

Rocky Mountain RYLA Head JC Guide



**“LEADERS ARE THOSE WHO COMPEL
OTHERS TO POSITIVE ACTION BY THE
POWER OF THEIR OWN POSITIVE ACTIONS.”**

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Hello RYLA Head JCs!

What's up future RYLA Head JCs? If you're reading this, you've probably been selected to construct, facilitate and represent RYLA to the fullest. Kinda scary huh? Some of you might even be wondering what you did to deserve a Head JC position at RYLA. First off, I'm sure every single Head JC might have wondered the same things you have. Second, I guarantee that every single Head JC realized the reason why they were picked to be in that leadership role.

The crazy thing about becoming a Head JC (besides not having a team and not doing the activities) is watching you and your partners work unravel right in front of you at the conference. As a Head JC, you will witness RYLA in a way that few will ever get to see it- in its entirety. You will witness having your own team of JCs, the errors and mess ups that might happen everyday, the complements and the criticisms as well as the celebrations and the success that comes along with teams and the whole conference.

The best pieces of advice I can offer you are this:

The conference isn't about you. I know that you're up on stage 24/7, but if you're in a Head JC position to make yourself look good or for everyone else to look at you, then you've already lost. The best Head JCs, JCs and SCs recognize that the conferee's experience is the absolute most important thing.

Leadership is the ability to keep calm in a sketchy situation. Not everything at the conference is going to go as planned. Role with it, and do what you need to keep the show moving.

Speak and act from the heart. Why wouldn't you? Don't say things to please or impress other people, and keep the task at hand on your mind. Everybody has their own personal opinion, (which is fine and important)

but you are the one in the leadership position. Follow what you and your partner think is the best for RYLA.

Enjoy the ride. After talking with past Head J's about what they would change, the best answer I always got was to stop, listen in on teams, have fun with the JCs and conferees, and be grateful that you are here as a Head JC. Go out and meet conferees, and affect their lives in ways that they affected yours.

Understand that you are here for a reason. You were selected out of hundreds of conferees to become a JC, and then you were also selected out of the finest young people at RYLA to become a Head JC. That right there should be enough to motivate you, and give you an idea about how much these people believe in you. Do it for them. Do it for the past Head JCs and JCs before you. Do it for the visiting Rotarians and SCs, both new and old. Do it for the counselors and kids that were on your conferee team, and make them proud. Finally and most importantly, do it for your partners in crime and for the conferees.

I'm writing this message to you, the future of RYLA, with nothing but respect. I know that you all are going to do a great job, and effect lives in ways that they've never been effected before.

Get out there and make a difference.

Jordan Carr (RYLA Head JC, 2014)

NOTHING WILL WORK
UNLESS YOU DO.
Maya Angelou

Overall Schedule and Head JC Roles

Overall Schedule and Tasks

- Select JCs
- Revise the Manual and RYLA Program
- Plan and run the JC/SC Meet and Greet
- Have JCs prepare Words of Focus (share at training)
- Collect JC/SC bios
- Create JC/SC pairs
- Assign MAD groups topics
- Plan and run Training
 - Create the schedule
 - Bring supplies
 - Buy snack/breakfast food and beverages
 - Collect money for and order sweatpants and sweatshirts
- Sort through storage unit for supplies
- Assign Word of Focus times
- JC room assignments (give to registrar)
- Buy food/snack supplies for the week of RYLA (for team snack bags, for JCs in fireside)
- Get team to pick up supplies from storage unit
- RYLA! 😊

Head JC Roles

- Select and train your JC team
- Lead your JC and SC team throughout the year and week of RYLA
- Be role-models and mentors to your JC team
- Attend RMRYLA board meetings throughout the year
- Use the RMRYLA Vitals page to find contact info (phone/email) for all JCs and SCs
- Plan and lead RYLA!
- Keep JCs as "well rested" as possible. Come Friday morning, it makes a difference
- Get to know the conferees
- Keep notes and continue to add to and edit this Head JC guide

Advice on Preparing for RYLA

- Ask yourself: How are you going to leave your legacy?
- Get to know your chairperson- they are really cool people!
- Enjoy each moment of the process and be present- there is always something to do, enjoy every second of it. Take a second to look around and feel the RYLA magic.
- Remember that you're not alone. Don't do everything by yourself. Work together as a Head JC team and utilize the amazing JC/SC team you have.
- Ask previous Head JCs any questions at any time- learn from our experiences. We have been and will continue to be your mentors.
- Look at the "Objectives of RYLA" and keep those in mind with everything you do and the manual revisions. Always ask, "How does this relate back to leadership?"
- Work together with the Head JCs from RYLA weeks 1 and 2. Share ideas and changes with each other. Remember, we all have the same goal: to create the best experience possible for the conferees and to learn about leadership!
- Try not to procrastinate. We know, we all do it.
- Check emails and your phone often. Stay in constant and clear communication with each other.
 - Remember not everyone checks emails and responds immediately: when sending out emails, do so with enough time for people to respond. Be sure to follow up with people.
- Continue improving the "objectives of activities" in the manual.
 - Take conferee and counselor evaluation information and use it to make improvements and tweaks.
 - Make positive and constructive improvements, tweaks and changes. Don't change just for the sake of change.
- Work with the RMRYLA board, we are all here to support one another.
- Remember coming back as a 2nd year JC is an honor; your team has to earn the right to come back. Think of who makes the conferees their number one priority as a JC.
 - Ask last year Head JCs and SCs about whether or not a JC should return (most likely you were focused on your own team, not the other JCs.)
 - Pay attention to the 1st years you select so you can recommend if they should return for another year or not.
 - Pay attention to 2nd years for who would make a great Head JC next year.
- Use the schedules for the meet and greet and training provided as building blocks, but mold it to fit your team.
- Push creating JC/SC pairs until about 2 weeks before training- make sure all counselors are confirmed and available to go (you don't want people dropping out last minute and having to make changes).
- Ask for JC/SC bios and JC Words of Focus in May/June, or a month or two before training.

