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**District 5420**

**Facilitator Handbook**

**Questions? Contact RYLAUTAH@gmail.com**

**RYLA Facilitators Handbook**

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# WHAT IS RYLA?

**RYLA stands for the ROTARY YOUTH LEADERSHIP AWARD.** RYLA is a program for youth leaders. It is about recognizing excellence in youth leadership. Recognition is given to young men and women who are high school juniors and have demonstrated leadership ideals by example, or have shown a potential for leadership, in their schools and or communities. Participants do not have to be star athletes, student body leaders or straight-A students.

The "Award" is an exciting, all-expense paid participation at a weekend Conference held in an outdoors setting, away from the pressures and distractions of daily life. The Conference consists of motivational speakers, team discussions, interactive workshops, hands-on cooperative exercises and experiential activities designed to develop leadership skills.

**The mission of RYLA is to provide a program for recognizing excellence in youth leadership and to further the development of those recognized youth in becoming more effective leaders.**

RYLA provides an atmosphere fostering personal and interpersonal development. It gives opportunities for a meaningful exchange of ideas between peers and between generations. It offers an incentive to improve leadership abilities in order to build better schools, communities, country and a better tomorrow. The program emphasizes the positive contribution of youth involvement and service in the community and in the world.

RYLA is an activity of Rotary International and fulfills the slogan adopted in 1949 – “Every Rotarian an Example to Youth". According to Rotary International, RYLA aims to:

1. Demonstrate Rotary's respect and concern for youth;
2. Provide an effective training experience for selected youth;
3. Encourage leadership of youth by youth;
4. Publicly recognize young people who are rendering service to their communities.

Participants will be divided into teams to provide a more intimate learning and sharing experience. Teams will interact with a variety of outstanding individuals, who are leaders and motivators in such fields as civics, sports, and business, and conduct activities designed to develop leadership skills and personal development. Participants are also exposed to the other youth programs that Rotary has to offer, such as Interact, Rotaract, Youth Exchange and Ambassadorial Scholarships.

#  RYLA CONFERENCE CODE OF CONDUCT

I UNDERSTAND THAT:

1. I have made a commitment to attend the RYLA conference and will notify the sponsoring Rotary Club immediately if I will not be able to attend.
2. I may not arrive late, or leave the conference earlier than the conference's program schedule and that I MUST USE the RYLA-supplied transportation.
3. I shall attend all meetings and activities with my team.
4. Meals are to be eaten with my team AND that my team is responsible for cleaning our table after each meal.
5. I MUST SLEEP in the dorm or cabin to which I am assigned. I will honor LIGHTS OUT at the scheduled time and I will be quiet thereafter.
6. There are separate dorms for males and for females. Males ARE NOT allowed in females dorms, and vice versa. This is for the privacy and security of all concerned. The ONLY exception will be for team discussions in case of inclement weather.
7. Portable ELECTRONIC AND ENTERTAINMENT devices, such as radios/iPods/MP3 players/CD players/smart phones/cell phones, are not permitted as they are disruptive to conference activities. If brought to the camp and used inappropriately, they will be confiscated and returned at the end of the conference.
8. Recreation activities are limited to those periods of the day and evening scheduled for such activities.
9. If any person is injured or becomes ill, I WILL NOT MOVE THEM. I will immediately contact the RYLA Chair.
10. I will report any damage or breakage immediately to my facilitator, dorm parent or any conference official (We ask that all participants be responsible for taking care of the camp facilities).
11. SMOKING IS PROHIBITED. This is to respect the health of all participants and because of the potential fire hazard in the area.
12. ANY MEDICATIONS, whether prescribed or "over-the-counter", must be identified on the container. Unidentified medications, alcohol, weapons or cigarettes found in possession of any student will be confiscated.
13. Foul or abusive language (including anything of a discriminatory nature) will not be tolerated nor will physical violence or threats thereof be allowed (Contact Conference Leadership immediately).
14. Any sexual or lewd misconduct by and/or between myself and other participants will be considered unacceptable behavior.
15. I MAY NOT leave the camp area FOR ANY reason without the permission of the Conference Chairman.
16. Confidentiality is important. Anything I or others may have shared with our team should remain in that team; however, camp officials are mandated by law to report any suicide or abuse issues to the proper authorities.
17. I will respect the environment of the camp and surrounding area and will do all in my ability to protect it for future generations.
18. I will conduct myself in all sessions and activities, in my team, in the dining hall, in sports and in my cabin, in a manner which will bring credit to myself, my school, my sponsoring Rotary Club and my family, and which will not cause injury to another person.

I have read the CODE OF CONDUCT and do hereby agree and commit to honor them. IF AT ANY TIME MY CONDUCT SHOULD BE CONSIDERED UNACCEPTABLE AT THE DISCRETION OF CONFERENCE OFFICIALS, OR SHOULD I TRANSGRESS ANY OF THE CODES STATED ABOVE, I UNDERSTAND THAT I WILL BE DISMISSED FROM THE CONFERENCE AND WILL BE SENT HOME.

# DISTRICT 5420 YOUTH PROTECTION POLICY

**District 5420 Youth Protection Policy Statement:** It is the policy of Rotary International District 5420 that every Rotary Activity is conducted or sponsored by or within District 5420 will take place in an environment that is absolutely free of Abuse and Harassment of any kind.

