

GUIDELINES FOR CLUBS AT OLLI MASON

How to Start a New Club

- 1) Schedule an interest meeting
 - a. Contact the OLLI administrator at olli@gmu.edu to secure a meeting date and Zoom link or meeting room for the interest meeting.
 - b. Submit an E-news article to ollienewseditor@gmail.com introducing the club idea and announcing the interest meeting date/location.
- 2) During the interest meeting
 - a. Assess the degree of interest (clubs should have a minimum of 6 members).
 - b. Assign a coordinator or co-coordinators.
 - c. Fill out and submit a club development form to program associates at program@gmu.edu. Please specify whether your meetings will be virtual, in person, or hybrid.
 - d. The form will be reviewed promptly by program associates, and coordinators will be notified of approval or if additional information is needed.
- 3) Once a club is approved
 - a. Work with program associates on a final club description and verified meeting dates for publication in OLLI term catalogs.
 - b. Coordinators must inform program associates of desired schedule changes.

Operational Guidelines for Existing Clubs

- 1) Organization
 - a. Clubs must have a primary coordinator (and ideally a co-coordinator) who schedules meetings and serves as the contact person/s.
 - b. **During term, schedule changes must be approved by the OLLI administrator before announcing changes to club members. Hybrid meetings must be reviewed for staff availability.**
 - b. Clubs should consider whether they need/want to assign responsibilities to members such as maintaining current information about the club on the [clubs page](#) of the OLLI website.
- 2) Membership
 - a. Clubs are open only to current OLLI members.
 - b. Members must register for clubs each term.
 - c. 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 is not permitted at club meetings.

4) Meeting Facilitation (In person and hybrid meetings)

a. After every meeting, please clear your trash and return furniture to the original set-up, as appropriate.

b. 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 must be deleted.

c. Each club does its own room set-ups and take-downs. OLLI staff only helps if you need to use any OLLI AV equipment.

5) Meeting Facilitation (Virtual)

a. An OLLI Mason site assistant can provide Zoom training if necessary. A virtual meeting guide is also available as a resource.

b. Clubs may schedule meetings during OLLI holidays, with the understanding that staff will not be available for support if technological problems occur.

6) Club Termination

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

b. The coordinator(s) will then notify club members of the official termination.

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 the website and OLLI catalog):

Any other information that should be considered? _____

To schedule a meeting date, work with the program associates (program@gmu.edu) and the OLLI administrator (olli@gmu.edu).

WHEN MEETING?

Day of week and time: _____

Frequency of meeting: weekly, bi-monthly, between term, etc.

Meeting format (in-person, hybrid, or virtual only):

Coordinator Signature _____ Date _____

Alt. Coordinator Signature _____ Date _____