Objectives of RYLA

The objective of RYLA is to provide an environment where each RYLArian will have the opportunity to:

1. Develop effective communication skills between diverse groups of people.
 - a. To work effectively in a team environment.
 - b. Learn to listen and understand other viewpoints.
 - c. Look for "win/win" solutions.
2. Identify strengths of different leadership styles.
 - a. Be able to recognize that work can be performed most efficiently when tasks are delegated utilizing each team member's strengths.
 - b. Understand when it is appropriate to follow versus lead.
 - c. Be willing to take a leadership role when necessary.
 - d. Acknowledge the value in being a follower.
3. Facilitate constructive growth from failure.
 - a. Understand the different ways that people handle failure.
 - b. Learn to effectively analyze the reasons for failure.
 - c. Appreciate what can be learned from assessing our mistakes.
4. Empower and inspire youth to take action.
 - a. Have the ability to pinpoint where positive change can be made within the community.
 - b. Look for the chance to serve others.
 - c. Provide tools for making a difference.
5. Develop character and enhance personal development.
 - a. Seek out opportunities for new experiences.
 - b. Test the limits of their comfort zone.
 - c. Develop self-confidence.
6. Promote respect towards others and acceptance of diversity.
 - a. Break down stereotypes.
 - b. Learn to celebrate individuality!
7. Engage in self-evaluation.
 - a. Understand one's strengths and weaknesses.
 - b. Discover the best version of themselves and foster this development in others.

JC Selection Process

This outline is here as a guide. The dates below are recommended, but do not have to be strictly followed.

- **Nov 1 - Nov 30: JC Applications window open**
- **Nov 30: JC Applications due**
- **Nov 30 - Dec 15: Read all online applications**
 - Discuss what you are looking for in a JC
 - Both Head JCs read all applications
 - Read the applications independently- make your own opinions about each applicant
 - Make a list of applicants you want to interview
- **Dec 16: Compare lists of whom to interview, and narrow the list down to 40-50 applicants**
 - Split the list in half for each Head JC to interview
 - It's recommended for each Head JC to interview about 20-25 applicants each
- **Dec 16: Create your interview questions**
 - Sample JC Interview Questions:
 - What would make you a great JC?
 - Who is your role model or hero, and why?
 - If you met someone who has never heard of RYLA, how would you describe it to him or her?
 - What is the biggest life lesson you've taken away from RYLA?
 - What is the most important part of a sandwich?
- **Dec 17-Dec 30: Conduct phone interviews**
 - Keep notes (in the spreadsheet on the following page) about the phone interviews
- **Jan 2: Meet to create draft order**
 - Before selecting 1st year JCs, you must decide which JCs to invite back for their second year. This will determine the number of new 1st years and alternates who are selected.
 - Create list of your top 25 (approx.) for the draft
 - Have a good mix of guys and girls, and true colors
- **Jan 4 (First Sunday of new year): Attend the JC Draft Extravaganza!**
 - Select enough JCs to fill all spots, and 5-7 alternates
 - Have fun working with the other Head JCs!

RYLA JC Applications Spreadsheet Sample

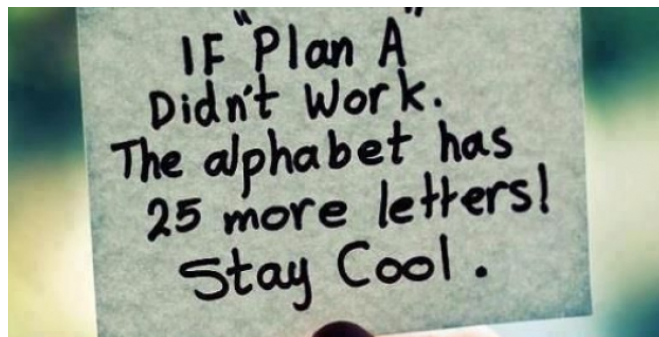
Name	True Color	Received a recommendation?	Contacted and interviewed?	Other Notes
Jane Doe	Gold/Blue	Yes	Yes	Jane is amazing! She rocked the interview questions. She is super outgoing, friendly, loving and super passionate about RYLA. Definitely JC material. Also very caring and compassionate! Love her! 10/10 Interview
John Smith	Orange/Green	No	No	
Bob Johnson	Green	Yes	Yes	Good interview. Very good at talking, and articulating his opinion. 8/10 interview

One measure of leadership is the caliber of people who choose to follow you.