District 5420 and the RYLA Committee are committed to creating and maintaining the safest possible environment for all participants in RYLA. It is the duty of all Rotarians, Rotarians’ spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

An adult (18 yrs or older) working with youth in our Rotary District is required to comply with the District 5420 Youth Protection Policy (“Policy”) by being certified to work with youth. This applies equally to Rotarians, their spouses, Ambassadorial Scholars, and other volunteers. In order to be certified to work with youth, an adult at RYLA must complete and send a Criminal History Information form (the form can be downloaded at <http://www.rylautah.org/site/facilitators.shtml>

**Abuse and Harassment.** These terms include the following:

* Emotional or verbal abuse: Incidents in which an adult uses fear, humiliation, or verbal assaults to control the behavior of a youth in his or her care. Examples include rejecting the youth, preventing him or her from developing normal social relationships, and making derogatory statements about the youth’s race, religion, or personal appearance.
* Sexual abuse: Engaging in implicit or explicit sexual acts with a student, or forcing or encouraging a student to engage in implicit or explicit sexual acts, alone or with another person of any age of the same sex or the opposite sex. Sexual abuse includes; non-touching offenses such as indecent exposure or showing a youth sexual or pornographic material.
* Sexual harassment: Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or “groom” their victims. Examples of sexual harassment could include, but are not limited to:
1. Sexual advances.
2. Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, and comments about an individual’s sexual activity, deficiencies, or prowess.
3. Verbal abuse of a sexual nature.
4. Displaying sexually suggestive objects, pictures, or drawings.

5. Sexual leering or whistling, any inappropriate contact such as brushing or touching, obscene language or gestures and suggestive or insulting comments.

**Is it Abuse and Harassment?**

Whether the alleged conduct amounts to a form of Abuse and Harassment is not to be determined by the adult to whom allegations are made. After ensuring the safety of the youth, all allegations should be immediately reported to a member of the RYLA Committee.

***Allegation Reporting Guidelines***

Any adult to whom a Student reports an incident of Abuse and Harassment is responsible for following these Allegation Reporting Guidelines.

1. *Take a Report from the Youth Participant Making the Allegation*
	1. Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report Abuse and Harassment. It is appropriate to listen and be encouraging. Do not express shock, horror, or disbelief.
	2. Protect confidentiality to the extent possible. Explain that you will have to tell someone about the Abuse and Harassment to make it stop and to ensure that it doesn’t happen to others.
	3. Get the facts, but don’t interrogate. Ask questions that establish what was done and who did it. Reassure the youth that s/he did the right thing in telling you. Avoid asking „why‟ questions. Remember your responsibility is to record the facts as alleged.
	4. Be non-judgmental and reassure. Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the youth. Assure them that they were brave and mature to come to you.
	5. Written record. Keep a written record of the conversations as soon after the report as you can, including the date and time of the conversation. Use the youth’s words, and record only what has been told to you.
2. *Protect the Youth Participant*

Ensure the safety and well-being of the youth. Remove him or her from the situation immediately and all contact with the alleged abuser or harasser. Give reassurance that this is for the youth’s own safety and is not a punishment.

1. *Report to the RYLA Committee*

Immediately report all allegations of Abuse and Harassment to the RYLA Committee which will then report the incident to law enforcement as required. All allegations must be reported to RI within 72 hours. District 5420 will cooperate fully with police or other legal investigations.

1. *Avoid Gossip and Blame*

Do not tell anyone about the report other than those required by the Policy guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation. District 5420 will maintain, to the extent possible within the requirements of the Policy, the privacy of any accused person by following and enforcing appropriate procedures.

1. *Do Not Challenge the Alleged Offender*

The adult, to whom the youth participant reports to, must not contact the alleged offender. In cases of Abuse and Harassment, interrogation must be left entirely to law enforcement authorities. District 5420 will conduct its own independent evaluation, but only to the extent necessary to accomplish the goals of the District.

# FACILITATOR INFORMATION

Facilitators are asked to commit to attend the orientation meeting and to make themselves available the entire conference weekend, from no later than 7:00 pm Wednesday evening until approximately 1:00 pm Saturday afternoon. Training will be conducted at the orientation meeting to familiarize new and old facilitators with RYLA policies, activities, procedures and rules. You will have a chance to experience some of the activities that will be conducted at the camp, including simulated group discussions. You will be able to interact with RYLA Committee members and experienced facilitators.

Each facilitator is responsible for a group of 8-10 students. Each RYLA family will be assigned a color for the conference and you will be given the color of your team at RYLA or a few days before RYLA. If you choose you can provide some kind of team identity markers such as stickers, patches, hats, etc. We will provide bandanas of your color for every member of your team.

## **RYLA WEEK**

* You are responsible to get yourself to the camp Wednesday evening. If your Rotary club is sponsoring students please have them ride you with you. Remember that it is your club’s responsibility to find transportation for your students. As the students arrive, you will be asked to assist with the registration process. You will receive two copies of your family roster and your dorm assignment. If you are selected to be a dorm parent, a dorm roster will also be given you.
* The first activity will be “get to know you/free time”. During this time, students will be able to mix and mingle with other students. Thursday morning will be the first time you will meet with your team. Look for the table with your color; the students have received the same instruction while registering. All teams have been randomly assigned tables and the table assignments may change for each meal.
* Personally review any health issues noted on your team roster, the conference schedule, and family basics–especially confidentiality issues. Please make note of any missing members from your team. You may want to briefly discuss Rotary. Please use the team Orientation activity in this facilitator manual to introduce yourself and the students to each other.
* You are expected to participate with your team in all activities (where physically possible), including the ropes course, team building activities and evening social functions. You are responsible for the whereabouts of your team members at all times. If anyone is missing or you are encountering difficulties with any student, contact a member of the RYLA Committee or Alumni immediately (see "Lost Student" procedure).
* Facilitator meetings will be held to debrief the day’s activities and allow you a chance to seek help or respond to others who need help. At the first facilitator meeting, please return the updated family roster that you have marked with corrections. Dorm monitors will be told who is missing from the dorms based on the compiled "No Show" list.

