekend. We hope that all clubs will make sure that all schools within the district are represented including traditional public high schools, parochial, private and continuation schools.
2. At this meeting introduce Rotary and the RYLA Leadership weekend opportunity (April 2-4); use the RYLA Fact Sheet. At the conclusion of the meeting, give out the RYLA Fact Sheet (Form 1) and the Application (Form 2), Give the student instructions for completing the application and where to return it. (i.e. counselor who collects them and then sends them back to the club RYLA Chair.)
3. Schedule interviews with the applicants. Remember, it is not necessary to select the student with the high grade point average, but the student who will contribute the most to the group or will benefit the most from the RYLA experience. Please give special attention to active Interact Club members and future Interact Officers.
4. The interview period should last about ten minutes. The questions asked could be about anything that is appropriate, such as local, national, and international events. Questions concerning values are also appropriate (Form 3a). When the interview concludes, complete a scoring sheet for that person (Form 3b).
5. When the final selections are made (**PLEASE CHOOSE CAMPERS AND ALTERNATES**), notify the students by mail (Form 4-Sample Selection and Rejection Letter). Include in the letter of those selected: **RYLA Fact Sheet (Form 1)- RYLA Registration (Form 5) - RYLA Release Form (Form 6, 7a and 7b)**. Have the students return the completed forms to their school contact, or the club RYLA chair.
6. When the Rotary Club has received all the completed applications (Registration & Release Form (Forms 5, 6 and 7), and checked them for accuracy and signatures (There are two signatures required in Form 6), (There is one signature and four initials required on form 7b) send them to the RYLA 2004 Registrar:

**Barry Braswell, 1040 S. Mt Vernon Avenue Suite G-170, Colton, CA. 92324
Phone: (909) 323-6522 Fax: (909) 797-7153 Email: Hucklebarry54@earthlink.net**

Please type a cover letter listing all of the students. It should include their name, address, sex and status as camper or alternate, rank the alternates in the order that you wish them to be chosen. Please verify that all information on the permission slips is legible.

**ALL FORMS must be received by February 14, 2004 - No exceptions.
Failure to do so will result in FORFEITURE OF PARTICIPATION and ANY
MONIES paid.**

It is very important that **alternate candidates** be selected in the event that one of the original students is unable to attend. This occurs frequently. The alternate's paper work is due at the same time as the primary attendees. If there is space available due to early cancellations, alternates are picked by the registrar to accommodate bus loads, cabin assignments, etc., so be sure to rate your alternates (first alternate female - first alternate male and so on)

For last minute cancellations, be sure that if an alternate replaces another student on the bus, that the alternate is the same sex as the original selection. The reason for this is that the registration committee will have already made cabin assignments and there may not be a slot for an alternate of the opposite sex. Please inform the student of the name of the person they are replacing. If we do not already have their alternate paperwork (due on February 14, 2004) they will not be allowed to board the bus.

7. Inform the students selected that they will receive a letter from RYLA, on approximately March 13, telling them the exact time of bus pickup (i.e. Friday, April 2, 7:00AM.) The letter will also tell them stuff to bring, (i.e. sleeping bag, pillow, towel). The first session will be on the bus. If they miss the bus, they will be unable to attend the RYLA Weekend. Entry to camp will be denied to students not arriving on an assigned bus. This is due to insurance issues.

8. Have your RYLA students attend at least one Rotary Club meeting before RYLA weekend so that they will have some basic idea of what Rotary is all about. They should be invited back to a meeting shortly after RYLA so that they can share their RYLA experience with your club. Remember these are future Rotarians.

9. Your Rotary club is responsible to have one Rotarian at the bus stop for your students at the time of departure on Friday and at the time of return on Sunday. The bus can not leave the bus stop on Sunday if there is no adult present. Please have a Rotarian there.

Thank you and Have a Great RYLA Experience!



WHAT IS ROTARY INTERNATIONAL?

Rotary is an organization of business and professional leaders united worldwide, who provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world. Rotary is the world's first service club, founded in Chicago, Illinois, in 1905. It now has over 1.2 million service-minded men and women belonging to nearly 27,000 Rotary clubs in virtually every nation in the world. Rotarians plan and carry out a remarkable variety of humanitarian, educational, and cultural exchange programs that touch people's lives in their local communities and our world community.

WHAT IS RYLA?