Dennis A. Peer

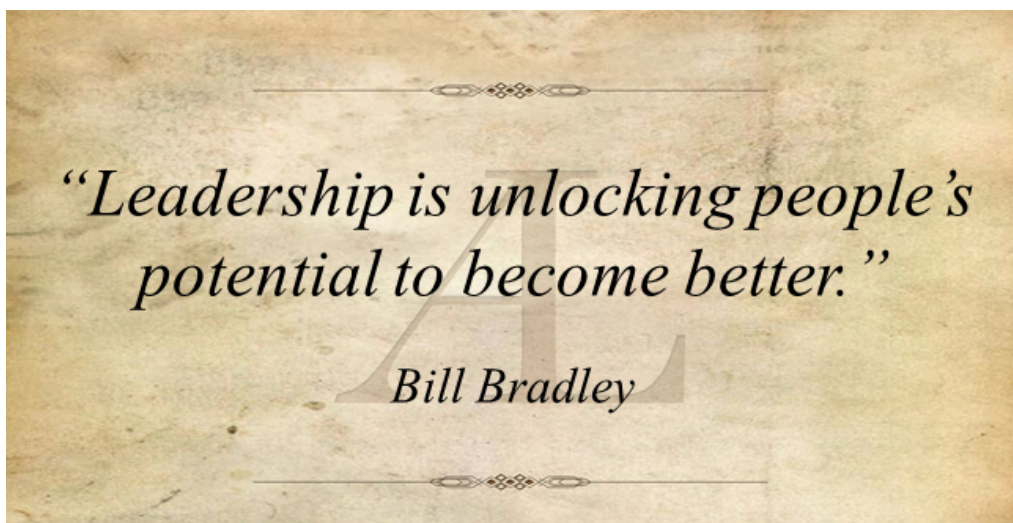
Meet and Greet Schedule

- 9:30-10am: Arrive at location of meet and greet
- 10am-10:30: Mingle and wait for everyone to arrive
- 10:30-11am: Ice breakers
 - Intros- circle up, everyone say name, hometown, what you're most excited about for RYLA, and a fun question
 - Split into groups- even number JCs and SCs
- 11am-11:15: Head JC and Chair- Brief Discussion
 - Everyone sit down, Head JCs and chair talk about RYLA
 - Your expectations for meet and greet and RYLA
 - Stress the importance of putting conferees first
 - Time for questions
- 11:15-12pm: Team Time activity of choice (either try a new activity, or choose an old activity)
 - Split into groups- even number JCs and SCs. (Different groups than ice breakers)
 - If you do new activity, Head JCs lead activity and debrief
 - If you do old activity, 2nd year JC lead activity and debrief
- 12pm-1pm: Lunch
 - Encourage JCs/SCs to all mingle (not one table only JCs or only SCs)
- 1pm-1:45: Team Time Activity
 - Same notes as before
- 1:45-2pm: RYLA Olympic activities/ fun energizer activities
- 2pm: Any final remarks/closing/Thank Yous/Goodbyes



Meet and Greet Notes and Tips

- Recommended location: Embassy Suites Hotel in Loveland
- Work with Chair/Treasurer for budget for lunch
- Head JCs/Chairperson email invite/info to JCs and SCs, have them RSVP
- Bring Nametags and sharpies
- Remind JCs that this is a meet and greet, and encourage them to get to know the SCs
- Remind 2nd year JCs they are role models for 1st year JCs, get to know them, set a good example, make them feel included and welcome
- Remind 1st year JCS to be open to the new experience as a JC, to take it all in, to get to know everyone, and that they were chosen for a reason
- Remind everyone: WE ARE HERE FOR THE CONFEREES to make their experience the best it can be!
- Greet all JCs and SCs, introduce yourself (especially to SCs)
- Keep the energy and excitement high- this is the first RYLA event of the year!
- Go with the flow with timing
- Work together as Head JCs and chair
- During activities, observe groups- look at individual and group dynamics
- HAVE FUN!



Word of Focus Guidelines

What Makes a Good Word of Focus? Share these guidelines with your JCs!

The most important thing to remember about Words of Focus is that it is not about the counselor delivering the speech; it's about the conferees that are listening. A WOF is not simply a way for a counselor to tell their life story. It is not a form of catharsis, a way of processing a painful event, or a way for the counselor to find support or pity from the conferees or other counselors. A good Word of Focus is focused on a message that the counselor feels is important for the conferees to know at that time in their lives. This might be an important lesson they learned from a person or experience, or simply something the counselor wishes they had known when they were younger. This is a chance for the counselor to reflect on the most salient lessons of their life that they want to pass on to the audience.

Focus on the word, an outline of your story, and **MOST IMPORTANTLY** the **LEADERSHIP LESSON FOR THE CONFEREES**. We really want to emphasize the purpose of the WOF (Hence, the use of Caps Lock...). WOF are meant to be a way for conferees to learn about leadership through the experiences of JCs. If you want to share a WOF, please truly reflect on the leadership lesson the conferee will receive.

Keep in mind- your story/lesson does not have to be traumatic or extreme. We need a balance of stories (especially positive stories and experiences!) to share with the conferees.

We also want a mix of 1st and 2nd year JCs to share!

