

# **GUIDELINES FOR CLUBS AT OLLI MASON**

Have an interest or hobby at OLLI that you would like to explore with friends? Consider creating a club! All it takes is a little organizational effort and a little leadership and soon your interest group will be up and running.

## **How to Get Started**

### **1) Schedule an interest meeting**

- a. Contact the OLLI program associates to secure a meeting room/date.
- b. Submit an E-news article/notice introducing the club idea and announcing the interest meeting date (need to notify E-news by COB the Tuesday before the Friday E-news publication date: ollinewseditor@gmail.com).

### **2) During the interest meeting**

- a. Assess the degree of interest (clubs should have a minimum of 6 members for viability).
- b. Assign a coordinator or co-coordinators.
- c. Establish guidelines for the club.
- d. Fill out and submit to the program associates the club development form (p.3, below).
- e. The form will be reviewed promptly by OLLI program associates and organizers will be notified immediately of approval or additional questions.

### **3) Once club is approved**

- a. Work with program associates on a final club description and meeting dates for publication in OLLI course catalogs.

## **Operational Guidelines**

### **1) Organization**

- a. Clubs should have a primary coordinator (and ideally an alternate coordinator) who schedules meetings and serves as a contact person/s.
- b. Clubs should consider whether they need/want to assign responsibilities to members such as: publicity, meeting structure, recruitment, email communication, maintain current information for blog on the OLLI website, OLLI catalog and any posted notices.

### **2) Membership**

- a. Clubs are open only to **current** OLLI members.
- b. Members must register for clubs on a first-come, first-served basis.
- c. Once a member is registered for a club, they remain a member of the club through that calendar year, as long as their OLLI membership is current.
- d. Club members should be reminded by club coordinator every winter term to renew their club membership in the member portal.
- e. Clubs should maintain a minimum of 6 members for viability.

3) **Activities**

- a. Each club may designate certain levels of competence or experience i.e. in a bridge club all players need to know how to play bridge.
- b. Clubs are not teaching courses.
- c. Commercial and professional solicitation for services or products shall not be permitted at club meetings.

4) **Meeting Facilitation**

- a. Clubs using an OLLI facility for meetings should consult the google calendar to see where there may be an empty slot (bottom right corner of website – [olli.gmu.edu](http://olli.gmu.edu)).
- b. To schedule club meeting at Fairfax or Reston, please coordinate with the OLLI administrator ([olli@gmu.edu](mailto:olli@gmu.edu)) on a regular meeting date that can be posted on the OLLI (google) calendar. For clubs at Loudoun, please contact the Loudoun site assistant ([ollildn@gmu.edu](mailto:ollildn@gmu.edu)).
- c. After every meeting, please clear your trash and return furniture to original set up, as appropriate.
- d. Equipment used must be turned off and returned to its standard set-up and/or returned to storage space. If OLLI computers are used, all files/folders downloaded onto the computer and used must be deleted.
- e. Each club does its own room set-ups and take-downs. OLLI staff only help if you need to use any OLLI AV equipment.

5) **Club Termination**

- a. If the club chooses to discontinue, notification needs to be given to the OLLI program associates.

# PROPOSAL FOR A CLUB

Primary Coordinator: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Alternate Coordinator: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Name of Club: \_\_\_\_\_

Description of Club (for publicity purposes, including OLLI catalog):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any other information that should be considered? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To schedule a meeting date, work with the OLLI Administrator (olli@gmu.edu). Then complete the rest of this proposal.

## WHEN MEETING?

Day of week: \_\_\_\_\_

Time of meeting: \_\_\_\_\_

Frequency: weekly \_\_\_\_\_ OR, monthly \_\_\_\_\_ which week of month \_\_\_\_\_

OR, bi monthly \_\_\_\_\_ which weeks of month \_\_\_\_\_ and \_\_\_\_\_,

OR sporadic \_\_\_\_\_

Where meeting?: \_\_\_\_\_

Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Alt Coordin Signature \_\_\_\_\_ Date \_\_\_\_\_