

Checklist of 2020 IMPORTANT DATES for ACTION

- STEP 1** ____ **Jan. 10** Send news release (**Form 6**) to your local newspapers.
Add local contact information and due date for interest.
- STEP 2** ____ **Jan. 10** Send materials by email to High School contacts in your area. Include:
- (1) Cover letter to Principals or Guidance Counselors (**Form 5**),
 - (2) Student Information about RYLA (**Form 4**)
 - (4) RYLA Brochure (**Form 8**)
 - (3) Guidelines for Selecting Conferees (**Form 7, 2 pgs**). *Depending on how your club makes the final selection, these guidelines will be used by the school to select the appropriate students for the club's consideration or to make the actual selections.*
- Request nominees by March 8, 2020** and confirm receipt of materials by high schools by requesting return e-mail.
- STEP 3** ____ **Mar. 1*** Complete **Rotary Club RYLA SCHOLARSHIP COMMITMENT (Form 1)** to reserve space for your sponsored students and send with your check to contact on Form 1.
- *PLEASE NOTE: \$400 per student if postmarked March 1 or prior
\$425 per student if postmarked AFTER March 1**
- STEP 4** ____ **March 8** Send Congratulations and your contact info (**Form 9**) to students (or your personal variation of). Schedule interviews if your club selects.
- STEP 5** ____ **March 15-29** Conduct interviews if your club selects.
- STEP 6** ____ **April 5** Complete **RYLA STUDENT INFORMATION (Form 2)** for each student selected and send to contact on Form 2.
- STEP 7** ____ **April 10** **Contact each student selected to CONGRATULATE them and invite to club Club meeting in May**
- STEP 8** ____ **April 20** Contact each student selected to confirm their receipt of information packets e-mailed by Connie and confirm their attendance at club meeting in May.
- STEP 9** ____ **May 31** Call each student selected to re-confirm their intent to attend conference and finalize transportation plans.