Tips:

1. Don't pick a word or a story and try to fit a speech around it. Start with an important message and look for a story to fit it. Many stories will be personal, but they don't have to be. It is okay to tell the stories of others, or to use music, YouTube videos, slam poetry or other creative ways of illustrating a message.
2. Avoid talking about experiences that are unresolved. The counselor should not break down on stage in a way that distracts from the message of the speech. Ideally, if anyone cries, it is members of the audience, not the speaker. If a very

powerful message is sheathed in a painful story, consider telling the story in the third person as if it happened to someone you know. (Once upon a time there was a girl...)

3. The speech should have an uplifting message, even if it handles dark experiences. The lasting effect should be inspiration, not pity.

4. Be cautious when telling a story focused on one of the three Ds: death, divorce or disorders. Unless they fit into a very unique story or are incorporated in a very inspirational way, stories with these at the focus tend to be more depressing than inspirational and should be handled carefully. When done well, they can be phenomenal, but work closely with a mentor to strike the right balance of up and down. The counselor **MUST** have processed the event enough to talk about it without having a complete breakdown.

5. Make the word memorable. For example, Miguel Perez's word in 2012 was "Spiderman" and the message was "with great power comes great responsibility". Use metaphors, use song lyrics, and think outside the box. Other memorable words: "Orenda, Insanity, Querencia, Infinite, Failure, Serendipity..." Not-so-memorable words: courage, hope, success, forgiveness, etc.

Not sure where to start? Make a list of the three most important things you have learned in your life from RYLA, from mentors, while meditating under a mango tree, etc. What message do you think is most important for the conferees to hear? What do you want to leave them with the most? Remember everything we do hear at RYLA ties back to leadership.

Be prepared to share your Word of Focus at training with the JC team, where you will receive encouragement and constructive feedback. Before RYLA, practice sharing your Word of Focus so you are ready to rock and roll and change lives on stage! Take a deep breath, and go **Make A Difference!**

JC/SC Pairing Process

Wait to make JC/SC pairs until 2-3 weeks before training in June. The reason for waiting is to finalize counselors and make sure all can definitely attend training and RYLA.

Organize list of counselors in several categories:

First Year JCs

Second Year JCs

Experienced SCs

First Year SCs

This makes matching JCs and SCs easier.

It is ideal to pair First Year JCs with Experienced SCs, and Second Year JCs with First Year SCs.

Start with pairing first year JCs, and work your way from there.

Things to consider:

- Personalities and true colors
- Who would compliment and work well with who
- Who is a challenging JC/SC who needs careful consideration
- Prior year pairings

True leaders
don't create
followers...
they create
more leaders!

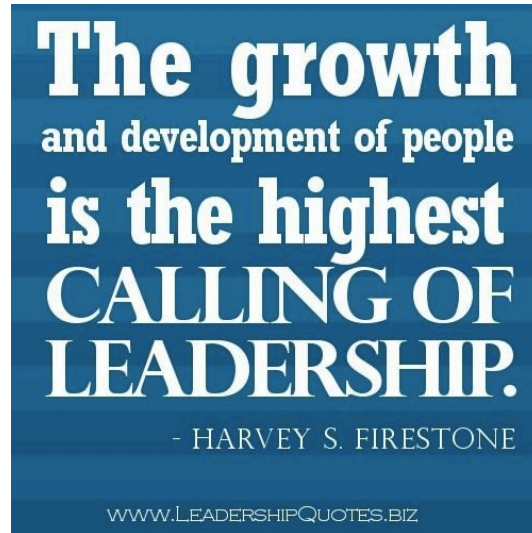
J. SAKIYA SANDIFER

RYLA Training Overall Schedule

Friday	
5:00	Meet at the Boys and Girls Club
5:15	Meet at the Boys and Girls Club
5:30	Meet at the Boys and Girls Club
5:45	Icebreakers/Lap tag
6:00	Icebreakers/Lap tag
6:15	Icebreakers/Lap tag
6:30	Icebreakers/Lap tag
6:45	Icebreakers/Lap tag
7:00	Dinner
7:15	Dinner
7:30	Dinner
7:45	Dinner
8:00	Chairperson Talk Time
8:15	Chairperson Talk Time
8:30	Chairperson Talk Time
8:45	Assemble Manuals
9:00	JC Dance/Skit/Bonding
9:15	JC Dance/Skit/Bonding
9:30	JC Dance/Skit/Bonding
9:45	JC Dance/Skit/Bonding
10:00	Proudest Achievements
10:15	Proudest Achievements
10:30	Proudest Achievements
10:45	Proudest Achievements
11:00	Proudest Achievements
11:15	Proudest Achievements
11:30	Proudest Achievements

You cannot go inside the Boys and Girls Club until after 5pm

General Tip: Send actual excel spreadsheet file with the overall schedule along with the electronic version of the manual to edit



Saturday	
7:00	Wake Up
7:10	Wake Up
7:20	Wake Up
7:30	Wake Up and Eat
7:40	Wake Up and Eat
7:50	Wake Up and Eat
8:00	SC's Arrive
8:10	SC's Arrive
8:20	SC's Arrive
8:30	Distribute JC/SC Manuals and hand out shirts
8:40	Distribute JC/SC Manuals and hand out shirts
8:50	Distribute JC/SC Manuals and hand out shirts
9:00	Welcome to RYLA and Name Introductions
9:10	Name Introductions
9:20	Mission statement and purpose/ JC and SC credo/ Objectives
9:30	Top 10 RYLA Dos and Don'ts
9:40	Effective Debriefing
9:50	Monday at RYLA Overview
10:00	Flip the Mat purpose/discussion/debrief
10:10	Traffic Jam walk through/purpose/discussion/debrief
10:20	Proudest Achievements (3 pairs small groups)
10:30	Proudest Achievements
10:40	Proudest Achievements
10:50	Ebola

