

# TABLE OF CONTENTS

## MEMBERSHIP IN OLLI

<b>OLLI IN A NUTSHELL.....</b>	<b>1</b>
PURPOSE AND BACKGROUND .....	1
COURSES, SPECIAL EVENTS, ONGOING ACTIVITIES .....	1
<b>SPECIAL EVENTS .....</b>	<b>2</b>
ADD/DROP .....	2
ONGOING ACTIVITIES .....	2
SOCIAL ACTIVITIES.....	2
<b>HOW TO LEARN MORE ABOUT OLLI .....</b>	<b>3</b>
PUBLICATIONS .....	3
ATTEND BOARD MEETINGS .....	3
<b>ASK ANY BOARD OR STAFF MEMBER.....</b>	<b>3</b>
<b>HOW OLLI IS ORGANIZED.....</b>	<b>4</b>
BOARD OF DIRECTORS AND STANDING COMMITTEES .....	4
<b>FREQUENTLY ASKED QUESTIONS.....</b>	<b>7</b>
<b>HOW YOU CAN ENHANCE YOUR MEMBERSHIP .....</b>	<b>9</b>
USE THE BENEFITS OF THE GMU AFFILIATION FOR OLLI MEMBERS .....	9
<b>VOLUNTEERING.....</b>	<b>10</b>
HOW YOU CAN HELP OLLI .....	10
WHY VOLUNTEER?.....	10
HOW DO I VOLUNTEER? .....	11
WHAT IS EXPECTED OF VOLUNTEERS?.....	12
WHAT A VOLUNTEER CAN EXPECT .....	12
HELPING OLLI FINANCIALLY .....	12
<b>VOLUNTEER OPPORTUNITIES .....</b>	<b>13</b>
<b>OLLI AFFILIATIONS.....</b>	<b>17</b>
AFFILIATE OF GEORGE MASON UNIVERSITY .....	17
MEMBER OF ELDERHOSTEL INSTITUTE NETWORK (EIN) .....	18
SUPPORT FROM BERNARD OSHER FOUNDATION .....	18

# MEMBERSHIP IN OLLI

## OLLI in a Nutshell

### Purpose and Background

OLLI provides intellectual and social experiences for older adults in the Northern Virginia community. Founded in 1991, it remains an independent organization run by its members on a volunteer basis, with a small paid administrative staff. OLLI is an affiliate of George Mason University (GMU), a member of the Elderhostel Institute Network, and receives support from the Bernard Osher Foundation (see pp. 16-17). There are no exams and no credits. Courses, special events and ongoing activities provide plenty of opportunity for making friends and helping new members feel welcome. An annual fee allows you to participate in all OLLI programs.

### Courses, Special Events, Ongoing Activities

OLLI offers daytime courses, lectures, special events, trips and other activities during eight-week terms in the fall and spring, plus shorter midwinter and early-summer programs. Classes and other activities are offered primarily at two sites (both are handicapped accessible, and parking is free):

- Tallwood, 4210 Roberts Road in Fairfax.
- Washington Plaza Baptist Church at Lake Anne in Reston.

Course material is widely diverse and changes with each term. A broad listing of subjects offered includes: art, music, drama, finance, history, current events, languages, literature, writing, philosophy, religion, science and technology. Instructors include qualified members of OLLI as well as

outside teachers and speakers from GMU, government, foreign embassies and private organizations. Log on to our Website at [www.oli.gmu.edu](http://www.oli.gmu.edu) for complete details of current courses, special events and social activities. You may attend as many courses and special events as you want during four annual terms, and participate in ongoing clubs and social activities.

## **Special Events**

The Special Events Subcommittee plans a number of cultural and educational tours and presentations each term. Some events require a small supplemental fee for transportation, admission or lunches.

## **Add/Drop**

To add or drop a class or event, fill out a Change of Schedule Request, available at both Lake Anne and Tallwood, and turn it in at the Tallwood office or to the staff member at Lake Anne. Look for the list of open classes mailed with your Confirmation Letter and posted at Tallwood each term.

