



Rotary Youth Leadership Awards in District 1100

B - ROTARY CLUB CHECK LIST

What you need to do by when

Any queries Contact 1100RYLA@gmail.com

By 16 February

Send your Payment Form (1) with payment (£575 per candidate) to:
Tony Bryant, 90 Cleve Hill, Downend, BRISTOL, BS16 6EX

January to June

FIND AND INTERVIEW YOUR CANDIDATE(S) & RESERVE(S)

YOU MAY WANT TO ASK ALL APPLICANTS TO FILL IN FORM 2 BEFORE INTERVIEWING THEM AND FORM 3 & 4 BY YOUR CANDIDATE(S) AND RESERVE(S) & THEIR PARENTS ONCE THEY HAVE BEEN CHOSEN.

By 5 June Send the following forms to: Tony Bryant

- Form 2 Application
- Form 3 & 4 Parental Consent / Medical Declaration / Action Plan
- Form 5 Reserve candidates (nil returns are helpful so as we know if your Club has a reserve in case other candidates drop out)
- Invite your candidate and teachers, youth leaders etc, fellow Rotarians to the Open Event. Information is on Form J.

PLEASE make a copy of everything before you send -in case it gets lost in the post!!

It is a good idea to appoint an Assistant RYLA Officer who can cover for you and keep an eye on things if you are on holiday or indisposed.

By 3rd July Send Form 6, Application for tickets to the End Of Course Presentation and Buffet.

Arrange dates after the course to debrief your candidate(s) and for them to talk to your Club.

On an ongoing basis, do keep in touch with your candidate(s) and reserve(s). Young people aren't always the best with dates so remind them what is going on and ensure they have all they need.