General Tip: You most likely will not keep exactly on time... be flexible with the schedule, but be sure to cover everything

Distribute SC shirts while they arrive, their JCs give SCs their manuals

Also share the RYLA definition of leadership. Have all of the page numbers of the manual ready for each section

These are across several different pages

Just a general overview of the day

For all activities, a brief description of instructions, set up, and how the activity works is beneficial, but focus on the leadership purpose/lesson and debriefing

More time is needed for both Proudest Achievements and Ebola

Recommended to always do this activity at training- it can be complex

11:00	Ebola
11:10	Ebola Debrief
11:20	MAD Breakout Groups/Changes/Grant
11:30	MAD Breakout Groups/Changes/Grant
11:40	Tuesday at RYLA Overview
11:50	Eggspres discussion/purpose/debrief
12:00	Helium Stick purpose/discussion/debrief
12:10	RYLA Rumble 1 Knots discussion/purpose/debrief
12:20	"We are all in this together" discussion/purpose/debrief
12:30	Lunch
12:40	Lunch
12:50	Lunch
1:00	Lego Activity
1:10	Lego Activity
1:20	Lego Activity
1:30	Lego Activity Debrief
1:40	Abuse and Harassment Discussion
1:50	Abuse and Harassment Discussion
2:00	Abuse and Harassment Discussion
2:10	Wednesday at RYLA Overview
2:20	RYLA Ball discussion/purpose/debrief
2:30	Spider Web discussion/purpose/debrief
2:40	RYLA Rumble 2: Leader Lineup
2:50	RYLA Rumble 2: Leader Lineup
3:00	RYLA Rumble 2 Debrief
3:10	Thursday at RYLA Overview
3:20	RYLA Team Flag Presentations and Olympics discussion/purpose/debrief- new activities

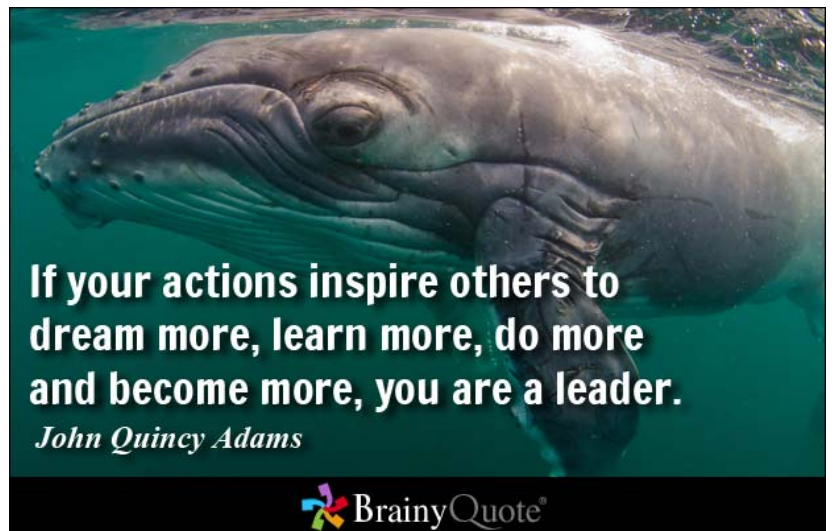
Recommended to try new or challenging activities at training so the JC/SC is confident in guiding the activity



3:30	Swamp Maze
3:40	Swamp Maze
3:50	Swamp Maze
4:00	Swamp Maze Debrief
4:10	Friday at RYLA Overview
4:20	Final Wrap Session
4:30	Overview of Speakers/Guidelines for Speaker Introductions and Thank Yous
4:40	Final Remarks
4:50	Final Remarks/SCs Leave
5:00	Dinner
5:15	Dinner
5:30	Dinner
5:45	Dinner
6:00	JC skit/ Bonding
6:15	JC skit/ Bonding
6:30	JC skit/ Bonding
6:45	JC skit/ Bonding
7:00	Candle Ceremony
7:30	Candle Ceremony
7:45	Candle Ceremony
8:00	Candle Ceremony
8:15	Candle Ceremony
8:30	Candle Ceremony
8:45	Candle Ceremony
9:00	Candle Ceremony
9:15	Candle Ceremony
9:30	Candle Ceremony
9:45	Candle Ceremony
10:00	Bonding until bedtime

← General Q&A time is nice at the end

	Sunday
7:30:00	Wake Up
7:40:00	Wake Up
7:50:00	Pack Up
8:00:00	Pack Up
8:10:00	Pack Up
8:20:00	Pack Up
8:30:00	Breakfast
8:40:00	Breakfast
8:50:00	Breakfast
9:00:00	Assign Morning Activities
9:10:00	Assign Hikes/ True Colors
9:20:00	WOF
9:30:00	WOF
9:40:00	WOF
9:50:00	WOF
10:00:00	WOF
10:10:00	WOF
10:20:00	WOF
10:30:00	WOF
10:40:00	WOF
10:50:00	WOF
11:00:00	WOF
11:10:00	WOF
11:20:00	WOF
11:30:00	Clean Up
11:40:00	Clean Up
11:50:00	Clean Up
12:00:00	End of Training



