



## DISTRICT 5490 YOUTH SERVICES PROGRAMS

### Annual Club Timeline and Process for Managing Youth Services Activities

#### Establish Youth Services Program Leadership:

Clubs will identify a Youth Services chair who is responsible for all youth programs. Consider appointment for the chairman and establishing committee depending upon the size of your club. A timeline of action is listed below for Interact, RYLA and Youth Exchange. *Please contact the following district leaders:*

<i>RYLA/Interact</i>	<i>Jon Bauman</i>	<i>602-809-5600</i>	<i>jonbauman@cox.net</i>
<i>Rotary Youth Exchange</i>	<i>Marla Lazere</i>	<i>623-512-0583</i>	<i>5490outbounds@gmail.com</i>
<i>Rotaract</i>	<i>Howard Simon</i>	<i>602-384-8582</i>	<i>howard@howardsimoncpa.com</i>
<i>New Generations</i>	<i>Joe Waesche</i>	<i>928-925-5068</i>	<i>joewae@yahoo.com</i>

<b>Rotary Annual Calendar</b>	<b>Interact</b> <i>Aug – May</i> <i>School Year</i>	<b>RYLA</b> <i>Jan 16-19, 2015</i> <b>www.ryla5490.org</b>	<b>Youth Exchange (YE)</b> <i>Students are here July - June</i> <b>www.rotary5490youth.com</b>
<b>July</b>	Confirm Youth Services budgets with new club board Provide club Youth Services Chair names to District Interact, RYLA and YE Chairpersons		
<b>August</b>	<ul style="list-style-type: none"> <li>Attend club meeting</li> <li>Schedule RYLA and YE presentation</li> <li>Promote host family option</li> </ul>	<ul style="list-style-type: none"> <li>Recruit Students (Interact, other high schools and club contacts)</li> <li>RYLA: Students complete application online</li> <li>Determine how many students you want to send</li> </ul>	<ul style="list-style-type: none"> <li>Inbound Orientation/meet student</li> <li>Recruit host families (3 per inbound student)</li> <li>Recruit for outbound exchange (departs following Aug)</li> <li>YE: Preliminary application and information on website</li> </ul>
<b>Sept/Oct</b>	<ul style="list-style-type: none"> <li>Plan pizza party or service events</li> <li>Promote RYLA and YE!!!</li> </ul>	<ul style="list-style-type: none"> <li>Oct 31 Applications due for youth attendees</li> <li>Encourage 1-2 club members to attend RYLA; volunteer application online</li> </ul>	<ul style="list-style-type: none"> <li>Oct 31 Pre-applications due</li> <li>Keep recruiting (family/student)</li> <li>Ask local high school for inbound placement next school year</li> <li>Monthly meeting with inbound</li> </ul>
<b>Nov/Dec</b>	<ul style="list-style-type: none"> <li>Invite students to club meetings</li> <li>Involve students in club projects</li> <li>Offer service outreach ideas</li> </ul>	<ul style="list-style-type: none"> <li>In-person interviews of RYLA candidates (by Dec 1)</li> <li>District confirms candidates by mid Dec</li> <li>Adult volunteers apply online by mid-December</li> </ul>	<ul style="list-style-type: none"> <li>Send YE candidate apps to District Chair by Nov 1 for committee interview</li> <li>Monthly meeting with inbound</li> <li>Monthly communication with Outbound student</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>Meet with club and support their events</li> <li>Report activities to District Chair</li> </ul>	<ul style="list-style-type: none"> <li>Conduct family meeting pre-RYLA (can be done in Dec)</li> <li>Attend RYLA weekend or encourage club members to visit RYLA for a day!</li> </ul>	<ul style="list-style-type: none"> <li>Formally ask high school for placement</li> <li>Confirm host families!!</li> <li>Plan a trip or fundraiser for your inbound summer tour</li> </ul>
<b>Feb/March</b>	<ul style="list-style-type: none"> <li>Support club with mentoring</li> <li>Select next year's officers</li> </ul>	<ul style="list-style-type: none"> <li>Invite RYLA delegates and volunteers to present to the club after camp</li> </ul>	<ul style="list-style-type: none"> <li>Students receive outbound country assignments</li> <li>Host students at a club meeting</li> <li>Attend outbound orientation – April each year</li> </ul>
<b>April</b>	Budget for Youth Services Programs Select Youth Services Chairs if change is needed (continuity for 2-3 years or more is best)		
<b>May/June</b>	<ul style="list-style-type: none"> <li>Host end of year event</li> <li>Promote YE</li> </ul>	<ul style="list-style-type: none"> <li>Contact RYLA chair to see if any assistance is needed and for new information</li> </ul>	<ul style="list-style-type: none"> <li>Hold outbound and inbound student end of year presentations at club</li> </ul>

#### **For more information about how the District can support your club Youth Services Chair:**

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