

GUIDELINES FOR SIGs at OLLI @ Furman

Groups of people who are interested in forming a SIG will begin with an organizational meeting(s). At this meeting -

- The degree of interest will be assessed.
- A coordinator will be designated.
- 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.
- Once the proposal is reviewed the SIG will be notified of approval, or the proposal will be returned for additional input, suggestions or revision.

SIGs 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.

SIGs are not teaching courses.

SIGs should have a minimum of 6 members for viability.

SIGs 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 Heidi Wright (staff member) to add the meeting to the Director's Calendar.

SIGs 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 _____