## **Ongoing Activities**

Ongoing activities include bridge and Scrabble, a history club, a variety of book clubs, a walking group and a writing club. You are welcome to participate in one or more activities. A full listing is shown in each term's catalog. All groups welcome newcomers.

## **Social Activities**

A variety of social events are planned throughout the year, both during and between terms: an annual holiday celebration in early December; luncheons held regularly in the areas of both sites; and events such as ice cream socials. A new member coffee is held on the first Friday of each term. Events are publicized in the weekly newsletter, by e-mail and with

flyers. Informal socializing is encouraged before and after classes at each site, with coffee, tea and cookies provided.

## **How To Learn More About OLLI**

### **Publications**

To learn what is going on at OLLI currently, read *OLLI News*, published regularly during the term and available in all classrooms and on the Website at [www.oli.gmu.edu](http://www.oli.gmu.edu). A *Membership Directory* is published twice a year. This *Member and Volunteer Handbook* is designed to be an overall resource for members.

### **Attend Board Meetings**

All members are welcome to sit in at the monthly meetings of the Board of Directors. Minutes of all meetings are posted in the Tallwood social room. The Board meets regularly 11 times a year, the third Friday of each month, at 10:00 at Tallwood. Each year an annual meeting of the membership is held.

### **Ask Any Board or Staff Member**

Feel free to ask questions of Board members, all of whom sport a green name tag. You can also ask questions at the Tallwood office or of the Administrative Assistant at the Lake Anne Church. Office

hours at Tallwood are 9:00 – 3:30 while classes are in session and 9:00 – 12:00 between terms. Be patient if there are several members waiting to talk with the office staff at Tallwood. You can always telephone and leave a message or send an e-mail to [oli@gmu.edu](mailto:oli@gmu.edu).

# How OLLI Is Organized

## Board of Directors and Standing Committees

OLLI members vote annually to elect six directors to serve on the Board of Directors. The 18-member Board sets policies, approves budgets and oversees OLLI operations. It elects its officers—president, vice president, treasurer, and secretary—and has set up a number of standing committees to oversee OLLI functions. These include:

- **Administration:** Advises the president on matters affecting the staff, including position descriptions, performance and evaluation, salaries and office procedures. Recommends administrative policies to the Board, develops and coordinates administrative procedures.
- **Development:** Works with the Board on suggestions for fund-raising, supports development projects, encourages donations from membership and the community and drafts grant proposals.
- **Facilities:** Assesses needs of the physical facilities and equipment at OLLI sites, and works with the Board to develop and implement projects to meet those needs.
- **Finance:** Advises treasurer on financial matters, assists in preparing annual budget, including revenue and operating expense reports for presentation to the Board.
- **Hospitality:** Provides refreshments and hosts social events, including a coffee for new members on the first Friday of each term, a holiday party in early December and other events throughout the year. Arranges entertainment as planned. Supports other committees with refreshments at events. Maintains social room.

- **Membership:** Recruits new members, maintains a friendly and welcoming atmosphere for new and current members, and promotes volunteerism throughout the organization. Provides a membership perspective on OLLI actions and policies.
- **Program:** Develops curriculum, does strategic and long-range planning for courses, special events and activities. Develops contacts at GMU and other public and private sources for teachers and speakers. Develops a complete program of courses, lectures and activities for each term. The Special Events Committee, a subcommittee of the Program Committee, organizes educational and cultural events for each term.
- **Publications:** Oversees the production of regularly issued OLLI publications, including course catalogs for each term, *OLLI News* during terms, and a *Member and Volunteer Handbook*, as well as the maintenance of the OLLI Web page. Works with other committees to produce brochures and the literary magazine, *Fairfax Ink*.
- **Reston Support:** Monitors and explores developments and needs at Lake Anne sites in Reston, including space. Facilitates recruiting OLLI members from Reston and surrounding areas. Supports the Program Committee in developing ways to involve the Reston community in OLLI programs. Provides Reston perspective on appropriate OLLI actions and policies.
- **University Liaison:** Establishes, promotes and maintains effective working relationships between OLLI and GMU.

