

DISTRICT 9650

ROTARY YOUTH LEADERSHIP AWARDS (RYLA)

RYLA Manual

Issued July / August 2009

“The Future is in Your Hands”

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ROTARY YOUTH LEADERSHIP AWARDS (RYLA)

Introduction

RYLA 2010 will be held at the Bonny Hills Conference Centre, 2 Thomson Place Bonny Hills, (twenty minutes south of Port Macquarie), from Saturday 10th April 2010 to Saturday 17th April 2010.

Overview

RYLA commenced in District 9650 in 1970 and is conducted on a district basis annually with participants generally being sponsored through their local clubs. Many young people who have undertaken the RYLA programme have described it as a life-changing experience. It has benefited them as leaders and in their careers and business dealings. It is a very powerful and valuable program.

The RYLA residential program is aimed at encouraging and developing leadership and social skills so that participants can more effectively, contribute to their communities in a practical manner. The programme is designed to encourage leadership of youth, by youth.

Participants

Participants must be at least 18 years and under 25 years of age at the time of RYLA 2010. In addition, ideally they should be currently involved, or anticipate being involved, in some form of leadership within their communities, or have shown leadership potential in the workplace. Other relevant information is included in the application forms found at the end of this document. Potential candidates will be formally interviewed by members from a participating Rotary Club as part of the selection process and must undergo a formal screening process, which will include referees checks etc.

Cost

RYLA 2010 will cost \$695 per participant.

The cost includes full board and lodging, speakers and outdoor activities. The types of outdoor activities are yet to be agreed and confirmed.

Venue

The Bonny Hills Conference Centre is owned by the Uniting Church and is hired to organisations such as Rotary for private use.

Programme Content

The course extends over a period of seven days. It provides skills in many areas including understanding human behaviour, social interaction skills, committee functions, human values, leadership, presentation skills & public speaking, lifestyle issues, communication and organisation.

The daily program is carefully structured and planned. The presenters of the course content are professionals in their area of expertise. Invariably they provide their services free of charge and this is a factor in the extremely low cost for a course of this high standard.

Physical activities are undertaken as part of this programme and are designed to provide fun whilst engendering trust and team building.

A core element of the course is the teaching of practical issues. Each participant is assigned to a committee and is given specific duties during the course. Duties can range from organising daily activities to housekeeping jobs at meal times etc.

Outcomes

The objective of RYLA 2010 is to empower each participant with leadership and management skills, which will assist them in becoming effective leaders at the youth level and beyond.

Many former RYLarians tell Rotarians how things they learned at RYLA have benefited them in ways far beyond the course objective. Some past RYLarians are part of the staff each year and many go on to become more involved in additional community activities. You can read many of the personal experiences from the successful program in 2008 & 2009 on the RYLA Blog by visiting <http://d9650.rotanet.com.au>

Rotary Clubs Involvement

The task of Rotary Clubs is to find 35 to 50 suitable applicants and the funds to sponsor them to RYLA 2010.

We encourage Clubs to nominate more than one applicant. If a Club has several applicants but cannot afford to pay for all of them, the Committee will use its best endeavors to find another Club to take over the sponsorship. Refer to the section of this manual dealing with "Sponsoring an Applicant" for further information.

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PLANNING FOR RYLA 2010

This manual provides all the information needed to sponsor someone to RYLA 2010 and to follow through other matters related to sponsorship. This manual is to be used by all Rotarians in an effort to ensure that the program for 2010 runs smoothly.

Procedure

SPONSORING AN APPLICANT

1. Commence the nomination process.
2. RYLA is being held in April 2010, therefore now is the time to begin considering Club sponsorship.
All applications for potential attendees at RYLA 2010 need to be finalised by Friday 12th March 2010.
3. An Application form is attached. If you require additional Application Forms, please copy the attached form.
4. You do not necessarily have to know the applicants. Simply contact community members who may have a potential candidate suitable for RYLA and seek a nominee. It is expected that all candidates put forward be worthy of the money and effort being put into them by the relevant Rotary Club; meaning that we are seeking candidates who will truly grow from the RYLA experience and use these learnings in their everyday life.

It is suggested that Clubs give a copy of the RYLA brochure to all interested candidates. Other information is included on the Application form. Note particularly the age requirements, as neither under nor over age participants will generally be accepted.

All candidates are to be formally interviewed by the sponsoring Rotary Club as part of the selection process and all candidates must undergo a formal screening process, which should include referees checks etc.

