

**REGL COORDINATOR
RESPONSIBILITIES**

Getting Started:

1. The REGL Coordinator for a Rotary Club needs to play an **active** role between the Middle School, the Rotary Club, and the REGL Program. REGL Coordinators are responsible for working with the school to communicate with parents and students; to help the parents complete the registration forms required for REGL; to organize a question/answer session if requested by the school; and to coordinate the students' travel arrangements to and from camp. Please be prepared to be involved! Thanks!
2. Secure Club support and funding (\$2000 per school for 5 students).
3. Have your Club decide which Middle School to sponsor. Contact the school to meet with your point of contact; meet with principal or faculty member as soon as possible.
4. Discuss with the school contact the type/quality of students we are looking to involve in this program. Encourage use of the Student Selection Guidelines provided in the "Executive Summary for Middle School Principals".
5. Explain and discuss the Principal's duties in "Executive Summary for Middle School Principals."
6. **Provide requested information to Karen Shimamoto (shimakaren@gmail.com)**, i.e., Principal/school contacts email, phone, etc., your Club REGL Coordinator contact information, and your choice of session – REGL I (September 11 – 13, 2026), or REGL II (September 18 – 20, 2026), or either session.
7. Offer to meet with parents prior to program; schedule this meeting with the principal.
8. **Payments from Clubs are due to REGL** in order to secure your space. The REGL Registrar needs to have your registration fee to pay certain expenses that occur before camp. **Please send a sponsorship check for \$1900 to: Rotary Eighth Grade Leadership Program, PO Box 20672; Reno, NV 89515-0672.**
9. **REGL Coordinators Meetings/Trainings GO TO/Zoom Meetings will be scheduled for REGL Coordinators; Karen or Paula will email you with the information.** If you are signed up as a REGL Coordinator, you will receive an invitation to join a meeting that fits your schedule.
10. Rotary Club REGL Coordinators can seek assistance from the following Rotarians:
 - a. Karen Shimamoto, 530-640-0649, shimakaren@gmail.com
 - b. Paula Dolliver, 775-741-6523, pdolliver58@gmail.com

Student Selection and Registration:

1. Offer to work with Principal to select five students, and 1 girl alternate and 1 boy alternate, who will be in the 8th grade in the upcoming school year. Complete this step **before the end of the school year (May 2026)**. Please remember the final selection of students is by the Principal.
2. Students should then go to the REGL website www.rotaryegl.com to register. Registrations forms will be generated in fillable/signable pdf format. **Complete this before the end of the school year - May 2026.** Registrations **must** be complete before the students are at Grizzly Ranch camp; they are essential to protect your Club and District 5190, and becomes part of the Rotary files.
3. There is also a Sierra Nevada Journeys HEALTH Form that is completed at the REGL website. This must also be completed prior to students arriving at Grizzly Creek Ranch.

4. Offer to meet with parents prior to program. Additional information on the website, www.rotaryegl.com, will help you answer questions. Please have these meetings **preferably before the end of the school year in May/June 2026, but no later than September 1, 2026. Be sure parents and the students know your Rotary Club is sponsoring the students.** Supply them with the name, address, and phone number of the Rotary Coordinator, so when questions arise, YOU are a source of local help.

To REGL Camp in September 2026 and Beyond!

1. **It will be your Club's responsibility to provide transportation to and from REGL Camp (Grizzly Creek Ranch) for your students.** Your Club must ensure volunteer drivers have current state driver's licenses, and the automobile insurance is current and meets requirements of state law. Please follow our District's Youth Protection Plan – "more than two-deep rule". **All students must arrive at Camp between 11:30am - 12 pm Noon on Friday September 11th (REGL I) or September 18th (REGL II). (Drivers who will also be adult staff/mentors at camp should plan to arrive with their students before 10:30 am. We will have a Rotarian "Wrangler" watching out for the students.)**
2. The REGL Club Coordinator and Club President are invited to participate in our "Rotary Lunch" on Sunday, September 13 (REGL I) or September 20 (REGL II). Please let us know if you'd like to come for lunch.
3. **Graduation will be on Sunday, September 13 (REGL I) or September 20 (REGL II) from 3 - 4 pm.** Parents, guests, Rotarians, school principals, and school faculty are invited (and encouraged!) to attend.
4. Provide information about **departure transportation plans** for the students. Security Check-out will take place with each student to ensure they leave with only designated and approved drivers.
5. To help kick-off their school/community service project, plan to meet with the 8th graders and their principal **between September 14 – 18, 2026 (REGL I) or September 21 – 25, 2026 (REGL II).** Knowing how busy everyone can be, make this appointment with the Principal before coming to camp. This will help both students and the principal to be aware of being prepared and setting aside time for this important project. Give the students your contact information.
11. Follow-up with the principal and students as needed for successful completion of service project. We realize the Coordinator's time to organize this with the school, arrange transportation, attend REGL Camp, and be involved in the school project is very demanding. We encourage you to invite other Rotarians to become involved! This is a great program for the 8th graders and we are so glad that you are helping to make it a great experience!
12. And could there be anything more? You bet! Think about an Interact Club for the Middle School/Junior High School level. If you already have one, your 8th graders will be great Interactors! If you don't have an Interact Club, check out how to start one!

For Assistance or Questions, please call or email: RotaryEGL@gmail.com

Thanks ! We REALLY appreciate your help and involvement!

Paula and Karen - REGL Camp Director and Camp Registrar

Karen Shimamoto 530-640-0649

shimakaren@gmail.com

Paula Dolliver 775-741-6523

pdolliver58@gmail.com