Shared Interest Group (SIG) Proposal Form

OLLI Member proposing SIG: Expected SIG Facilitator:
Address: Address:
Phone: Phone:
Email: Email:

1. Proposed Title of SIG:

2. Explain the overall purpose of the SIG:

3. Explain the Content & Expected Activities:

4. Preferred membership limit (25 is typical):
   Why this limit is preferred:

5. Expected role of members (required):

6. Expected frequency of meetings:

7. Expected initial meeting site:

8. Anticipated prerequisites, if any, (materials, knowledge, skills) of SIG members:

9. Anticipated participation costs for SIG members:

*Please note the Facilitator Responsibilities and Administrative Procedures attached.
SIG Facilitator Responsibilities

1. Serve respectfully, reliably and intently as the OLLI liaison with SIG Members, the Host location, and the community.

2. Create a supportive environment allowing for differing opinions and opportunities for open and sincere discussions.

3. Maintain personal and group respect for group Members, guests, the OLLI and the University of Kentucky.

4. Participate in developing a shared group plan for learning and working collaboratively within that plan.

5. Offer consistent and reliable follow through and communication with group Members concerning ongoing group plans.

6. Encourage all SIG Members to get involved and contribute.

7. Ensure that educational topics are studied objectively and information is based on reliable research completed with due diligence.

8. Ensure that discussions and debates are kept civil and respectful.

9. Ensure that the SIG is not involved in activities that “..carry on propaganda or otherwise attempt to influence legislation. . . , “ elections, or voter registration drives.

10. If photos will be taken during SIG activities, ensure that all Members have signed a photo permission form. (We do encourage photos as a way to promote the varied activities of our members.) Videos are not encouraged and need permission from the OLLI Office.

11. Ask for help from the OLLI office when needed.

12. Enjoy the group.
SIG Administrative Procedures

NOTE: Only OLLI at UK staff can make commitments when the following are involved: Funding; Resources, and Use of the OLLI and/or University of Kentucky names.

The SIG Facilitator:
1. **Will receive** an email from the OLLI Office with a roster of members and their contact information prior to the first meeting date. The Facilitator is responsible for all future communication with SIG Members. Updated lists will be emailed as needed.

2. **Confirms** with the OLLI Office that all SIG Members are current OLLI Members.

3. **Records any rules or requirements** of the SIG and provides them to the Members and the OLLI Office for approval.

4. **Ensures open communication with the OLLI** by adding the OLLI office to any email lists, address lists or other forms of communication with the SIG Members.

5. **Manages the number of members involved in the SIG.** The number of SIG members must match the SIGs' purpose and available resources. If there is a waiting list for your SIG, the OLLI Office will send the list to the Facilitator. The Facilitator will be responsible for contacting the next person(s) on the list when there is an opening, or if additional spaces become available. The Facilitator must alert the OLLI Office immediately when Members are added or dropped so that the SIG Roster can be corrected.

6. **Identifies** which Members want to continue into the Spring and/or Summer semester and communicates that to the OLLI Office prior to the end of the Fall or Spring semester. This confirms each Member’s place in the continuing SIG.

7. **If there is additional space available** for the next semester, the SIG can be listed in the upcoming catalog. The Facilitator will be responsible for supplying an updated description to the OLLI Office in time for it to be added prior to the catalog going to print. (Approximate due dates are November 1st for Spring and April 1st for Summer.)