The Rotary Youth Leadership Awards (RYLA) is a three-day Leadership Conference. It is a reward for outstanding youth to further develop their leadership skills. Sponsored by the 57 Rotary Clubs in District 5330 (San Bernardino & Riverside Counties), RYLA combines learning in a casual, relaxed atmosphere with social and fun time to provide a fast paced and memorable leadership experience.

WHEN AND WHERE IS RYLA?

RYLA 2004 will be held April 2-4, 2004, at the beautiful Pine Summit Conference Center, Big Bear Lake, California. The students will report to a designated bus pickup location on Friday, April 2, 2004 for the first session. They will return Sunday afternoon, April 4th. Exact details will be sent in a letter to all award winners.

ALL RYLA STUDENTS MUST ARRIVE AND DEPART ON THE OFFICIAL BUSES. THERE WILL BE NO EXCEPTIONS.

HOW MANY WILL ATTEND RYLA?

Approximately 350 High School Juniors selected from all public and private high schools within District 5330 will attend, along with 60 Rotarians and additional camp staff.

WHAT ARE THE CRITERIA FOR SELECTION?

High School Juniors are selected on the basis of leadership potential, personal values, intelligence, and potential for future success.

HOW ARE STUDENTS SELECTED?

The selection process may vary, but each school is asked to nominate outstanding juniors. The sponsoring Rotary club appoints a screening committee to make the final selections.

WHAT TYPE OF ACTIVITIES ARE CONDUCTED AT THE CONFERENCE?

The program features several outstanding leadership speakers, Friday through Sunday. These presentations are followed by small group discussions with trained adult discussion leaders. Recreation activities are scheduled throughout the weekend, including sports, games and a Saturday night dance. Excellent food and snacks are also provided.

HOW IS THE CONFERENCE SUPERVISED?

The conference is supervised by an all-volunteer Rotarian staff, headed by a Rotarian Chairman. The staff consists of 15 staff members, 42 discussion group leaders, 18 alumni students and a camp nurse. Each discussion group leader is assigned to a group of 8 or 9 students for the entire weekend. Participants are housed in separate dormitories for the men and women.

WHAT ARE THE COSTS TO THE PARTICIPANTS?

There is no direct cost to the participants. The sponsoring Rotary Clubs pay the fee for each camper that they send.



ROTARY YOUTH LEADERSHIP AWARDS

- RYLA 2004 Conference

April 2-4, 2004

Pine Summit, Big Bear Lake, Ca

Application

Selection for this conference is based on the information given on this application and an oral interview.

Name _____

Address _____

Phone _____

High School _____ Grade _____ Interact Member ___ Yes ___ No

Leadership Experience:

Organization	Leadership Role	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe how you feel about leadership.

Describe why the RYLA Leadership experience would be beneficial to you.

Describe how utilizing leadership skills, has allowed you to make a difference.



District 5330
RYLA 2004

Sample Interview Questions

1. What are your plans for the next year? Five years from now? Twenty years?
2. What are your three most important ideals or values?
3. Who has been the most important person in your life? Whom do you admire outside your family?
4. If five candidates, including you, are equally qualified, why should you be selected?
5. If you could make one major change in your High School, what would it be?
6. What would each of the following individuals say were your three most important characteristics?
 - A. Parent
 - B. Your English Teacher
 - C. A Close Friend
 - D. Yourself
7. Outside of your classes, what activity has been most important in terms of your personal growth?

SAMPLE EVALUATION FORM

Evaluation for (Name) _____

Score	4	3	2	1
	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>

Evaluation Qualities	Score 1-4	Question Weight	Multiply Score X Weight
Appearance: Dress, Gesture, Movement, Eye Contact		1	
Presentation: Expression, Direction, Self Confidence		2	
Leadership: Variety and Extent of Offices		3	
Quality of leadership position		4	
Listening Skills: Attentiveness, Appropriateness of Response		4	
Goals: Clarity, Realism		4	
Values: Clarity of Definition, Breadth, Depth		4	
General Overall Evaluation		3	
Total (Weights x Score for each, all added): Maximum (100)			

Comments:

(Form 3)



**District 5330 – (Your Rotary Club)
RYLA 2004**

Sample Selection Letter

Mr. Josh Smith
123 4th St
Corona, Ca 91719

Dear Mr. Smith,

CONGRATUATIONS! This letter is to inform you that you have been selected to attend the Rotary Youth Leadership Awards (RYLA) Conference on April 2-4, 2004

The Rotary Club of _____ is your sponsoring club, and they will be paying your Tuition. Please fill out, and have your parents/guardian sign the:

RYLA Registration and
RYLA Release Form and Jungle Gym climbing release

Please mail these forms to me, or return them to your school contact by January 31, 2004. You will receive a letter from RYLA, approximately March 13, telling you of the exact time and place of bus pick up on Friday, April 2, 2004. The letter will also give you suggestions as to what to bring to the camp. (i.e. Sleeping bag, pillow, flashlight, washcloth and towel.)