RYLA Training Saturday Outline

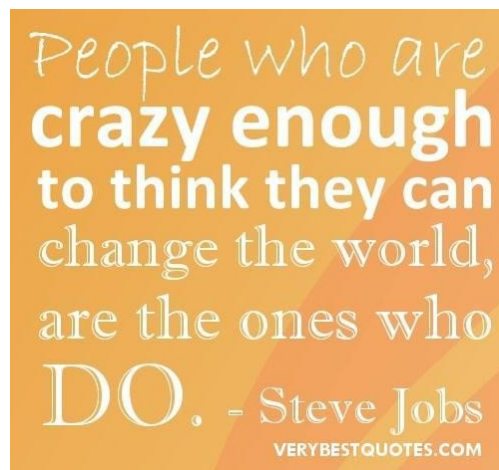
This is a building block: adapt the schedule and outline to your personal RYLA week, training, and JC/SC team!

Remember: You are training New JCs and SCs! Some do not have experience with these activities... train them!

- Welcome to RYLA
 - Introduce ourselves
 - We are so excited!!
 - Changes this year....
 - Our expectations for RYLA
 - Expectations for training
- Mission statement and purpose/ JC and SC credo/ Objectives
 - Read mission statement
 - Objectives of RYLA
 - Read JC credo
 - Read SC credo
 - Read overview/purpose of objectives
- Top 10 RYLA Dos and Don'ts
- Effective Debriefing
 - Counselor tips
 - Hints for Guiding Groups
 - Group Debrief: Good Questions
 - A Formula for Effective Debriefing
- Monday at RYLA Overview
- Flip the Mat purpose/discussion/debrief
- Traffic Jam walkthrough/purpose/discussion/debrief
 - Sidekick set up course in the morning
 - Discuss purpose
 - Ask volunteers to do traffic jam and show solution
- Proudest Achievements (3 pairs small groups)
 - Purpose and importance
 - Split yourselves into groups of 6 (3 pairs per group)
 - Share 2 proudest achievements
- Ebola
 - Look at matrix for groups, JC/SC pair stick together
 - Name in red is highlighted-lead groups in instructions and debrief
 - Use objective sheets and instructions
 - Make sure there is time to debrief

- MAD Breakout Groups/Changes/Grant
 - Explain MAD groups purpose and ideal discussion scenarios- find solutions to problems and how to make a difference
 - MAD Grant
 - Meet with JC/SC MAD Group pair
- Tuesday at RYLA Overview
- Eggspress discussion/purpose/debrief
 - Purpose
 - Launch process
 - Buying materials with money
- Helium Stick purpose/discussion/debrief
 - Purpose- supposed to be impossible and learn about failure
- RYLA Rumble 1 Knots discussion/purpose/debrief
 - Explain RYLA Rumble- mix up teams, keep JC/SC pair together
 - Purpose and description
- "We are all in this together" discussion/purpose/debrief
 - Purpose
 - Prepare for intense experience
 - Set-up- the questions are in the counselor manuals
 - JCs demonstrate answering questions at beginning
- Lego Activity
 - Do activity and debrief
- Abuse and Harassment Discussion
- Wednesday at RYLA Overview
 - MAD group presentations- tweet
 - Comedy club skits- keep appropriate, avoid "day in the life of RYLA" keep on time
- RYLA Ball discussion/purpose/debrief
 - Explain instructions
 - Have fun and be creative
 - Purpose- collaboration and negotiation, competition, good sportsmanship
- Spider Web discussion/purpose/debrief
 - Explain activity and purpose
- RYLA Rumble 2- Leader lineup
 - Have JCs lead activity and debrief
- Thursday at RYLA Overview
 - Sunrise hike- mandatory
 - JC's role at dance- no purpling! Make everyone feel included
 - JCs stay for whole talent show- watch timing of talent show
- RYLA Team Flag Presentations and Olympics discussion/purpose/debrief
 - Instructions for all activities in the manual- how to do them, how to score them

- Swamp Maze
 - JCs lead activity and debrief
- Friday at RYLA Overview
 - Pack up luggage- fireside has to be clean
- Final Wrap Session
 - Collect letter to me
 - Collect self- assessments (doing at beginning and end of RYLA)
 - Burn bracelet activity- bring lighters- have a couple extras in supplies from storage unit
 - If you want to give a personal gift to team (book, music, quotes...)
- Overview of Speakers/Guidelines for Speaker Introductions and Thank Yous
 - Select 2 conferees to introduce- come to the front to meet speaker beforehand to introduce
 - 2 conferees to thank- share something they learned
 - Each team to introduce/thank will write a thank you note
 - Gift is donation to polio plus on behalf of speaker- rotary focus to eradicate polio- share with RYLarians more about what Rotary does
- Final Remarks
 - Thank you!
 - Everyone be excited!
 - Read the manual
 - Ask questions
 - Collaborate with pair to prepare
 - Final Q&A
 - JC/SC talk and say good-byes



Training Activities Matrix

Names in red are the "JC" of the activity
 Have time to complete activity and debrief
 JC/SC pair travels together