The president appoints chairs for each committee, and each chair is responsible for appointing its members. Interested OLLI members are welcome to contact any committee chair about serving on that committee. The names of current Board

members, officers and committee chairs are listed in the catalog for each term and in the semiannual *Membership Directory*.

The *OLLI Executive Handbook*, which is updated annually, contains OLLI's bylaws, the Affiliation Agreement with GMU, Board-approved policy decisions and other relevant information. Board members and committee chairs are provided copies. You can review the *Handbook* in the Tallwood office.

# Frequently Asked Questions

## ***Is OLLI closed when it snows?***

OLLI and the Tallwood office will close when the Fairfax County Public Schools are closed for the day due to inclement weather. OLLI will remain open when schools open late.

## ***Can I get from Reston to Tallwood (or the reverse) between consecutive classes?***

Yes, in the hour between the second and third classes of the day. Travel time is approximately 30-35 minutes depending on traffic, so the half hour between the first and second classes is not quite sufficient.

## ***Why wear a name tag?***

We wear them as a courtesy to teachers and fellow students, and to promote a welcoming, approachable atmosphere, particularly to new members.

## ***Why should I sign in at each class or special event?***

So the Program Chairman and that committee has information to help in planning future courses and events. It is helpful to know if a class is well attended, if attendance is maintained throughout the course, and if the number of attendees increases over the term, indicating a popular class.

## ***Where do I park if all the lots are full?***

At Tallwood, on-street parking is available along Forest Avenue, the first street beyond the swimming pool, and across Roberts Road on Still Meadows Road. Parking has not been a problem at the Reston site.

## ***Are car pools offered?***

In the back of the *Membership Directory* is a listing of all members by zip code. Check to see who lives near you, and introduce yourself.

***I'm handicapped—what facilities do you offer?***

Handicapped parking spaces are available near the building in the upper parking lot at Tallwood. Three handicapped-accessible bathrooms are available, one beside TA-1 and two in the Tallwood house. The Reston site is handicapped accessible.

***How do I register if I'm going to be away when the catalog is due to arrive?***

You can view the catalog and download the registration form from the Website and then mail it in. Or since the catalog is mailed to your home, you may register when you return.

***Why isn't registration required for clubs (ongoing events) as it is for courses and special events?***

The ongoing activities are more social in nature and therefore not as formalized; all members are welcome to attend on a drop-in basis.

***Is a college degree required?***

OLLI's program provides a wide variety of topics, ideas and points of view. Interest in learning and a mind open to ideas are the only requirements of membership.

***How do I get to know people if I'm a new member?***

- By talking to people wherever you are.
- By coming to class a little early, introducing yourself and allowing time for coffee and conversation.

- Sign up for social activities as they come up, and try out one or more of the clubs.
- Take bus trips; these allow plenty of chatting time.
- Go to the new member coffee on the first Friday morning of each term at 10:30 at Tallwood.
- Consider one of the Volunteer Opportunities in the next section.

***How can I find out the dates for upcoming terms, so I can mark my calendar for the year?***

The dates of the next four terms are listed in the current catalog to allow longer term planning.

## **How You Can Enhance Your Membership**

### **Use the Benefits of the GMU Affiliation for OLLI Members**

**GMU will issue ID cards** to OLLI members that allow you to check out books at the University Library, purchase items at the GMU computer and book stores and enjoy other campus privileges such as the Aquatic Center (but not free parking). Several local stores also give discounts upon presentation of the ID Card. A GMU Intranet and e-mail account is also available. (Note, however, that GMU Intranet does not give you access to non-GMU Websites.) To apply or renew an existing ID card or account, visit the Tallwood office.