Rotarians are asked to practice sound judgment in the selection of suitable candidates. Please note that applicants that have not been interviewed by the sponsoring Rotary Club and subsequently formally approved by that Club and then approved by the RYLA 2010 Working Party will not be able to participate in RYLA 2010.

Please also keep in mind that whilst some applicants may be lacking in some skills, the aim of the course is to improve leadership skills in particular.

SUBMITTING AN APPLICATION

1. Submit nomination(s) with the fee of \$695 for each applicant to the address shown on the application form. Cheque payee details are also shown on the Application Form.
2. If a Club has more than one worthy applicant but has difficulty in funding all the applicants they have sourced, please proceed as follows:

Sponsored Applicants

- Attach the payment cheque to the Application Forms for the sponsored nominee;

Un-sponsored Applicants

- Attach a note to any Application Forms for worthy candidates the Club is unable to sponsor. Record a contact name and phone number for any follow up. Forward these application(s) to the address for other applications.
- The RYLA Working Party will direct un-sponsored candidate(s) to Clubs who may be having difficulty finding suitable candidates but are willing to pay the cost. As far as possible the Working Party will endeavor to locate Clubs for these candidates, which are reasonably close geographically to facilitate contact with the candidate.
- The Working Party will advise the nominating Club of arrangements made for un-sponsored applications submitted and also advise any further action required by the Club submitting the nomination.
- **If a Club has worthy candidates that are un-sponsored, it is still expected that the Club will have conducted the interview process with these candidates prior to the Working Party seeking other Club sponsorship.**

JANUARY / FEBRUARY 2010

Submitting an application

- Continue with your search for candidates, completion of Application Forms and interview process to ensure candidate(s) meet the selection criteria.
- Aim to forward Application Forms to the address shown on the form by **Friday 12th MARCH 2010.**

NOTE: The application fee of \$695 does not include the cost of a Rotarian from the sponsoring club attending the RYLA dinner; however it is common practice for the sponsoring club to send along at least one Rotarian to the dinner. The RYLA dinner will be held on **Wednesday 14th April** 2009 at the Laurieton United Serviceman's Club, Seymour St Laurieton, at a cost of \$35 per head. RYLarians, RYLarians families, Rotarians, RYLA staff, and companies who provide sponsorship in various ways during the week of RYLA, are invited to attend this dinner.

A registration form to book for this dinner will be forwarded under separate cover.

FEBRUARY / MARCH 2010

1. If a nominee to attend RYLA 2010 has not been identified by the 12th March 2010, then it is close to being too late. If the Club is still prepared to sponsor a candidate, contact the RYLA Chairperson or Secretary immediately (details are shown at the top of the Application Form.)
2. Clubs who have identified a candidate(s), who have not yet forwarded the Application Form and payment, should do so now.
3. Clubs who have completed all formalities should:
 - Inform the candidate(s) that their application has been accepted if they have not already done so.
 - *Plan to invite the candidate(s) to a Rotary meeting early in the New Year. It is suggested they be invited to speak to the meeting for a few minutes concerning their background, expectations of RYLA, etc. Ideally these initial presentations to the Club should be videoed or at least recorded with the aim of inviting the RYLarian back after RYLA to see the difference RYLA has made to the awardee.*
 - If your candidate was nominated by another Club, but sponsored by your Club, your Club should make contact and extend the invitation mentioned in the previous dot point.
4. As mentioned under above, a sponsoring Club should ideally nominate at least one Rotarian to attend the RYLA Dinner on **Wednesday 14th April 2010** for each nominee sponsored. Clubs may nominate additional guests to attend the dinner, but these will also need to be paid at \$35 per head. Please note that bookings will be dealt with on a first-come, first-served basis. Attendance will be limited to approximately 170 people.

Names of ALL guests are required by Friday 2nd April 2010.

A Registration form for all who wish to attend the dinner will be forwarded under separate cover. You will be required to complete the form and return it along with the relevant payment for all guests to the address shown thereon.

MARCH 2010

Have steps 1-4 above under FEBRUARY / MARCH above been completed?

If not, and you have a candidate for RYLA 2010; please complete these formalities as matter of urgency.

Again, we remind Clubs who have submitted an Application form, of the need to ensure that step 4 above (dinner registration) is completed by the **Friday 2nd April 2010**.

APRIL 2010

1. If you have not yet reserved your place at the RYLA Dinner and wish to do so, please contact the Secretary as a matter of urgency to check whether space is still available.
2. Make contact with your sponsored candidate(s) including any nominated by another Club and remind them of the RYLA dates and other conditions of their participation.
3. An information sheet is included in this document. This should be handed to your sponsored candidates. Please ensure that **Item 1** of the Information Sheet is completed detailing transport arrangements *to* and *from* Bonny Hills. It is the responsibility of the individual RYLarians to make their own way to and from Bonny Hills. A map will be provided to assist with directions to Bonny Hills.

