



**Rotary Club of Kingston
Preferred Practices
For
ROTARY YOUTH LEADERSHIP
AWARDS - RYLA**

An important note for the users

The attached Preferred Practices are written to enhance, and in some respects to standardize, various key activities in our club. They should be treated and used more as guidelines than as a rigid set of rules and regulations. In no way should independent thought and initiative be curbed as a result of adopting the Preferred Practices.

Please remember that Preferred Practices stem from our Club's combined experience in organizing activities efficiently and smoothly. If there is a doubt that a particular Preferred Practice is impractical, or it is non-functional due to a particular set of circumstances, please bring it to the attention of the person responsible for Knowledge Management or the Club President or any Board Member.

It is emphasized that this document merely gives guidelines to committee chairs and other Rotarians, and neither the Rotary Club of Kingston nor the persons who have written this document will be held liable in any event.

Preferred Practices
Rotary Club of Kingston
New Generations Avenue of Service
Rotary Youth Leadership Awards

KEY FUNCTION: THE ROTARY YOUTH LEADERSHIP AWARDS COMMITTEE

To expose high school students to leadership development opportunities, as well as to the Rotary spirit and experience.

AIM OF THIS DOCUMENT

To ensure that all committee members and participants of the RYLA Committee are fully informed of their roles and responsibilities.

PREFERRED PRACTICES

BACKGROUND

The RYLA leadership weekend is held annually, most often around the May 24th weekend, at a camp or conference venue. It is open to high school students who have been selected and sponsored by the Rotary Clubs in District 7040. It is expected that each Rotary Club will arrange for transportation to and from the pickup site for its sponsored candidates.

As the founder of this leadership project for teenagers, the Rotary Club of Kingston usually sends 2-5 suitable candidates annually, but this may vary according to Rotary funding capacity and student availability.

PLANNING

Budget for registration fees and other costs such as transportation shall be set annually according to applicable Rotary Club timelines. Funds should be forwarded as directed through the Club treasurer to the applicable club and/or RYLA Planning Chair.

Application materials should be shared with other local Rotary Club RYLA Committee Chairs.

PROMOTION AND AWARENESS

Information can be distributed to local schools through the offices of the two Directors of Education, shared with members of local Rotary Interact and 4-H Ontario Clubs and at regular Rotary Club meetings. Where possible, members of student Rotary Clubs will be given application priority.

Where the applicant pool exceeds funding capacity, skill-building interviews should be provided by student club leaders or other sponsors, prior to the final selection by the Rotary RYLA Committee.

SELECTION

Interested students are invited to apply to the Rotary Club of Kingston, and to include two written references, where possible, to support their wishes to attend a leadership camp. Prior leadership experiences may help, but are not essential for selection.

Candidates may be invited to an interview conducted by 3-4 Rotarians at a central location. These interviews may be jointly conducted with the other Kingston Rotary clubs.

INTERVIEWS

Rotarians should meet prior to the first interview to review applications, discuss the process, to develop selection criteria, and to prepare questions.

Rotarians should determine in advance if unanimity is required for the selection of any student.

When students are selected, it is important to determine their transportation needs, and if there are any health problems which might require accommodations to facilitate their full participation.

FOLLOW UP

The RYLA Chair should contact each candidate to inform him or her of the results and how to register online. Positive, formative feedback should be offered to those who were not selected.

MEDICAL INSURANCE

Students should demonstrate that they are carrying adequate medical coverage for the duration of the RYL camp.

TRANSPORTATION

Where students are being transported by volunteer drivers, the RYLA Chair or designate should ensure all drivers have adequate insurance coverage to transport the students, as well as valid and up-to-date CPICs in place. Rotarians should endeavour where possible to ensure they are never driving a student alone. Rotarians transporting students of the opposite gender should ensure there is also present a second adult of the same gender as the student.

FEEDBACK

Each participant is invited to complete a written evaluation following the event and to return it to the Chair, and share their perspectives at a suitable "Rotary Moment." The Chair will share the written evaluations with members of the Committee and Selection Team and make adjustments for subsequent experiences as appropriate.

SOME MISTAKES TO AVOID

- ✓ Failing to ensure that each applicant can attend
- ✓ Failing to confirm participants' adequate medical coverage.
- ✓ Failing to contact each applicant after the interviews to communicate results and request suggestions for improvement.
- ✓ Failing to provide contact numbers if any student has problems at the camp.
- ✓ Selecting students before securing transportation arrangements.
- ✓ Failing to ensure all drivers are fully covered by insurance before they transport the students and that they have up-to-date CPICs.
- ✓ Driving a student of the opposite gender alone.

RISK MANAGEMENT

Refer to the following pages of the club's Roster:

Risk Management
Sexual Abuse Protocol
Managing a Crisis

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