**Attend cultural and sports events** on the Fairfax campus at the Center for the Arts, Harris Theater, Patriot Center and

other campus halls. Free tickets are sometimes provided to OLLI and made available in the Tallwood social room.

**Sign up to “Be a Mason Mentor”** where you can share your lifelong experiences, knowledge and talents with young people searching for help and advice. The programs include:

- English conversation with ESL students
- The University Writing Center to improve basic writing skills
- Dream Catchers, where you would work with a GMU faculty/staff partner to facilitate the transition from high school to college for selected students who would otherwise lack access to higher education.

None of these programs requires any special skills. You can obtain further information at the Tallwood office or Lake Anne church.

**Join and support GMU’s community outreach organizations**, such as Friends of the Center for the Arts, Friends of Dance, Friends of Music, Friends of the Theatre of the First Amendment, and the Patriot Club.

**Participate in surveys and questionnaires** organized by GMU departments and/or graduate degree candidates that seek input from older citizens.

## **VOLUNTEERING**

### **How You Can Help OLLI**

#### **Why Volunteer?**

Volunteering is central to our existence. There are three interrelated reasons why volunteering is important to OLLI—money, workload and teaching. Simply put, it would cost a lot more to be a member if OLLI had to pay for all its operations.

We offer programs that are comparable to those found in colleges. We get by with what is really a minimal membership fee because:

- OLLI does not pay its teachers and speakers.
- Member volunteers do a large proportion of the work of running the organization.

Quite aside from financial need, volunteering in an organization from which members derive so much enjoyment can and should be personally satisfying and rewarding. Three other things should be said about volunteering:

- You do not need prior experience or expertise in a particular field, although this is always welcome and in a few cases necessary. Everyone has the talent to help in some capacity. If special knowledge is required, we can train you.
- You should volunteer only for what you want to do.
- Your time is valuable. We won't ask you to put in more time than you can handle comfortably or serve longer than you can. You should look on volunteer work as enjoyable and rewarding. If it is not, we are doing something wrong.

## **How Do I Volunteer?**

OLLI members already involved in running the organization are always on the lookout for volunteers. Experience shows that the best way to get volunteers is the direct and personal approach. Don't wait to be asked. Take the initiative! After perusing the list of Volunteer Opportunities on the following pages, you may find a particular job that is attractive. You can call the Tallwood office at 703-503-3384 or the committee chair listed on the OLLI Organization page of the catalog, or drop by the office and ask to be contacted. Do not be bashful! We need help—lots of it.

## **What Is Expected of Volunteers?**

- Promptness. If your volunteer job has specific hours (such as for office assistants), you should show up on time.
- Dependability. You should attend committee or other meetings in which you are involved. If you can't, let your chair or leader know in advance.
- Initiative. Everyone has ideas about how something can be done better or more efficiently. Share your ideas with your chair or leader and be willing to follow up if you're given a green light.
- Job responsibility. Take your job seriously. Whatever the job is, it is important to OLLI's success.

## **What a Volunteer Can Expect**

- Clear and professional communication from your leader.
- Appreciation for your time and effort.
- Respect.
- Necessary training. If you feel there are deficiencies in any of these areas, speak up. Talk with the person overseeing what you are doing. If necessary, bring your concerns to the attention of the president or any Board member.

## **Helping OLLI Financially**

### **Become a Friend of OLLI**

Many members and friends generously support our organization through financial gifts. These gifts, which range in size from a few dollars to several hundred dollars or more help us acquire new capital equipment, such as updated audio/visual equipment and computers for our classrooms and office. They also help fund scholarships to worthy GMU students and underwrite some of our programs.

You can contribute to Friends of OLLI by adding a contribution with your class registration on the line provided on the registration form. You may also contribute at any time or by responding to the annual fund raising drive that OLLI conducts each spring. Some members have used the Friends of OLLI Fund as a means to honor the memory of deceased loved ones.

Contributions are tax-deductible, and checks should be made payable to OLLI.