Thursday 1st April 2010 & then Thursday 8th April 2010

1. Confirm transport arrangements with RYLA candidate(s) AND ensure they have a map to guide them to Bonny Hills.

We cannot stress strongly enough the need to confirm these arrangements, especially due to the fact that RYLA 2010 will be taking place over the NSW school holidays.

IMPORTANT DATES

For a list of important dates for RYLA 2010, please refer to the following page:

YOUTH DIRECTOR RESPONSIBILITIES

Dates	Task
July - December 2009	Begin advertising & promoting RYLA in preparation for finding suitable RYLA 2010 candidates
January / February 2010	Once suitable RYLA candidates are found, conduct an interview with the potential RYLArian & selected members from your Rotary Club.
February / March 2010	Following satisfactory completion of the above-mentioned interview, forward the application form and cheque to the address listed in the application form.
Friday 12th March 2010	Final applications for RYLA 2010 to be forwarded to the address listed in the application form, following satisfactory completion of the above-mentioned interview
March 2010	Invite selected and approved RYLA candidates to your Club to speak about their expectations for RYLA 2010.
Friday 2nd April 2010	Names of all guests attending the RYLA 2010 dinner to be forwarded to the RYLA Secretary.
Thursday 1st April 2010	Confirm transport details to Bonny Hills with your RYLA candidates – remember it is up to them to make their way to RYLA, or with the assistance of the sponsoring Club.
Thursday 8th April 2010	Re-confirm transport details with your RYLA candidates.
Saturday 10th April 2010	RYLA candidates to arrive at Bonny Hills by 10:00am.
Wednesday 14th April 2010	RYLA 2010 dinner, 6:30pm @ Laurieton United Serviceman's Club.
Saturday 17th April 2010	Close of RYLA 2010, with RYLArians to make their way home.
May 2010	Invite your Clubs sponsored RYLArians back to the Club to speak about their experiences at RYLA 2010

ROTARY YOUTH LEADERSHIP AWARDS (Saturday 10th – 17th April 2010)

Information for Potential Participants

1. THE START

The seminar commences at **10.00am for 10.30am (SHARP)** on **Saturday 10th April 2010** at the Bonny Hills Conference Centre at Bonny Hills.

Once registered at the site, no participant will be allowed to depart from the venue and there will be no unapproved visits from friends or relatives allowed. Please note that this is a residential program, therefore participants are required to be on-site at all times.

2. CLOTHING:

The dress for the seminar is casual. Bring some old clothes for some of the outdoor activities and swimmers & beach towel for the beach. Activities available at the Conference Centre include tennis, volleyball, swimming, basketball. The average temperature in and around Bonny Hills in April is approximately 23-25 degrees.

There will be a formal dinner on Wednesday 14th April 2010 at which you will host members of your sponsoring Rotary Club. **Please bring along some smart casual / evening wear for this dinner.**

3. DO BRING:

- A hat, sun screen and insect repellent;
- Spending money - there is a small shop near the venue where you can organise through the leadership team to buy essentials;
- If you play a musical instrument, please bring it...all talents accepted!!
- Your Medicare card, in case you require urgent medical attention;
- If a smoker, your own supply of cigarettes - there are no vending machines for cigarettes at the venue and there is to be no smoking within any of the facilities;
- Bring some evening wear for the RYLA 2010 dinner.

If you have transported yourself to RYLA 2010, then upon arrival your car keys are to be handed in for safe keeping during the week. If you need to leave the premises during the week, you will be required to seek permission from the RYLA Management Team.

4. DO NOT BRING

- Drugs or alcohol as this venue is run by the Uniting Church and RYLA is committed to respecting the values and rules of the owners;
- Linen, sleeping bags, towels or pillows - everything is provided by the Conference Centre;
- Mobile phones. If you do bring a mobile phone, they are to be handed in for safe keeping during the week and must only be used in an emergency.

5. SWIMMING RULES

There is to be no swimming after 9:00pm and no swimming alone under any circumstances. Swimmers are to be worn at all times.