## **FACILITATORS- WHAT TO BRING**

PERSONAL GEAR (Please note that all items are brought at your own risk):

* Please **don’t** bring firearms, dogs, or fireworks!
* A positive attitude and a sense of humor!
* Warm sleeping bag. You will stay in temperature controlled cabins. In each cabin there are plenty of bunks including an area for the cabin parent, but you should bring a sleeping bag and **a thick foam pad**, **or air mattress to place on the plywood bunk**, and a pillow. Use of an extra blanket as a liner is helpful for lighter bags. (expect outside temperatures in the mid 30's at night).
* Toiletries and other personal hygiene items - toothbrush, soap, shampoo, etc. Bath and hand towels. There will be showers.
* Walking shoes/Hiking boots - sandals ARE NOT recommended due to mountainous conditions.
* Dress is casual - jeans, tee shirts and sweat shirts. Shorts are acceptable but may not be desired when the weather turns cold at night. Long pants are suggested.
* RYLA T-Shirts will be issued to all Facilitators and students.
* Rain Gear
* Flashlight - don't forget fresh batteries
* Camera
* Travel Alarm Clock

## **LOCATION AND DIRECTIONS**

The Heber Valley Camp is located in the mountains southeast of Heber, adjacent to the Timberlakes subdivision: 6402 E. 1200 South, Heber City, UT 84032



**Directions from the North**: Take Interstate 80 to Highway 40, just east of the Park City exits. Turn south on Highway 40, go past the Jordanelle Reservoir and through downtown Heber City until you come to 1200 South. Turn left (east). 

Proceed east on 1200 South for about 5 miles to the end of the road (6400 East). *(Be careful - the speed limit in this section is only 30-35 mph and the Heber police do patrol the road!)* 

The wide road to the right (south) is the main access road to the camps. Follow the paved road four miles to the Welcome Center. 

**Directions from Utah County and Points South**: Take Provo Canyon east to Heber City. When you reach the intersection with Highway 40, keep going straight (east) through the signal light. This road becomes 1200 South. Continue traveling east on this road approximately 5 miles to 6400 East where the road ends. *(Be careful - the speed limit in this section is only 30-35 mph and the Heber police do patrol the road!).* The wide road to the right (south) is the main access road to the camps. Follow the paved road four miles to the Welcome Center.

**Directions from the Uinta Basin**: Take Highway 40 west to the first signal light in the Heber Valley. Turn right (east). This is 1200 South. Continue traveling east on this road approximately 5 miles to 6400 East where the road ends. *(Be careful - the speed limit in this section is only 30-35 mph and the Heber police do patrol the road!)* The wide road to the right (south) is the main access road to the camps. Follow the paved road four miles to the Welcome Center. 



#  GENERAL AND EMERGENCY PROCEDURES

Any time an emergency or other situation arises, such as an accident, injury, health problem, natural disaster, fighting and other forms of violence (including verbal threats), send someone to contact any District RYLA Committee member for assistance. Most of the Committee members will be able to contact the necessary staff member. They can be found circulating through the camp or perhaps at the Conference headquarters (The suite behind the kitchen in the Smith Pavilion).

In order to prepare for any emergency, please review all the rules, especially the Code of Conduct.

## **MEDICAL AND HEALTH-RELATED**

Every participant in the conference has provided medical information on their application and this information has been reviewed by our staff. However, all facilitators and other activity leaders should verify with the participants in their control about any medical needs. RYLA will be equipped with general first aid supplies, in a room adjoining the Conference Headquarters.

Be attentive to the condition of your team members at all times, even in sunny weather (see Inclement Weather section below). Watch for signs of weather induced health issues, such as sun stroke (sunburn) and hypothermia (shivering).

If any participant becomes ill or injured, immediately notify a RYLA Committee member. Do not allow a team member to go back to their dorm unattended for any reason. Beds are available in Sickbay where any person feeling ill, can be monitored.

## **SECURITY**

* The camp provides general security for its property. Their security guards will generally stop and question anyone seeking to enter the camp.
* Security is not normally a problem for our participants.
* The need for participants to wear their nametags at all times cannot be overemphasized. Anyone not wearing a tag will be questioned.
* Report any suspicious individuals or activities immediately, as well as any claims of missing property by any student or threats of or acts of violence against any student by another (see Codes of Conduct).

## **UNSAFE CONDITIONS**

If you see or become aware that any facility or camp environment represents an unsafe condition please report to any Committee member. We will work with camp personnel to address the condition. We are in an outdoor setting, with trees, and steep paths, so plan your group activities and discussion locations accordingly. Due to the camp conditions, participants have received materials emphasizing the need for each to have a flashlight and sturdy shoes.

## **INSURANCE**

While the conference facility and various vendors provide certain liability coverage, primary liability coverage for the conference is maintained through the Rotary International’s liability policy.

The RYLA Committee seeks to minimize risk through appropriate means: including providing conference security, background checks for leaders, restricting modes of transportation, use of trained personnel in activities, and constant monitoring of all sessions and participants by the District Committee.

## **NATURAL DISASTERS**

As the camp is located in a wooded, mountainous, the danger from natural disasters such as a forest fire cannot be minimized. We will follow camp rules and procedures in dealing with such an emergency. In the event of a fire in a building, evacuate the building and notify camp personnel and Committee staff. Fire extinguishers can be found in each building. No flammables of any kind, nor lighters or cigarettes are allowed to be possessed OR USED by our student participants (see Codes of Conduct) or facilitators. In the event of a forest or brush fire, all participants should assemble in the outdoor amphitheatre area BY TEAMs. We will follow the camp evacuation plan as directed by the camp.

## **TRANSPORTATION POLICY**

Due to liability and insurance requirements, ALL STUDENT PARTICIPANTS MUST RIDE TO AND FROM CAMP IN ROTARY PROVIDED TRANSPORTATION. **Students ARE NOT permitted to drive themselves. There are no exceptions.**

## **LOST CAMPER/PARTICIPANT**

It is important that facilitators know the whereabouts of their team members at all times except at night when the students are in their dorms. At that time, dorm parents are responsible to see that all students are in their beds after lights out. If a student is missing at any time in either situation, please notify the Alumni Leader or any RYLA Committee person immediately. Do not leave your team alone to find the missing student - leave that to the RYLA Committee.

* If it is necessary for a student to visit a restroom, return to their cabin to get a jacket, etc. use the “buddy system” or take the whole team. If the individuals do not immediately return, please notify the RYLA Committee.
* To minimize the need to return to cabins, discuss with your team what they will need to bring to each conference session, such as a flashlight at night.
* RYLA Committee and Alumni members are constantly circulating through the camp and can assist in locating a missing person. Mandatory bed checks are to be made each night by the dorm parent and if necessary, a Committee member will be available to assist after "lights out".

