**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**
   1. Contact the OLLI program associates to secure a meeting room/date.
   2. 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: ollienewseditor@gmail.com).
2. **During the interest meeting**
   1. Assess the degree of interest (clubs should have a minimum of 6 members for viability).
   2. Assign a coordinator or co-coordinators.
   3. Establish guidelines for the club.
   4. Fill out and submit to the program associates the club development form (p.3, below).
   5. 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**
   1. Work with program associates on a final club description and meeting dates for publication in OLLI course catalogs.

**Operational Guidelines**

1. **Organization**
   1. Clubs should have a primary coordinator (and ideally an alternate coordinator) who schedules meetings and serves as a contact person/s.
   2. 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**
   1. Clubs are open only to **current** OLLI members.
   2. Members must register for clubs on a first-come, first-served basis.
   3. 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.
   4. Club members should be reminded by club coordinator every winter term to renew their club membership in the member portal.
   5. Clubs should maintain a minimum of 6 members for viability.
3. **Activities**
   1. 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.
   2. Clubs are not teaching courses.
   3. Commercial and professional solicitation for services or products shall not be permitted at club meetings.
4. **Meeting Facilitation**
   1. 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).
   2. 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)).
   3. After every meeting, please clear your trash and return furniture to original set up, as appropriate.
   4. 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.
   5. 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**
   1. 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