6. GRIEVANCE PROCESS

RYLA should be a positive experience for all participants, including the RYLA leaders. However, if any issues arise during the RYLA week that you are uncomfortable about, whether it is related to your interaction with other RYLarians, or you feel you are being unfairly treated in some way, then the following process has been put in place to assist you in working through the particular issue:

- a) Approach your group RYLA leader about the issue that is concerning you. Upon gaining an understanding of the problem, the RYLA leader will take this issue to the senior RYLA leadership team that will be on site for the entire RYLA week. The leadership team will more than likely want to discuss the issue with you face-to-face, when a plan of action to address the problem will be discussed and implemented.
- b) If you feel uncomfortable approaching your group RYLA leader about any particular issue, then you must inform the senior RYLA leadership team of the problem as soon as you are able. As above, the leadership team will want to discuss the issue with you face-to-face in order to develop a plan of action to address the problem.
- c) If you feel that the RYLA leaders or the senior RYLA leadership team have not adequately addressed your concerns, then you are free to contact Rotary Assistant Governor (Zone 3), Mr. David Mayne to discuss the issue in detail. David's details will be provided to all RYLarians upon arrival at RYLA.

7. THE END

RYLA will finish after morning tea on Saturday 17th April 2010. RYLarians will leave Bonny Hills at around 10.30am - 11.30am.



District 9650

ROTARY YOUTH LEADERSHIP AWARDS: 10th – 17th April, 2010

APPLICATION FORM - A
(Applications Close Friday 12th March 2010)

Sponsoring Rotary Club: _____

Applicants must be at least 18 and under 25 years of age at the time of RYLA 2010. Applications from persons outside this age range will **NOT** be accepted.

Name: Mr. Mrs. Miss Ms. _____
(First Name) (Last Name)

Home Address: _____ Tel Home: () _____
_____ Tel Work: () _____

Age: _____ Date of Birth: _____ Gender M / F: _____ Fax: () _____

Marital Status: _____ Mobile: () _____

Email: _____

(Please note the communication with RYLArians will take place via email – you must provide an accurate and legible email address)

Emergency Contact: (1) _____ (2) _____
(Name) (Name)

Phone No's: Home: () _____ Home: () _____
Work: () _____ Work: () _____
Mobile: _____ Mobile: _____
Relationship: _____ Relationship: _____

Are you employed? If so, please describe your job:

APPLICATION FORM - A (Continued)

Please attach a copy of your RESUME to this application, detailing any awards and or qualifications, your hobbies & interests and your current membership in clubs or groups.

Please also attached a passport size (or other) photograph of Applicant

What Leadership role (if any) do you currently have in a group (or you might have held in the past):

Do you play a musical instrument? Yes No What is it? _____

Will you bring it to RYLA 2010: Yes No

Please indicate which of the following have been or are your interests (Please circle):

Scouting Girl Guides Church Groups Charity Work Youth Groups Rotaract
Sporting Emergency Services Other:

What do you expect to achieve by attending RYLA 2010:

DIETARY INFORMATION

Special Dietary Requirements: Vegetarian: Vegan: Coeliac: Diabetic:

ALLERGIES or Other MEDICAL CONDITIONS

Applicable Allergy or Medical Condition: Nut: Other (please detail): _____

Please indicate the seriousness of the allergy or medical condition, i.e. is it life threatening, likely to cause illness or a lifestyle preference. If this is a life threatening issue, the Bonny Hills Conference Centre staff will contact the applicant directly if successful in applying to participate in RYLA 2010. Please note that if the RYLA 2010 organising committee or the Bonny Hills Conference Centre is not advised of any known allergies or medical condition, then no responsibility will attach to the RYLA 2010 organising committee, RYLA 2010 staff, any participating Rotary Clubs, Rotary International or the Bonny Hills Conference Centre or its staff.

Do you have any pre-existing medical conditions that might prevent you from taking part in activities during the RYLA week? Yes No

Please detail:

FIRST AID CERTIFICATE

Do you have a current First Aid Certificate? Yes: No:

Are you willing to act as a First Aid Officer if required? Yes: No:

SHIRT SIZE – for RYLA 2010 T-Shirt

Shirt Size: Small; Medium; Large; X-Large;

RYLA 2010 – Application Form B
CONDITIONS OF ACCEPTANCE BY APPLICANT

Please Read Carefully

I hereby apply to be considered to participate in the Rotary Youth Leadership Award Seminar program and have read and agree to the following conditions of Acceptance and Participation:

I will be at least 18 years of age and under 25 years of age at the time of RYLA 2010, between the 10th April 2010 and 17th April 2010. I will be available to attend the full week program on the nominated dates. I acknowledge that this is a residential course and no "leave passes" will be issued without the express permission of the RYLA Management Team. I understand that the use of mobile phones is forbidden, unless in an emergency situation.