## **INCLEMENT WEATHER**

Due to the season when the conference is held, we can expect rain and/or snow. Adverse weather can affect the conference in basically three ways: travel road conditions, limiting outdoor activities, and effects on conference facilities. All participants have been advised regarding the possibility of inclement weather, mainly snow and/or rain, and have been asked to dress accordingly.

Since most activities (including discussion teams) are conducted outside, provisions have been made in case of inclement weather. An indoor facility has been designated for each team to use for team discussions and activities. This facility is listed on your Team Roster.

## **CABIN PARENT PROCEDURES**

A minimum of 2 facilitator “Cabin Parent” will be assigned to each of the small cabins. The facilitator(s) will sleep in the assigned cabin and will be responsible for all activities in that dorm.

Each cabin has a heater. Cabins do not have toilets, sinks or showers. These facilities are located in central, common buildings. There are bunks, supplied with a plywood base only.

A cabin roster of those students assigned to the cabin will be provided. As all students have been assigned to a dorm, the purpose of the roster is to insure that only those students’ names are to reside in that cabin. Students have been randomly assigned to the cabins, the only criteria being separation of sexes. It is extremely important that no switching occur. In times of emergency, either at camp or back at home, the RYLA Committee needs to be able to find any particular student in a hurry. The Roster will also include information about potential medical issues with students in the cabin.

Cabin Parents in each cabin are responsible for maintaining orderly behavior in the dorm and conducting bed checks each night. At the indicated "Lights Out" time, if any participant is missing, the Cabin Parent should immediately contact the Alumni or a RYLA Committee member. The RYLA Committee will be responsible for finding any missing participants. Because of the active schedule at the conference, the Cabin Parent should adhere to the “lights out” schedule. However, there will generally be a lot of excitement and discussion among dorm members so use your judgment.

Any questions regarding dorm monitor responsibilities should be directed to the RYLA Chair.

# THE TEAMS

The teams are the essence of the RYLA conference. Participants will be divided into teams to provide a more intimate learning and sharing experience. Each team consists of an adult facilitator(s), one Youth Team Facilitator (RYLA Alumni), and 8 -10 students from different high schools throughout the Rotary District. The team will become a close-knit community as a result of working together and sharing ideas after each major presentation and activity.

The team will function on what has been called the "life raft" principle. Since no two students from any one school are usually in the same team, members are cast adrift with strangers and are kept together. Because of the intensity of doing everything together for the entire conference, friendships are forged and members learn to relate to and trust each other as individuals, not as stereotypes.

Teams will interact with are variety of outstanding individuals, who are leaders and motivators in such fields as civics, sports and business. Students are also exposed to the other youth programs Rotary has to offer, such as Interact, Rotaract, and Youth Exchange.

Students will be divided into families led by a facilitator. Each team will be assigned a color and your team will can come up with a team name relating to a theme selected by returning RYLA Alumni. Throughout the weekend, the team must be together and function together during all activities (unless otherwise specified) **and must eat together at all meals**.

Several experiential activities are incorporated into the program schedule because experience has taught us that experiential activities work best in establishing principles and fostering personal development. In addition, supplemental activities described in this facilitator manual for use as you may deem appropriate. Information and instructions about these activities are included in the section titled "Activities That Teach

# Facilitator Guidelines

The process of facilitationis to guide or lead the family as it reflects on an experience, whether that experience was a speaker,a workshop, or an activity. Effective facilitation enables students to share perspectives on a common experience through a productive dialog and then develop behavioral changes through enriched communication, trust, and teamwork. The process takes students from "what happened (or was heard)" to "what can we do differently or better.

A facilitator’s goal is to enhance each student's RYLA experience and to help them become a more effective leader. Certainly, without facilitation, people can grow and change on their own, but perhaps not as effectively. Facilitation is the integration of learning acquired in the activity into a person's real life. It requires asking open-ended questions that cause participants to think and feel in order to reach their own conclusions. Avoid giving answers! Self-discovery leads to behavioral growth changes.

Past participants have suggested that the best way to achieve this is as follows.

* Relate ideas presented by the speakers and in the activities to current life settings as high school leaders.
* Have team members’ work harmoniously with other team members who are all student leaders.
* Establish future communication links among student leaders throughout Rotary‘s sphere of influence.
* Ask open ended questions which cause students to think and feel in order to reach their own conclusions.
* Encourage everyone to participate in all that you do, even the "silent" types.
* Recognize that there may be insecurities in being placed with people you don't know.
* Encourage friendly competition between families in all activities or whatever you may do together.
* Share with the students what Rotary is about.
* Encourage a bond to form -let your family members open up and be themselves and be free to speak.
* Confidentiality is all important. As they say in AA. "What is said here, what you hear here, let it stay here."

## **CREATING THE RIGHT SETTING**

It is a good idea to prepare your own icebreakers to occupy the team at different times. You will have received your team color prior to the conference so you might consider preparing something to help solidify team unity (based on the team color.

It is important that all members of the team be seated at the same level and be arranged so that each member can have eye contact with each other member. The facilitator should be part of the team and not sit away from the other members. Encourage team members to bring their program handbooks with them and leave playthings behind.

INDOORS -Teams will meet indoors at night and during inclement weather. Chairs are available in some of the rooms, so please use them and return them to their storage place when the session ends. In some cases your meeting area will be a dorm and we encourage you to tell members to not sit on the bunks. Be aware of other students' personal belongings in the dorm and see that they are not disturbed. Indoor assignments are listed on your Family Roster and in your program handbook.

OUTDOORS - Select an area which is far enough from other team to prevent "overhearing" and disturbing one another. Select a location that will permit members to be at the same level and have eye contact with each other. You may wish to vary the location each time. You might consider bringing a ground cover for the family to sit on.