Ebola

Group 1	Group 2	Group 3	Group 4	Group 5
Adam	Crystal	Josh	Joree	Maddie A
Lyndsey	Brandon	Izzy	Jordan	Kenzie
Andrew	Kristen	Ashley H	Colin	Reed
Kianna	Carolyn	Kanoe	Rachael	Nic
Maddie C	Danny	Sarah	Ashley K	

Lego activity

Group 1	Group 2	Group 3	Group 4	Group 5
Kristen	Izzy	Rachael	Kanoe	Brandon
Adam	Maddie C	Lyndsey	Nic	Andrew
Sarah	Kenzie	Reed	Ashley K	Ashley H
Crystal	Kianna	Jordan	Carolyn	Josh
Joree	Danny	Colin	Maddie A	

RYLA Rumble 2: Leader Lineup

Group 1	Group 1 Cont.	Group 2	Group 2 cont.
Maddie C	Carolyn	Kianna	Kanoe
Reed	Ashley K	Andrew	Kenzie
Joree	Lyndsey	Sarah	Nic
Ashley H	Josh	Izzy	Jordan
Brandon	Danny	Colin	Adam
Kristen	Rachael	Maddie A	Crystal

Swamp Island Maze

Group 1	Group 2	Group 3	Group 4	Group 5
Jordan	Carolyn	Kenzie	Danny	Sarah
Adam	Maddie C	Maddie A	Lyndsey	Kanoe
Joree	Josh	Crystal	Ashley K	Rachael
Colin	Ashley H	Andrew	Brandon	Reed
Kristen	Izzy	Nic	Kianna	

Training Food Shopping List

Recommended buy store-brand (cheapest) in largest sizes available

Note these amounts are for 28 people (JCs/Head JCs/Sidekick/chair)... adjust accordingly

- 8 bags family size lettuce (romaine and iceberg)
- 1 ranch dressing
- 1 Italian dressing
- 2 bags croutons
- 25 apples
- 24 bagels (plain, blueberry, cinnamon raisin)
- 1 loaf bread
- 1 box instant oatmeal
- 4 cream cheese (different flavors)
- 1 small grape jelly
- 1 small peanut butter
- 2 bags cereal
- 8 bags chips- family/party size (Lays, BBQ lays, Doritos, sun chips)
- 2 bag pretzels- party size
- 2 huge boxes goldfish
- 1 Oreo container
- 1 chips ahoy
- 1 fudge striped cookies
- 1 LARGE Red Vines
- 1 folders coffee
- 24 mini creamers for coffee
- 12-15 soda- 2 Liter (Coke, sprite, dr. pepper, diet coke, root beer, mountain dew)
- 1 gallon OJ
- 2 gallon apple juice
- 2 gallons milk
- Utensils
 - Plates
 - Bowls
 - Cups
 - Coffee cups and filters
 - Forks
 - Knives
 - Spoons
 - Napkins
 - Sharpies for cups
- Candles and cups/lighters for candle ceremony

Storage Unit

One important task of the leadership team (Head JCs and chair) is to go to the RYLA storage unit and sort through the supplies. Contact Heather McCallin to coordinate a day to sort through supplies (before training), pick up supplies for RYLA, and bring back supplies after RYLA.

Before going to the storage unit, look at the inventory list that Heather will send you. Take note of supplies to be ordered for new activities.

Take note of what supplies are in the storage. It is recommended to keep the RYLA supplies on one half of the unit, and YRYLA supplies on the other half (so they do not get mixed up). The previous years Head JCs should label the boxes of what supplies are inside.

Work with Heather to create a list of all of the supplies you already have, and will need to order.

Create a master list of supplies to pick up to bring to RYLA. You do not want to forget supplies in the storage unit, because buying supplies up in Estes Park is doable, but challenging.

When returning the supplies, make sure to label the boxes with what is inside, so that the Head JCs next year can easily organize supplies.

Some general tips:

- Assemble a team of JCs/SCs to pick up AND bring back supplies for the week of RYLA. About 3-4 large cars/trucks are needed
- Buy props for comedy club skits
- Make sure to have burn bracelet ropes and lighters
- Do not forget the straws for tower building and eggspress
- If you do not have enough supplies or forget any supplies while at RYLA... make it work!

Food for RYLA Supplies List

Recommended to buy in bulk (Costco, Sams Club, Wal-Mart, etc....)

Note these amounts are for 240 conferees and 24 JCs + 2 Head JCs + 1 sidekick

Team Wrap Session Snack Bags (240 conferees)

- Goldfish
- Fruit snacks
- Chewy/granola bars
- Crackers
- Candy
- Mini chocolates
- Cookies
- Pretzels

Fireside JC Snacks (24 JCs, 2 Head JCs, 1 sidekick)

- Goldfish
- Oreos
- Chocolates and Reese's
- Pop tarts
- Red Vines
- Chips
- Soda (coke/diet coke/mountain dew/sprite/root beer/ dr. pepper)

