



## Rotary Youth Leadership Awards in District 1100

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### **C - SUGGESTED TEXT FOR LETTER TO SUCCESSFUL CANDIDATE**

Dear .....

Rotary Youth Leadership Awards (RYLA)

Follow the recent interview process, congratulations on being selected to represent our Rotary Club at the forthcoming RYLA course.

You should be very proud of this achievement and commit yourself to make the most of the brilliant opportunity to improve your leadership skills that the course offers.

The course will run from, Tuesday 21st July to Saturday 25th July- located near Lydney in the Forest of Dean.

#### **Information**

To help you get the best out of the course attached is information about :

- The course programme
- Sample menus
- A kit list
- Transport arrangements

Please read these carefully and let me know if I can help to explain or clarify anything.

#### **Forms**

Also enclosed is a Medical and Declaration form which I would ask you and your parents to please complete and return to me with the accompanying Action Plan by ???

I and my Rotary colleagues would be delighted to link in with your school / college / employer to help you think through the key things that you are looking to get out of the course.

The course ends with a presentation and buffet that your family are very welcome to attend. Booking form attached. This is always an excellent event during which you and the other participants will share what you have enjoyed and learnt during the course.

#### **Open Afternoon**

On 5th July between 2.00pm and 4.00pm there is an opportunity for you and your family to join us at the Dean Field Study Centre where the course is held.

This will allow you to see the facilities and meet the team that deliver it.

Please let me know by 6th June if you would like to attend.

## Visting our Club

Public speaking is a key part of the RYLA course. To give you a chance to practice your presentation technique and to allow our members to find out more about your learnings from the course we would like to invite you please to speak to our Club on We meet at..... at..... hope that this date is convenient to you and will keep in touch with you to firm up the arrangements.

## Withdrawal

If for any reason you are no longer able to make the course I would be grateful if you could kindly let me know as soon as possible. We might then be able to send one of our reserve candidates.

## Check list

I do apologise that this is quite a bit of paperwork but we want to make sure that you are in the right place at the right time and get the most out of the course to help meet your personal objectives.

By way of summary have you

- Read and understood the information?
- Returned the Declarations and Action Plan by ??
- Indicated if you and your family wish to attend the Open Event by 5<sup>th</sup> June and / or End of Course Presentation by 3<sup>rd</sup> July

Again, many congratulations on being selected and do keep in touch.

Best wishes

## **TO RESERVE(S)**

Dear

Congratulations on being chosen as Reserve Candidate for District 1100 for this year's RYLA course, Tuesday 21st July to Saturday 25th July- located near Lydney in the Forest of Dean.

In the event that our candidate is unavailable or another Rotary club within our District has failed to identify a candidate, we are extremely happy to recommend yourself as an excellent representative. I have notified my fellow RYLA officers that you are available for their selection.

The interview panel this year admitted that they had a very difficult task as the calibre of all candidates was extremely high, you should be duly proud of yourself for taking the initiative to apply and also for the way in which you conducted yourself.

In recognition of this, we are delighted to say that if you are then still interested we would be very happy to put you forward as our representative for next year's course. *(If this is your Club's wish and their age permits)*

Do let me know if as we get nearer the start of this year's course if your availability changes and be ready to attend. Drop outs can happen at the very last minute. With this in mind I have enclosed additional information about the course. *(Same forms as send successful applicant)*

If you have any queries at all please do not hesitate to contact me.