DINING HALL – Team will eat together in the Dining Hall and sit together during all assemblies or speakers. Placards identifying your team table or row assignment for meeting will be randomly placed for each meal or session by the Alumni. Teams will be dismissed to eat based on outlines created by the Alumni.

## **RYLA TIME**

It is important to use all the time allotted and to keep on schedule. Leadership activities that are “fun” are included in this manual so that if a discussion ends early you can keep the members occupied and working together. Excusing families early disrupts the concentration of other families.

Facilitate, Moderate, Participate –Do Not Pontificate!

* Create an atmosphere of openness by being non-judgmental and encouraging others to do likewise. Protect team members from making personal attacks on each other when they disagree. Try to be a neutral with the family.
* Show a sense of humor and encourage it in others. Avoid sarcasm and "kidding around" which might embarrass or humiliate. Be positive!
* Gently keep the students on the topic. If the discussion starts to drift, ask, "How does this relate to what we are discussing?" However, if the family wants to discuss something else, be flexible and use your own initiative.
* Avoid talking too much or lecturing the family. Don't supply the "right" answer. Let the team come up with its own answer or response.
* Promote participation by everyone in the team. If someone is being left out or remaining silent, try to draw them out by calling him or her by first name, e.g.,"(name),what do you think about that?" Use your position to prevent talkative or aggressive members from dominating a discussion or activity. It is okay to politely interrupt a "dominator" and remind him or her that there is a limited time for the discussion period and that you would like everyone to participate. One successful strategy is to let each member of your team to lead and moderate one of the discussions.
* Have some open ended questions (those that can't be answered with a simple one or two word response like "yes" or "no") before the team starts its discussion in case the team is not self starting. (Example: “What do you think about the point the speaker made regarding …”?)
* Be sensitive to faulty communication. Encourage all to keep their eyes and ears on the person speaking. Ask them to "listen to understand rather than to reply." Cross talk is okay, but allow those speaking to be able to complete their remarks without being interrupted. If the person speaking does not seem to be "coming across," use the technique of paraphrasing to clarify what he or she is trying to say without putting your own interpretations into the clarification.
* Don't be too quick to break silences. There are times when team members are assimilating ideas. Wait until you see some of the team members showing discomfort at the silence before drawing upon your list of open ended questions.

## **WORKING WITH TEENAGERS**

As you prepare to be a facilitator, there are issues which you must consider that could have an adverse impact in terms of dealing with youth. There are many issues that have surfaced over the last few years regarding liability, sexual misconduct, etc. It is imperative that you be aware of the following concerns.

* Confidentiality is important. If a youth confides in you, or the family, it should stay with you (or the family). If there is a concern which needs further consideration (such as suicide, impending harm to oneself or another, physical abuse, or sexual abuse) you must inform a RYLA Committee member who may contact a professional agency for further assistance. YOU MUST DISCUSS THIS CONFIDENTIALITY RULEWITH YOUR FAMILYAT THE FAMILY ORIENTATION SESSION.
* Maintain a "hands-off" policy when working with youth. This includes hitting, wrestling, kissing, having someone sit in your lap, etc. You are an ADULT entrusted to work with TEENAGERS. No matter how "mature" a teenager may seem to be, remember this policy.
* Protect yourself by not being alone with only one teen in your area, especially in an enclosed environment. Always have someone else with you. If you need to talk in private, go away from the family, but maintain visual contact.
* Use appropriate language and insist that those around you do the same.
* Smoking, drugs, and alcohol are not allowed.
* If a fight ensues or other violence is threatened, clear the area. Attempt to verbally end or diffuse the situation without placing yourself or others in harm’s way. If a weapon is displayed, quickly get others to safety but do not attempt to disarm the person. Contact a member of the RYLA Committee immediately.
* If a person is injured on the ground, DO NOT MOVE THEM (see Emergency Procedures section of the program handbook). Contact the camp doctor and a member of the RYLA Committee immediately.
* Be careful when conducting any activity so that nobody is injured. Be aware of the surroundings and avoid any possible hazards.
* Utilize common sense in dealing with your team members. Try to develop a rapport with as many members as possible, steering clear of the favoritism, elitism, etc., which could hinder your rapport with the entire family.
* Always remember our facilitator motto:"FACILITATE, MODERATE, PARTICIPATE –DO NOT PONTIFICATE."

Please be sure to read and familiarize yourself with the Code of Conduct found earlier in this facilitator manual. It will help you understand the issues related above and how the RYLA Committee accepts its responsibility for the safety and well -being of all participants at RYLA. Every student has received a copy of the Code of Conduct in their student application, which they signed, and in their program handbook.

# ACTIVITIES THAT TEACH

**Why Team-Building?**

When people work together in a collaborative manner the effect is synergistic. Productivity, innovation, and quality, as well as satisfaction, are all greatly enhanced. Team-building activities instill a spirit of cooperation and mutual support within an organizational culture. Teamwork within an organization, however, does not just happen. A team is not a team just because a group of people are given that designation. The extent to which a "team" is really a team depends on the communication and leadership skills of all members, both staff and management. Certain qualities and characteristics of effective teams and team members are evident, and continue to develop over time when careful attention is given to team-building.

Each activity has a purpose and an approximate length of time is indicated. As each team and each facilitator will be different, a family may employ some or none of these activities. PLEASE USE THE FAMILY ORIENTATION ACTIVITY DURING THE BREAKFAST/FIRST DISCUSSION PERIOD.

**Icebreakers:** Icebreakers are intended to “break the ice“ by helping people get to know each other and help group members work together as a team. Icebreakers are generally quick and easy to complete. Their singular goal is to help participants become more familiar with members of the group.

**Initiatives:** Initiatives focus participants' efforts on the accomplishment of a common goal. An action learning approach is the basis for these team-building activities. This approach has two components: action and reflection. The participants learn by doing an activity and then reflecting on what happened. The format is interactive and highly participatory and suited to a variety of learning styles. Participants find the experiences enjoyable as well as educational. They especially appreciate gaining practical knowledge and skills that can be put to immediate use within work teams as well as in the classroom. Participants practice making connections between seemingly unrelated events by analyzing what happened during each structured experience and reflecting on how that relates to or applies to their work. Processing or debriefing brings closure to team initiative activities. It is a method for helping the participants focus on their teaming experience. Processing, through verbal or written communication, is one of the essential components in any

## FAMILY ORIENTATION ACTIVITY (30 minutes)

PURPOSE: To allow the facilitator and students to learn about each other and to become more understanding of each other’s background as they share ideas throughout the conference. What is unique about your RYLA family?