Advice for the Week of RYLA

- Enjoy every second- it goes by fast!
- Be yourself. Accept your strengths and your weaknesses and work as a team.
- Be a mentor to JCs- catch up with them about their teams and their days. Listen to them, give advice and be supportive.
- Trust your JC and SC team. You have trained them well, and it's their time to lead the conferees! Know that they are all here to support you.
- Have fun! Joke around on stage, make people smile and laugh!
- Stay calm. Things will not always go as planned- just smile and make it work. (The conferees will not know the difference if it doesn't go according to plan)
- Know that you can't "break" RYLA. The week will go on and be amazing. Just do your best. We cannot stress enough the importance of staying calm.
- Test and set up the sound system and projector. For the end of week slideshow, test it before to make sure it works!
- During activities, take time to walk around and observe teams and JCs. It's a unique perspective to be able to sit in and watch.
- Be flexible. Things will run late, things won't go right, instead of worrying, just do everything you can to fix any problems and get everything done.
- Force the JCs to try to get a little more sleep- it makes a difference.
- Each night prepare supplies for the next day- if you're prepared it will be less stressful to set up, and you'll be ready to go.
- Do "All For You" massages, lost and found, and role call. Have fun dance time too!
- Meet and introduce any guests throughout the week.
- Ask for help- everyone there wants to support you!
- Set two alarms... you don't want to oversleep!
- Don't get frustrated with the other Head JC, JCs, SCs or conferees. Just take a deep breath and remember the RYLA magic and why you're here.
- You will get into your rhythm as you get comfortable on stage- it'll happen!
- Watch the RYLA magic work 😊

**BEING POSITIVE IN A NEGATIVE SITUATION
IS NOT NAIVE. IT'S LEADERSHIP**

To-Do Saturday and Sunday of RYLA

Saturday

- Meet at Estes Park Brewery for lunch
- Unload supplies to conference rooms/fireside
- Organize Willome (chairs, stage, banners, sound system)
- Assist Registrar
- Assemble
 - Conferee Manuals
 - Towers Kits... make sure to have enough straws!
 - Cut Team Flags
- Head JCs and Chair talk with counselors
- Pass out room keys
- Assign Sunday arrival positions and duties
- JC/SC pairs meet
- Team Bandana Colors ("RYLA Registrar Helper" in charge)
- Dinner (Pizza/Ice Cream)
- JC Comedy Club Skit, True Colors skit and presentation, and Dance practice
- Unpack belongings to rooms
- JC Fireside meeting
 - Assemble snack bags
 - Assemble team supplies boxes
 - Hand out RYLA sweats
 - Get pumped!! And get some sleep...!

Sunday

- Wear Polo shirts
- Move belongings to conference rooms (if changing rooms for the rest of the week)
- Eagles Cliff Hike
- JC trust/support exercise
- JC final dance run through
- JC/SC group pictures
- Lunch
- Conferees begin arriving!
- We recommend Head JCs split up when conferees arrive: One at the dorm to greet conferees, one at Willome for ice breakers

Ready... Set... Go!

Are you ready to embark on your Head JC journey? You are among the best of the best that have the honor to lead RYLA. We hope you're ready for an amazing year! Be prepared for lots of fun, hard work, learning, countless emails and phone calls, and memories to last a lifetime.

Over the past 3 years you have learned various lessons about leadership, and this upcoming year will offer a whole new perspective. You will apply everything you have learned, and continue to grow and learn even more. Be open-minded. Be prepared for the unexpected. Be willing to learn. Be willing to work hard. Be ready to laugh and cry. Be ready to have the time of your life.

Throughout the next year, you have quite the job. You will select your JC team, revise the manual, prepare for the meet and greet, plan training for counselors, and prepare everything for the week of RYLA! Now that's no easy feat, but you're up to the task!

This mini-manual was created to serve as a guide for the upcoming year. Reference this for an overall schedule of the year, pieces of advice, and as a tool for various tasks throughout the year. There are various examples that you can use to create your own plans. As you go through this amazing experience, keep your notes, tips, and "Head JC secrets" to pass onto the next team, and continue to add them to this manual.

So what final overall advice do we have to give? Just like in a team time activity- enjoy the process. The process is where you will learn, grow, and make memories. This upcoming year will be full of fun, lots of hard work and planning, unforeseen obstacles, out-of-the-box thinking, changes, and incredible times with incredible people. Feel honored and humbled to be selected to serve as Head JCs. Be open-minded to change, new ideas, and different perspectives. Strive to work well with your leadership team and with the JC/SC team. Know that you cannot "break" RYLA. Be flexible, and keep calm in the eye of a storm. Be willing to reach out and ask for help. Be role models, mentors, and inspirations to your JC/SC team, as well as the conferees. You set the tone for the whole conference through your actions, attitudes and words. You are going to change lives and Make A Difference! Bring the RYLA!

Love Webs,
Abbey Solnet (RYLA Head JC, 2014)

Head JC Signatures

This final page is for Head JCs to leave their "signature." Add a few sentences of your own about your experience as a Head JC and advice for future years to come.

"My RYLA moment as a Head JC was on the sunrise hike, when everyone was with their teams. I looked around and it hit me- all of the hard work throughout this year has paid off. We changed 300 lives for the better, and truly Made A Difference."

~Abbey Solnet (RYLA 2014)

"You want to see the change? Then put your ones in the air.

You think the system that we're living in is not fair?

You want to see change? Then put your ones in the air.

Now point them to yourself, because change starts right there. -Macklemore"

~Jordan Carr (RYLA 2014)