

RYLA 2025 Step by Step

- Step 1** Each Club designates a RYLA Representative
- Step 2** Each Club reserves the number of student slots and remits payment (deadline Oct 31)
- Step 3:** Recruit students (deadline Nov 15)
- Step 4:** Select students (deadline Dec 15)
- Step 5:** Confirm final details with students (deadline Jan 15)

Step 1: Designate a RYLA Representative Club Presidents designate a RYLA Representative to be the liaison between the Rotary Club, their RYLA students and the RYLA Registrar.

Step 2: Submit reservations & payment for student slots Deadline October 31

Decide how many students your club will sponsor. The \$350 fee covers all expenses for the student including bus transportation (Broward and Miami-Dade) lodging, meals and all supplies. There are only 120 slots available on a first come/first serve paid basis.

*This is asking for quantity only. Clubs do not need to have identified their students at this point. The purpose of this step is to make a "reservation" for your RYLA student slots. If you have slots that you would like the RYLA Committee to fill, let us know as we will have a pool of qualified students.

Link to form: [RYLA Club Commitment Form](#) [Instructions for completion of the form are below.](#)

Step 3: Recruit Students Deadline November 15

Contact your local school advisors, Rotarians and community leaders for nominations of sophomore students. The children, grandchildren and other relatives of Rotarians are eligible to apply. Strive for an equal quantity of males and females in your selection as this is helpful in creating teams and planning for lodging.

Recruit more students to apply to RYLA than you have slots so 1) you will have an opportunity to select the best candidates, and 2) you will have alternates to fill slots in case of changes or cancellations, which often occur.

Ideal candidates:

- Exhibit leadership qualities-current leadership positions are not required
- Would benefit from an intensive leadership training weekend
- Have the aptitude to learn to communicate better, learn about ethics, problem solve, and work in groups

Participants may **NOT** have attended previous a RYLA conference and must be able to attend February 7-9, 2025. Students will be required to take off one day of school, Friday February 7th.

Share this link to the application. This is also available on our Facebook page RYLA District 6990 and on the District Website [RYLA 2025 Student Application](#)

NOTE: If your club wants to sponsor students but are unable to fill your slots, the RYLA Committee will provide pre-qualified applicants.

Step 4: Select Students Deadline Dec 15

Your Club's applications will be accessed via DACdb. [See below for DACdb instructions.](#)

Upon receipt of student applications, the RYLA Representative and committee will review the applications and schedule interviews with those students being considered. The interview is a good time to confirm that the applicant is available for the RYLA conference dates and that they have a commitment to participate.

The RYLA Rep will inform the students, their parents and the RYLA Registrar which have been selected and which have been placed on the alternates list.

Step 5: Confirm final details Deadline Jan 15

Before the RYLA conference, the RYLA Rep is responsible for confirming each student's participation and reviewing details for transportation to the conference site. Please provide your cell number to your RYLA students and let them know that they are responsible for letting you know if for ANY reason they will not be able to attend.

Charter bus transportation will be provided for all students in Broward and Miami-Dade Counties. Monroe County students are responsible for providing their own transportation to Florida Sea Base in Islamorada. and transportation for students from the Bahamas will be arranged by their sponsoring Rotary Clubs.

Step 2: DACdb Instructions: RYLA Student Sponsorship Commitment Form

Go to form with this link: [RYLA Student-Club Sponsorship Form](#)

Log into your DACdb account.

You'll see overview and summary instructions. For reference:

Register Now!	Register Another Member	Register A Guest	Print a Registration Form
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Click "Register Now!" You will see your name as your club's RYLA rep.

Click "Continue"

On the next screen, enter the number of students your club plans to sponsor.

Select your Club Name from the drop-down menu.

Total investment will be automatically calculated.

Questions	Sparkie's Selections		
Rotary Club RYLA Registration	Qty	Cost	Total
	0	350.00	0.00
Select your Rotary Club	Coconut Grove		

Click "Proceed to Confirmation" and then "Confirm Selections."

On the next page, indicate how your Club will pay for your reserved slots- Check or Credit Card.

Continue to payment.

Step 4: DACdb Instructions: Access RYLA Student Applications

NOTE: only designated RYLA Representatives will have access to your club's student applications

Log in to your DACdb account

FIRST: You will need to add the "RYLA" Module Icon to your District Page.

Click DISTRICT tab on top.



Once on the District Tab, Click on the Configure/Setting Icon at top right of your screen under your name



In the list of Available Icons, locate the blue "RYLA" tab, click/hold and drag to move it to the yellow line above called "Icons Displayed."

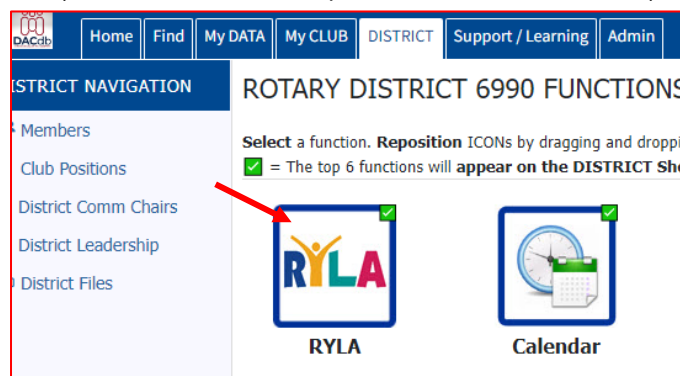


When completed, click "Set My Configuration" to save the module.

Now you are ready to access your student applications.

On the District Tab, Click on your RYLA Icon.

(it won't be in the same place but find in list of icons)



Click on “Overview” and make sure that the Application shown is “RYLA Student Application 2025”

RYLA NAVIGATION

- Overview
- Club Commitment
- Club Summary
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- Administration
- Applications
- Setup
- Help
- Upload Logo
- My CLUB Shortcuts
- DISTRICT Shortcuts

Student Applications: RYLA Student Application 2025 (236)

There are **5 active** applications. Choose the one above that you want to work with above.
Student Applications are listed below.
This application *is linked* to the registration: **RYLA Master Registration from RYLA Module - Administrator - 07-Fe**

5 Applications

5 Not assigned

Student Listing UserName

RYLA Student Application List Group By: Student Name Club Pipeline State Show: Deleted

#	✓	Action	Student Name	FName	Club	Email
1	✓		Adams, Brooke (id=9145)	Brooke	Pompano Beach-Lighthouse	adamsoftball0
2	✓		Adams, George (id=9141)	George	Coconut Grove	escambiareuni
3	✓		Folkers, Hannah (id=9139)	Hannah	Coconut Grove	sparkiefolkers@
4	✓		Voltaire, Taichna (id=9144)	Taichna		taichnalaurievc
5	✓		Zee, Ginger (id=9147)	Ginger	Coconut Grove	escambiareuni

If you have student applications from your Club they will show under “Student Listing UserName”. Click on the “Student Name” to view the application. On the blue line you can move the applicant through the Pipeline of “Application in Review”, “Interview Completed”, “Alternate” or “Candidate” or you can skip directly to Alternate or Candidate if your Club committee has already completed the selection process.

To change the pipeline status, clicking on the desired state below:



Once your final decisions have been made, email your selections to the RYLA Registrar for further processing District6990RYLA@gmail.com indicating those chosen as Candidates to participate and those that will be Alternates.