DISCUSS AND CREATE TEAM NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RYLA GUIDELINES :

* CONFIDENTIALITY is the key to our family. What is said here, stays here.
* EXCEPTIONS to the confidentiality rule are mandated by law. As an adult working with young people under 18, I have a legal obligation to report, in confidence to the RYLA Committee which must then inform professionals who are trained to help you, anything that is said regarding suicide, imminent or threatened physical harm to you or others, and current physical or sexual abuse. You don’t have to reveal these things to our team or to me, but if you choose to do so, either to the family or in private to me, I must put you in touch with people who can help you.
* LEADERS ARE PREPARED and always be on-time, have a pen or pencil and their Handbook.

ACTIVITY : Have the participants pair off (facilitator may be included). The pairs are to spend 5 minutes interviewing each other and taking notes. At the conclusion of the time allotted, each person introduces his or her partner and shares the information gained in the interview with the family.

DISCUSSION – How did the person being introduced feel about the way they were described?

## **BEING A TEENAGER ACTIVITY (20 minutes)**

PURPOSE: To allow the family members to reach a consensus about themselves.

ACTIVITY: Ask each member of the family to rank the following statements. Place a #1 on the statement they feel is the most correct about teenagers, and so forth, and place a #7 next to, the statement that least applies to a teenager.

* The opinions of teenagers are equally as important as the opinions of their parents.
* If there are any changes to be made in society, they should be made by today’s teenagers rather than adults.
* Being a teenager is a safe age, you aren’t expected to behave like an adult but you aren’t treated like a child.
* Advice from friends is worth more that advice from parents.
* Being a teenager has its advantages and disadvantages, just like any other age group.
* Time is the only thing in a teen’s favor. If you can just wait until you turn 18 that is normal and everything will be okay.
* What teenagers really want is to be able to voice their own opinions and make their own decisions.

DISCUSSION: Add up the rankings and discuss the results. Note: The next page can be printed & cut in half so each family member has a sheet on which to rank the statements

**Being a Teenager**

Rank 1-7; put a 1 in front of the statement that you feel is most correct, a 7 in front of the statement that you feel is least correct.

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* If there are any reforms or changes to be made in society, they should be made by today’s teenagers rather than adults.
* Being a teenager is a safe age, you aren’t expected to behave like an adult but you aren’t treated like a child.
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## WHAT IS LEADERSHIP ACTIVITY (15-30 minutes)

PURPOSE: To enable the team to examine what leadership may be to them and to discuss what leadership roles and responsibilities might be.

ACTIVITY: Ask the team to discuss and/or respond to the questions shown below or the material in the Leadership section of the Student Handbook.

DISCUSSION: Proposed Questions -

1. How would you define leadership?

2. What makes a good leader?

3. Who has history proven to be a good leader and why?

 or give an example of a good leader and why?

4. Have you ever been in a leadership role? When? How? With what result?

5. If you could change something about your school or community, what would it be and how would you go about making the change?

6. Define the term "manager". Are all managers leaders?

7. Agree or Disagree and explain your reasoning: “Cooperation is better than competition in performing a task or solving a problem.” (Facilitator: there are no right or wrong answer but consider this: *Competitio*n is at the heart of capitalism, rewards individual work and desires while cooperation is focused on the good of the society and is the motivation of communism and other social forms of government. *Cooperation* is also a valid motivation even in some capitalist and/or competitive endeavors.

8. Should leaders govern or serve?

9. (Formulate your own questions)

## FOLLOW YOUR DREAM ACTIVITY (15 minutes)

PURPOSE: To provide a means for students to set goals and challenge themselves and then let them review their own progress.

NOTE TO FACILITATOR: This is an excellent activity for the closing team talk. However, do this activity only if you will follow through in mailing the letters in nine or ten months.

THE ACTIVITY: Provide each team member with writing paper and a letter envelope. Have the team members write themselves a letter. The letter should be about what they want to accomplish using what they have learned at RYLA or a goal or challenge to themselves. After they have written the letter, have them prepare a self-address envelope and seal it with the letter inside.

Mail the Letters to the team members just before school starts next year

## POSITIVE REINFORCEMENT ACTIVITY (30-40 minutes)

PURPOSE : To improve team members' ability to listen carefully and present others in the team with positive feedback relating to what has been said.

WHAT MAKES A LEADER A GOOD COMMUNICATOR: Being a good listener and giving back positive feedback.

ACTIVITY: Have each team member take a blank piece of paper and write down a description of an activity or event in their life which was a moment of success, which made them proud of their accomplishment. Give the team 4 - 5 minutes for this introspection and to write down the description. After the period of writing, have each team member tell about his/her "moment of success." All other members of the team should write the name of the person speaking and list 2 - 3 adjectives that describe the positive attributes which the speaker portrayed in the presentation. After every member has presented their moment of success, have each member of the team tell each other member what they wrote to describe how and what the presenter said (or came across).

MATERIALS NEEDED: Blank sheet of paper and pen or pencil for each member in the team.

DISCUSSION: Discuss with the team how it feels to hear positive things about themselves and the impressions that their "bragging" might leave on others.

## STAND UP AND BE COUNTED ACTIVITY (20-25 minutes)

PURPOSE: To allow the students to share how it feels to take personal risks, on a one-to-one basis.

ACTIVITY: Divide the team into pairs and instruct members that each of them will have two-three minutes to talk to the other without interruption. As you do this exercise, think about what a leader can or should do when someone is being made fun or discriminated against.

