

GUIDELINES FOR OLLI MASON CLUBS

Updated 6/10/26

How to Start a New Club

- 1) Schedule an interest meeting
 - a) Contact the Program Associate at Program@olli.gmu in charge of clubs to discuss the new club idea.
 - b) Contact the OLLI Mason Operations Manager at olli@gmu.edu to secure a meeting date and Zoom link or meeting room for the interest meeting.
 - c) 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 proposal form (see below) 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 Associate 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.

Operating Guidelines for 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 Operations Manager before announcing changes to club members. Hybrid meetings must be reviewed for staff availability.
 - c) 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. Commercial and professional solicitation for services or products is not permitted at club meetings.

4) Meetings

- a) Clubs may meet weekly, monthly, or on another agreed-upon cadence.
- b) Clubs may meet online between terms and on holidays. Meetings may be held at OLLI facilities, online (Zoom), Hybrid, or at appropriate community venues.
- c) Meeting times must be coordinated with OLLI Mason Operations Manager to avoid conflicts and ensure space availability.
- d) Meeting Cancellations: If a club meeting needs to be cancelled, please notify the Operations Manager in advance so the communications can be updated.

5) In person and hybrid meeting procedures

- a. After every meeting, please clear your trash and return furniture to the original set-up, as appropriate. If needed, wipe down tables.
- b. If OLLI computers are used, all files/folders downloaded onto the computer will be deleted by the site assistant.
- c. OLLI staff is available to assist with setting up OLLI AV equipment. Please contact the office for help.

6) Virtual Meeting Procedures

- a) OLLI Mason staff can provide Zoom training if necessary. As a general rule, site assistants are not assigned to facilitate clubs.
- b) Clubs may schedule meetings during OLLI campus closure with the understanding that staff will not be available for support if technological problems occur outside of office hours.
- c) The Zoom link for the Club meeting will be listed in the Daily Schedule.
- d) The Zoom meeting may be opened up to 15 minutes before the start of the meeting.

7) Club Finances:

- a) All club expenses are the responsibility of the club.
- b) Clubs generally operate at no cost.
- c) Any optional expenses (e.g., tickets, materials, food) are voluntary and paid directly by participants.
- d) Club activities that require a group payment or signed contract must have approval from the Executive Director. The Program and Finance Associates will create an event in the member portal to collect the member payments before the group payment is made. To submit the activity, complete this form: <https://olli.gmu.edu/trip-performances-proposal-form/>. Follow the term proposal deadlines.

8) Club Coordinators may email club members through the Member Portal. Please sign in to the member portal with your instructor username and password. If you need your instructor username or password please email program@gmu.edu. Once logged in, your club will be listed under "Current Classes". To email your club, choose "email students" from the drop down menu found to the left of the club name. ("Action")

9) Club Termination

- a. If the club chooses to discontinue, notify the program associate.
- 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 Operations Manager (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 _____