We wish to thank you for participating in the application and selection process. We hope you will make the most of this learning experience

Sincerely,

Sample Rejection Letter

Dear Mr. Smith,

The qualities of applicants applying to attend this year's Rotary Youth Leadership Awards Conference were truly outstanding. Unfortunately, we must inform you that you were not selected to attend.

We thank you very much for taking the time and effort to prepare your application and to participate in the interview. No one achieves everything they apply for, and we encourage you to continue to pursue the various other opportunities, which will undoubtedly be coming available to you.

We wish you every success in the future.

Sincerely,

(You may want to add a paragraph if they are selected to be an alternate. Ask them to please complete the forms and that they will be notified if the space for them to attend camp becomes available)

Alternate Forms are due with the chosen students and will not be accepted after the deadline.

(Form 4)



Rotary District 5330
RYLA 2004
April 2-4, 2004

RYLA Registration

Please print legibly

Student's Name _____ Sex _____

Address _____ City _____ Zip _____

Telephone () _____

School _____ Age _____ School Grade _____

Parent's or Guardian's Name _____

Parent's or Guardian's Address _____

Parent's or Guardian's Phone (Emergency Phone)(_ _) _____

Sponsoring Rotary Club _____

Students: Please return this Registration Form and the Release Form to your sponsoring Rotary Club before January 31, 2004

Do not write below this line

Bus # _____

Cabin # _____

Discussion Group _____

(Form 5)

Medical & Liability Release Form

RYLA 2004 - April 2-4, 2004

(Must be completed for all Campers)

Please Print

Student's Name _____ Phone _____

Address _____ City _____ Zip _____

Grade _____ DOB ____/____/____ Age _____

Emergency Contact Name _____ Emergency Phone () _____

Physical Condition of Camper

Check any health problems & provide details on reverse side

___ Allergies ___ Stomach Problems ___ Heart Condition ___ Diabetes ___ Asthma ___ Epilepsy

___ Behavior Disorder or ___ Condition Restricting Activities

Date of last Tetanus Booster: _____ Date of last M.M.R Booster _____

Other vaccinations up to date: Yes No

To my knowledge, my child **HAS/HAS NOT** been exposed to an infectious disease within the past 3 weeks. I give the health care providers at Pine Summit permission to give over the counter medication and administer other treatment to my child, as they deem necessary.

Exceptions: _____

Insurance Company: _____ Policy Number _____

Insured's Name: _____ Insured's S.S. # _____ - _____ - _____

I give my permission to use my credit card in the event I have no insurance carrier.

Credit Card # _____

I give permission to Rotary District 5330, Pine Summit and its agents to select transportation to a medical provider who may provide proper treatment for, hospitalization of, order injections, anesthesia or surgery for my child as named above.

EVERY PARENT/GUARDIAN MUST SIGN ON THE LINE BELOW

Parent/Guardian Signature _____
Date _____

Activity and Photo Release Form

Name _____

Date of Birth _____ Sex: _____ Grade _____

There are many inherent risks in a mountain camp experience. Camp activities include, but not limited to hiking, sports, games, low adventure ropes course and dancing. There is the possibility of risk of physical injury or harm from participating in these activities. I voluntarily elect to participate in the activities and assume the risk of injury or harm that could result from participation. On my own behalf and that of my personal representatives and heirs, I hereby release Rotary District 5330, Pine Summit, its officers, employees and agents from all liability from any injury or harm to me (or my minor) from participating in any activity at Pine Summit Camp, whether the injury or harm is caused by accident or by negligence of Pine Summit or otherwise. I hereby agree that Rotary District 5330 or Pine Summit may use any type of audio and/or visual records of this program for its promotional and/or commercial purposes without compensation to me.

I have read, understand, and agree to the above. My child may participate in any camp activity except: _____

Parent/Guardian Signature _____ Date _____