GUIDELINES FOR SIG’s at OLLI @ Furman

Groups of people who are interested in forming a SIG will begin with an organizational meeting(s). At this meeting -
  o The degree of interest will be assessed.
  o A coordinator will be designated.
  o The guidelines for a SIG will be secured from the SIC subcommittee of the Membership Committee. The proposal form will be filled out and submitted to the SIG subcommittee.
  o Once the proposal is reviewed the SIG will be notified of approval, or the proposal will be returned for additional input, suggestions or revision.

SIG’s are open to all current OLLI MEMBERS by yearly membership payment.

Each SIG may designate certain levels of competence or experience i.e. in a bridge SIG all players need to know how to play bridge.

SIG’s are not teaching courses.

SIG’s should have a minimum of 6 members for viability.

SIG’s will have primary and alternate coordinators who schedule meetings and are contact persons. SIGS using the OLLI building will use the OLLI term schedule to find a room available, then ask Nancy Kennedy (staff member) to add the meeting to the Director’s Calendar.

SIG’s will decide which participant(s) will handle the following tasks: publicity, meeting structure, recruitment, email communication, maintain current information for OLLI NOTES, WEB SITE, BROCHURE and posted notices on the SIG bulletin board.

Space used will be cleaned and furniture returned to original set up.

Equipment used must be turned off and returned to its standard set-up and/or returned to storage space. If computers are used all files/folders used must be deleted if the OLLI building is used.

If meetings occur beyond normal hours in the OLLI Building, the SIG will make contact with sub-committee contact for guidelines regarding building security.

Commercial and professional solicitation for services or products shall not be permitted at SIG meetings.

All changes regarding the SIG must be communicated with the SIG sub-committee contact person.

Each SIG is self-reliant. Contacts are SIG subcommittee and Nancy Kennedy in the OLLI office.

If the SIG chooses to discontinue notification needs to be given to the SIG sub-committee.
PROPOSAL FOR A SPECIAL INTEREST GROUP (SIG)

Name of person making the proposal: ________________________________

Phone_____________________ e-mail address______________________________

Back up contact person will be ________________________________

Phone_____________________ e-mail address______________________________

Name for the proposed SIG ____________________________________________

A brief description of SIG for advertising purposes

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Any other information that should be considered____________________________

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

To schedule a meeting date and place in Olli Office building first look at class schedule
for availability, second confirm with Volunteer Office regarding room availability.
Then complete the rest of this proposal

WHEN MEETING
Day of week ________________________

Frequency: weekly____ OR, monthly_____ which week of month____________
OR, bi monthly______ which weeks of month ________ and ________,
OR sporadic________

Time of meeting ____________________

Reserved space in OLLI BUILDING room number ____________________

OR identify other place of meeting _______________________________________

Signature_____________________________________ Date ______________________

Signature_____________________________________ Date ______________________