* Give each pair one of the following topics:
	+ The first time I said "no" to someone.
	+ The first time I stood up for my rights.
	+ The first time I spoke in front of a group.
* Ask the pairs to decide who will talk first then begin the first three-minute timed period.
* At the end of three minutes, stop the team and ask the second person to trade places and talk about the same subject. At the end of the second three-minute period, stop the process and reassemble the whole team.

DISCUSSION: Have the team discuss what they have learned about each other and how what might be learned about personal risk-taking. The session might end with members voluntarily sharing experiences and thoughts about any "life threatening" situation they have been in.

## **BRAIN TEASERS (10-15 minutes)**

**P**URPOSE: A fun activity to occupy the team and stimulate the mind. This is not an intelligence test, nor a measurement of grammar or math skills. It will however, gauge mental flexibility and creativity.

THE ACTIVITY: Prior to the activity prepare a sheet for each team member with the following statements and blank answers. Each statement contains the initials of words that will make it correct.

EXAMPLE: 16 = O in a P (16 ounces in a pound)

STATEMENT ANSWER

 (Do not put on sheets for team members)

 7 = W of the W Wonders of the World

 26 = L of the A Letters of the Alphabet

 1001 = A N Arabian Nights

 12 = S of the Z Signs of the Zodiac

 54 = C in a D w/J Cards in a Deck with Jokers

 2 = F the S For the Show (“one for the money…”)

 88 = PK Piano Keys

 13 = S on the A F Stripes on the American Flag

 32 = D at which W F Degrees at which Water Freezes

 18 = H on a G C Holes on a Golf Course

 90 = D in a R A Degrees in a Right Angle

 4 = TG To Go

 4 = Q in a G Quarts in a Gallon

 24 = H in a D Hours in a Day

 1 = W on a U Wheels on a Unicycle

 5 = D in a Z C Digits in a Zip Code

 57 = H V Heinz Variety (catsup)

 30 = D in AJSN Days in April, June, September and November

NOTE: the next page can be duplicated prior to RYLA and cut in half so each team member has their own Brain Teasers to fill-in.

**Brain Teasers**

Each statement contains the first initial of words that will make it correct.

EXAMPLE: 16 = O in a P (16 ounces in a pound)

7 = W of the W

 26 = L of the A

 1001 = A N

 12 = S of the Z

 54 = C in a D w/J

 2 = F the S

 88 = PK

 13 = S on the A F

 32 = D at which W F

 18 = H on a G C

 90 = D in a R A

 4 = Q in a G

 24 = H in a D

 1 = W on a U

 5 = D in a Z C

 57 = H V

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 5 = D in a Z C

 57 = H V

## HUMAN KNOT ACTIVITY (10 minutes)

PURPOSE: To develop cooperation with each other.

ACTIVITY: Have everyone form a circle, then reach both hands into the circle and grasp with each hand the hand of another person. No one can hold the hand of the person next to them and each person must be holding the hands of two different people. Without letting go of each other's hands, unravel the "Knot" until everyone is in a complete circle holding hands. (NOTE: It is entirely possible that two or more circles could be formed, one within the other.)

The facilitator can either watch or participate. Also, if a particular position becomes painful to a member, hands of the discomforted person(s) can be dropped momentarily to ease the discomfort. However, they should immediately grasp the same hand that was held before so as to not disturb the integrity of the knot.

You can add challenges to your team (i.e. blind fold a team member, team member can’t talk, etc.)

DISCUSSION: After successfully untying the knot, the family can discuss the process it used to solve the knot. Topics might include emotions of frustration, ideas generated and the manner of communicating those ideas to the family

## **BIRDS ON A TELEPHONE WIRE ACTIVITY (10-15 minutes)**

PURPOSE: To learn to communicate with each other in adverse situations.

ACTIVITY: (10-15 minutes) Have all members stand on a balancing beam or other narrow object or in a narrow space. Then ask everyone to arrange themselves in order by certain criteria; for example: by age, height, weight, etc., WITHOUT TALKING or STEPPING OFF OR OUT OF THE NARROW CONFINES.

DISCUSSION: Discuss the difficulties of communicating in an adverse situation and what means the team determined to use to communicate. The discussion might include how to prepare for adverse situations and what some of those situations might be and what caused them.

## AIR TRAFFIC CONTROL ACTIVITY (20 minutes)

PURPOSE: To demonstrate the importance of clear precise use of language in communicating with others who do not know what you know.

ACTIVITY: (20 minutes) Prepare a "runway" on the ground 15 - 20 feet on the ground, defining the edges of the runway as well as the end of the runway.

* Ask one member to be a pilot, have them stand at the start of the runway and put a blindfold on. Have team members place items on the runway to be used as debris. One team member will stand at the end of the runway and serve as the air traffic controller.
* Explain to the pilot that a violent storm has come up and blown litter all over the runway, visibility on the ground is zero and that the pilot must land because of lack of fuel. The traffic controller then "talks" the pilot down, giving instructions on how to avoid the debris and stay on the runway. If the pilot "steps" on any of the debris or out of bounds, the plane crashes. The plane has landed safely when the pilot reaches the end of the runway without crashing. Repeat with other team members as desired.

VARIATIONS: Have all team members give instructions to the pilot simultaneously; Have all members be passengers on the airplane when the pilot has become disabled or there is another crisis and the passengers must determine what action should be taken, etc.

MATERIALS NEEDED: A blindfold and items of debris that can be team members backpacks, articles of clothing, etc. (It is helpful to have masking or duct tape to define the limits of the runway).

DISCUSSION - Discuss how proper communication skills are needed in any leadership setting. Discuss the importance of specific and clear communication in times of danger, the advantage of having “one clear” voice giving information rather than several at the same time. Discuss how different leadership styles and abilities would influence who would be best to give instructions. Have the team members describe personal situations in which unclear communications caused confusion or frustration.

# RYLA DEFINITIONS and POLICIES

ALUMNI: High School Students that attended RYLA the previous year/years, who were nominated by their team facilitators as being outstanding, who completed an application and have been selected by the District Committee to return to conduct the conference activities. Alumni provide valuable input to the planning process, they introduce speakers, conduct icebreakers and maintain the spirit that pervades the conference weekend.