I understand that as a condition of Rotary's hire of the Bonny Hills Conference Centre that illicit drugs, illegal substances and alcohol are not permitted on site, and that use or consumption will result in expulsion from the course without refund of fees. Should there be a need for me to take any scheduled medication, properly prescribed by a medical practitioner, and not otherwise previously declared in this application, then I will inform the RYLA Management Team of this requirement.

I understand that transportation to and from the venue will be my responsibility, however upon arrival, car keys will be handed in for safe keeping for the week. I understand that the program may include, but is not restricted to such activities as swimming (pool & beach), bush walking, boating, physical team building activities and other forms of sporting events.

I have the right to decline to participate in any programmed activity, but in the event of my participation, I acknowledge that whilst every care will be taken by the activity leaders, including those employees, agents and servants of the Bonny Hills Conference Centre and any other person nominated who may organise, arrange and conduct those activities, I expressly agree to hold harmless and do hereby indemnify Rotary District 9650, the RYLA Management Team, the organising Rotary Clubs, their officers, members, servants, employees and agents from any and all actions, suits, damages, claims and demands arising out of accident or injury or illness which may befall me or occur as a result of my participation in, or result from any activity or function undertaken by me in connection with the Rotary Youth Leadership Award program, or when traveling to or from such activity or function including transportation to and from the site.

I further authorise any officer, member, servant or agent of the Rotary District or Rotary Clubs and those employees, agents or servants of the Bonny Hills Conference Centre, in the event of any injury, accident or illness arising from any cause whatsoever to obtain such medical assistance or treatment that is deemed appropriate, and to engage any doctor, nurse or an appropriate member of an emergency service and arrange any hospital accommodation as is deemed appropriate. I agree to reimburse the said Rotary District, Rotary Club/s, employees, agents and servants of the Bonny Hills Conference Centre on demand, all such expenses associated with the treatment of any accident, injury or illness, including but not restricted to doctors, nurses, hospital fees and transportation.

I agree to follow any reasonable direction given me by the said Rotary District, Rotary Club/s, the RYLA 2010 Management Team, their agents or servants, including those employees, agents or servants of the Bonny Hills Conference Centre, in the event of any safety procedures being implemented to protect and safeguard my well-being. I agree that any photographs or images taken at the camp may be used in promotional material for future camps, relating to RYLA.

I acknowledge the information I have provided with respect to my application is true and correct to the best of my knowledge, and authorise the release of information to the appropriate authority in the event it becomes necessary to do so.

Signed: _____ Date: _____

Print Full Name: _____

APPLICATION FORM - C
THIS PAGE TO BE COMPLETED BY THE NOMINATING ROTARY CLUB

Rotary Club: _____
Contact Person: _____
(First Name) _____ (Last Name) _____
Postal Address: _____
_____ Post Code: _____
Tel Home: () _____ Tel Work: () _____
Mobile: _____ Email: _____
DID YOU INTERVIEW THE APPLICANT? Yes / No
If not, please provide the name of the person/S who did the interview: _____
Tel Home: () _____ Tel Work: () _____
Mobile: _____ Email: _____

Important - Conditions of Acceptance.

1. If the applicant does not attend RYLA or is unduly late and less than 30 days notice of cancellation is received, there will be no refund due. In a situation in which a replacement candidate is secured, a full or partial refund may be possible.

2. Your club's cheque for \$695 made payable to Rotary District 9650 is forwarded with the application. The RYLA committee is not obliged to consider any application without full payment of the participation fee.

Important Check List

- | | |
|--|--------|
| 1. Has applicant read, signed, completed and agreed with the information contained in the application form? | Yes/No |
| 2. Is a passport (or other) size photo attached? | Yes/No |
| 3. Is your club's cheque for \$695 attached and made payable to the Rotary District 9650 (RYLA 2010) ? | Yes/No |
| 4. Has your Club arranged or will it arrange to meet the applicant before RYLA to make the Award to the applicant? | Yes/No |
| 5. Will your Club invite the applicant back after the RYLA Seminar to complete the Award process? | Yes/No |
| 6. Will your Club have someone attend the official RYLA Dinner? | Yes/No |

The Rotary Club of Agrees to the above Conditions of Acceptance and the Checklist has been completed.

Signed **Date:** / /
(First Name) (Last Name)

FORWARD COMPLETED FORM AND MAKE PAYMENT CHEQUE (\$695) TO:

**Rotary District 9650 (RYLA 2010)
C/o Rotary Club of Port Macquarie
PO Box 136 PORT MACQUARIE NSW 2444**