

RYLA CONFERENCE PREPARATION CHECKLIST

for use by the Conference Chair

Conference Chair selects and coordinates RYLA conference leadership team (end of RYLA each year) plus other details:

1. Creates and coordinates RYLA conference committee (SCs/JCs, other planners)

- Coordinates with RM RYLA Board on conference mission and objectives.
- Informs the RM RYLA Board periodically on conference planning progress
- Completes YMCA Conference planning work book
- Appoints SC Coordinator – (Recruits SC's)
- Appoints JC Coordinator – (Recruits JC's)
- Appoints Program Chair – (Breadth of duties determined by Conference Chair)
- Appoints Activities Chair
- Appoints/Coordinates with the Registrar.
- Updates counselor contact list.
- Sends post-RYLA note to club presidents with any policy changes
- Recruits First Aid contact for conference.
- Invites 5440/5450 DGs to conference (**January**)
- Organizes planning meetings including dates, location, agendas
- Organizes post-RYLA debriefing meeting (**September**)
- Organize agenda for Saturday/Sunday pre-RYLA (registration flow, final counselor training, key distribution, conferee binders, etc.)

2. Arranges for or delegates tasks for conference planning details:

- Arranges excess medical policy (Greeley firm), premium \$350 - \$400 (Treasurer)
- Coordinates with YMCA Executive Group Sales (office in the main admin building, 970-586-3341) -- Treasurer
- YMCA placement of Piano, Platform, Podium in Willome Hall (Conference Chair Ass't)
- Plans and assigns **evening snack procedures**
- **Arranges for DJ** (paid \$200 - \$250)
- Replenish first aid kits (Conference Chair Ass't)
- **Meals** – pre (Saturday night) and post conference (Friday) at Estes Park Brewery); Gets snacks for Saturday pre-conference planning
- Arranges for District and Rotary **theme banners**
- Orders from **Russell Hampton**:); conferee RYLA/4-Way Test brass medallion key rings without chain (*Should order February or March.*) 2006 customer #16056.

Conference Preparation Checklist (continued)

- Review inventory and Restocks all supplies including **binders, lanyards** (500 order breakpoint), wrist bands, name tag supplies, flag material (cloth permanent markers, push pins), brown bags (warm fuzzies), plastic bags (for use by JCs for evening snack that is transported by each team to Rap Sessions), etc (conference Chair ass't)

Contact info: Inovus Office Products
15508 E. 19th Ave, Ste H
Aurora, CO 80011
303.360.3930
www.ioxchange.com
Rep. = Barry Widom
Cell 720.301.0921

See Kevin Farrell for Online Ordering login and password Items in catalogue are provided to RYLA at their cost

- Get conferee **binder materials** (copies made and 3-hole punched by his staff for free)
- Order:
 - **T-shirts with logos** for conferees
 - **JC/SC Polo T-Shirts** (choose color each year)
(A One Stop Print Shop, 6260 W 52nd Ave, Arvada 303-432-3612)
- Order speaker/counselor gifts
- Arrange for inventory to be transported to Estes Park for conference (Kevin Farrell and Dave Amen have the location of the inventory)
- **Audiovisual Equipment** (by June/early July)
 - LCD Projector, Computer/printers, Slid projector, Flip charts, tri-fold boards
 - YMCA speakers are not adequate.
- **Photography/Video Management**
 - Sound system
 - Biographies/JC, SC pictures
 - Group Photo
 - Video production during RYLA and arranges distribution post-RYLA by internet
- **Find printer and check volume/pricing: (Quick Copy, Aurora)**
 - Use RYLA logo on plain paper for letterhead
 - Letter size envelopes (use mailing envelopes with RYLA Logo)
 - Large envelopes
 - Attendance Certificates (printed for your signature)
 - Letter to Me – My Personal Commitment Letter (NCR)
- **RYLA Dress Rehearsal:** (Conference Chair Ass't)
 - Assures training dates and location (**January**)
 - Organizes training agenda and materials
 - Arranges food for training during the day (June/July)
 - Makes reservations for dinner for Saturday Training (June/July)

Conference Preparation Checklist (continued)

- Revises and sends Counselor Manual to SCs/JCs by email prior to training
Note: This must include the RI Abuse and Harassment Prevention Training

- **Registrar**
 - Updates club contact information on the RYLA website (January)
 - Coordinates registration timeline and sends timeline to clubs (January)
 - Serves as webmeister
 - Receives registrations and fees (May)
 - Coordinates communication with RYLA attendees (directions, map, supply and clothing list, rules, etc. in July)
 - Coordinates room assignments (JCs, SCs, Rylarians); works with Conference Chair to get dorm schematic to Jim Horst at the YMCA (charges 6/room)

- **Activities Coordinator**
 - Skit Coordinator
 - Materials/props
 - Determines Judges
 - Develops judging criteria
 - Assigns Hikes Coordinator who arranges hike plan including security/supervision assignments
 - Assigns Volleyball Coordinator

- **JC Coordinator**
 - Reviews JC applications (January)
 - Coordinates meeting with Head JC, conference chair, others to select JCs (January)
 - Notifies JC applicants of choices (January)
 - Keeps JCs abreast of conference plans throughout year

- **Head JC Responsibilities**
 - Works with Chair and JC Coordinator to review and select JC applicants
 - Coordinates JCs/stresses email responsibilities
 - Participates in choosing JCs
 - Makes group assignments
 - Coordinates security patrols
 - Supports chair
 - Assures JCs coordinate daily room clean-up

- **Head SC Responsibilities**
 - Recruits senior counselors (January /February)
 - Participates in training
 - Gets background checks (mandatory)

- **Program Chair**
 - Arranges for speakers and preps them to pull in their experience
 - Coordinates timeline of program
 - Coordinates productions and printing of program brochures

Conference Preparation Checklist (continued)

- Sends speaker acknowledgements
- Coordinates speaker gifts (unless chair does this)

○ **DURING RYLA**

- Get 3 or 4 blank checks from Treasurer
- Get Reimbursement forms from Treasurer (have copies at Conference)
Forms are to be sent to Treasurer
P.O. Box 5073
Englewood, CO 80155
- Letter to Me – My Personal Commitment Letter – Thursday evening during Rap Session, conferees complete and JCs collect letters and deliver to conference chair. Letters are collated on Friday morning and stuffed into appropriate club-labeled envelopes with cover letter from next year's chair and mailed
- Rylarian Evaluations/JC Applications – Friday morning; Remind JCs to collect.
- Speaker Thank-you's – JCs collect throughout week; letters are placed in large envelope, one per speaker, and mailed. (Assign this task.)
- **Order pizza and soda on Monday for Thursday evening.** (about one pizza for every 3 people) Conference Chair Ass't
- Manage keys – Conference Chair Ass't
- Make reservation (**on Monday**) for Friday Lunch 2pm at Estes Park Brewery
- Provide YMCA Conference Center a Colorado Sales Tax Exemption certificate (get from Treasurer)
- Coordinate inventory check on Friday before departure -- all