AMBASSADORIAL SCHOLARSHIPS: The world's largest privately funded scholarship program, Ambassadorial scholarships are funded by grants from the Rotary Foundation. Selected young men and women (typically of college age) go abroad for a year of study and serve as goodwill ambassadors for their native country and for Rotary. Applicants are sponsored by a Rotary Club and then selected by a district committee. Information about this program can be obtained through the Rotary District office or the District's Ambassadorial Scholarship coordinator.

ATTENDANCE EXCEPTIONS: Requests are often received to allow students to miss part of the conference because of other commitments, such as a sporting or academic event. Such exceptions are disruptive to the team and program. Because equally qualified students were passed over who could have attended a student participant will have to make a tough adult-like choice, prior to the camp. We fully support all applicants in their decisions but there can be no attendance options. **Once a student arrives at the conference, he/she is in attendance for the entire conference. The District Chairman may make a limited exception, at his/her discretion, if the conflict is such that the student would only miss a small part of the beginning or at the end of the conference.**

 (see "Substitution Policy" below)

DORM PARENT: A Rotarian or a facilitator will be assigned to each dorm to act as a dorm parent. The dorm parent will monitor activity in the dorm, including bed checks each night and spends the night in their assigned dorm or cabin. All participants are required to sleep in their assigned dorms. Dorms are segregated by sex, STUDENTS OF OPPOSITE SEX ARE NOT ALLOWED INTO THE DORM.

FACILITATORS: Adults selected to be team discussion leaders and dorm parents. There are no special requirements or experience needed to be a facilitator - just a desire to serve and an ability to work with youth. Each facilitator is subject to a background check prior to being approved as a facilitator. The facilitator's role is to "Facilitate, moderate, participate - but not pontificate" in the team discussions (see "Team" below), and to act as a dorm parent in a cabin or dorm at night.

Those selected MUST complete and application form and COMMIT to attend all necessary meetings, including a pre-RYLA training session and an at-camp orientation meeting. Generally, a mix of 50% experienced and 50% new or "green" facilitators is desired each year. President-Elects are a great source for possible facilitators.

DISCUSSION TEAM: As part of the registration participants are assigned to discussion teams. All program sessions are with that team. Two people from the same school are not placed in any one team if at all possible. Most activities, including meals (and excluding sleeping), are conducted in the teams. This encourages new friendships and interactions. There are seven (7-10) students and an adult Rotarian facilitator (see "Facilitator" above) in each team. Teams are a key element to the success of the conference and that helps distinguish us from other programs.

HIGH SCHOOLS: It is the District Committee's goal that every high school (or equivalent) within the District boundaries be represented at RYLA. Participants can be from public schools, as well as alternative, continuation, private and parochial schools and academies. Due to space limitations at the conference facility, the District Committee has to limit the number of students that a club can send from each school.

INTERACT: Interact is a school-based community service organization for young people and is sponsored by individual Rotary Clubs. Independent of the Rotary Club, it nevertheless can be supported by the club to promote the service ethic and awareness of Rotary in the community. Many students after learning about Interact at RYLA, return to their schools to start an Interact Club.

LOCATION/FACILITY: The conference is being held at Heber Valley Camp east of Heber, Utah, a little over one hour from Salt Lake City. Operated and maintained by the LDS Church, the camp offers sleeping, eating and meeting facilities superbly suited for the needs of a RYLA conference of our size and complexity. It's location in the mountains offers a seclusion from the daily routine and exposures of life, enabling all participants to concentrate on the business at hand - without distractions.

ROTARACT: A community-based or college-based service group sponsored by a Rotary Club for men and women, ages 18 to 30. Rotaractors have the opportunity to develop leadership skills in their self-governing clubs, refine professional skills and enjoy international opportunities of service and fellowship.

RULES and ENFORCEMENT: It is mandatory that all student participants commit to honoring the Code of Conduct for RYLA that has been included with each application. A copy of this Code is also included in these materials. The Code should be reviewed with all applicants in the interview process.

Copies of the Code should be provided separately to the parents and guardians of all chosen as student participants. Any violation of the Code will be cause for immediate dismissal from the conference and return home at the parent's expense.

SPEAKER SELECTION POLICY: Speakers are selected based on their ability to present and communicate their message as it relates to the RYLA theme and their ability to interact with the participants. Generally all speakers must have been seen or heard by a member of the District Committee or have been referred by a competent Rotarian. Where possible, speakers donate their time and are not compensated, except for travel expenses. An effort is made to have a balanced mix of speakers, male-female and ethnic background, but speakers are selected primarily for the impact they can project to the students.

STUDENT ELIGIBILITY: Interested eligible students are interviewed by the sponsoring Rotary Club. Eligible students ARE NOT just student body officers, star athletes or honors students, they include at-risk students as well. Whether a student is an at-risk kid or an over-achiever, their needs are the same. If your club sponsors an INTERACT club, those officers should be included as candidates. Children of Rotarians are also eligible but should be treated like any other applicant. The eligibility requirements are that ONLY HIGH SCHOOL STUDENTS IN THEIR SOPHOMORE OR JUNIOR YEAR OR EQUIVALENT with leadership experience and ability to be an example are eligible to attend RYLA and that they must maintain a "C" or better grade point average. \*\*\* Please let ALL eligible students have a chance to apply. REMEMBER THE FOUR-WAY TEST IN YOUR SELECTIONS \*\*\*.

Typically, but not by any design, 60-65% of the participants are female and all are from a wide range of ethnic and cultural heritages.

YOUTH EXCHANGE: Through this program, interested youth spend from several months to a year or more living with a host family in a country other than their own. They learn about that country and act as ambassadors of goodwill by sharing experiences from their own country. Information about this program can be obtained through the District office or the District's Youth Exchange coordinator.

All Inbound Youth Exchange students are automatically invited to attend RYLA as part of their goodwill experience. Their host Rotary Club pays the regular RYLA fee for their participation.