



June 8 (Friday) - June 10 (Sunday)

### Checklist for Clubs

#### Key Contacts

1. Registrar – Joan Patterson (Rotary Club of Kingston Frontenac)  
Email: [joanp@kos.net](mailto:joanp@kos.net) Phone: [613-539-1702](tel:613-539-1702)
2. Chair – Paul Elsley (Rotary Club of Kingston)  
Email: [elsleypaul@gmail.com](mailto:elsleypaul@gmail.com) Phone: 613-449-8854
3. Communications – Murray Matheson (Rotary Club of Kingston Frontenac)  
Email – [mcm.canuck@gmail.com](mailto:mcm.canuck@gmail.com) Phone: 613-328-9771
4. District Treasurer - Edmond Lanthier – Mailing Address:  
1002-1510 Riverside Road, Ottawa, ON K1G 4X5, Canada  
Phone: 613-523-8195

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#### Important Dates

Feb. 23 (Friday) - **Fill out and submit online the “Club Registration” form** (on RYLA Home Page). Please note that you may sponsor up to **three** students. Submit a cheque for \$500/student (Canadian) or \$390 (American) payable to Rotary District 7040 c/o Edmond Lanthier (address above)

April 16 (Monday)- Complete your RYLA 2016 selection process. Notify applicant(s) who are selected (including alternates) along with their legal guardian(s)/parent(s) of your club’s decision to sponsor them for RYLA. Provide the selected students with the link (on RYLA Home Page) to the 2018 RYLA Student and Parent forms.

April 30 (Monday) – **Application forms must be submitted by this date.** Club representatives should work closely with the school contacts and the student delegates to make certain that *all six* parts of the application have been successfully completed. Our Registration Chair, Joan Patterson will confirm this with you.

June 8 (Friday) – Delegates must arrive at St. Lawrence College in Kingston by 9:30 am *at the latest*. This will give time to complete registration and check in to the residence prior to the opening ceremonies.

June 10 (Friday)– Delegates are free to depart for home at **2:30 pm**. Please make certain that no travel plans are made prior to this time.