## **Volunteer Opportunities**

### ***Instructor***

Serve as an instructor, moderator or coordinator for a course or a special event in the field of your choice. You will work with the Program Chair in planning and developing the course and have multimedia equipment at your disposal. If teaching was your profession, this is a good chance to continue, on an eight-week or four-week basis, or a one-time event, at either Tallwood or Lake Anne. If you have not taught but would like to try your hand at it, OLLI provides a supportive atmosphere in which to do so. Contact the chair of the Program Committee.

### ***Member of Board of Directors***

To become a candidate for the Board of Directors, talk with a member of the Nominating Committee. The committee recommends members to be candidates for the Board. Members of the Board serve three-year terms. Members can also petition to become a candidate (See *OLLI Executive Handbook* in the Tallwood office).

### ***Committee Member***

You may volunteer to work on any standing committee (See pages 4, 5) for which you have related experience or an interest. Enthusiasm counts! Contact a committee chair listed on the OLLI Organization page of the current catalog.

### ***Office Volunteers***

Serve as receptionist, make and answer phone calls, retrieve messages, use fax machine and photocopier, handle inquiries, mail requested materials and otherwise assist the staff. Assistants work one or more days a month at Tallwood, as coordinated by the Membership Committee. Training in equipment and written instructions for answering questions are provided. Contact the Tallwood office Administrator or the chair of the Membership Committee.

### ***Typists, Word Processors***

Prepare letters and other papers on an as-needed basis. Work may often be done at home, preferably using Microsoft Word. Contact the Tallwood office Administrator.

### ***Mailing Helpers***

Assist in bulk mailings by attaching labels and sorting mail according to zip codes. Mailings include quarterly catalogs and special mailings. Mailings usually take about two hours for a team to complete. Contact the Tallwood office Administrator.

### ***Audio-visual Aides***

Help set up and assure proper functioning of audio-visual aids in classrooms. Assignments are made to classes that aides are taking. Training is provided. Contact the Tallwood office Administrator.

### ***Technical Adviser on Computers***

Help maintain office and classroom computers, including loading software and configuring hardware. A good

background in the technical side of computers is essential. Current IM (Information Management) experts can provide guidance. Contact the Tallwood office Administrator.

### ***Exhibits Coordinator***

Organizes and, if needed, hangs art and other creative work of OLLI members, instructors and their classes for the exhibit space at Tallwood. Assistance helpful. Contact the chair of the Facilities Committee.

### ***Social Room Aides***

Keep the social room tidy (bulletin boards, coffee/cookie tables sink, bookcase) and other duties as assigned. Contact the chair of the Hospitality Committee.

### ***Party Assistants***

Help arrange potlucks, new-member welcome receptions and other social events with such assignments as setting tables, arranging flowers and helping with clean-up. Contact the chair of the Hospitality Committee or the Membership Committee (see listing in current catalog).

### ***Handymen and Handywomen***

Make minor repairs or improvements in buildings and equipment. Direct traffic in Tallwood's parking lots at the start of each term. Contact the chair of the Facilities Committee.

### ***Gardeners***

Plant and water flowers at Tallwood periodically. Sweep or blow patio. Weed the flower gardens, trim branches and rake leaves. A green thumb is helpful. Contact the chair of the Facilities Committee.

### ***Class Liaisons***

Introduce instructor or speaker, oversee attendance, make announcements and otherwise assist instructor or speaker. Contact a Class Liaison Coordinator.

### ***Course Sponsors***

Develop courses, find teachers and speakers, follow through while courses are in progress and contribute to curriculum development. General familiarity with college-level courses is needed; knowledge in specific academic fields is desirable but not necessary. Course sponsors need to attend 10-12 meetings a year and have the time to develop one or more courses each term. At least one year of active involvement with the Program Committee is desired. Contact the chair of the Program Committee.

### ***Program Resource Contributors***

Participate in yearly meetings to develop lists of courses that OLLI might consider offering in different academic areas and assist course sponsors in finding teachers, speakers and materials. Education, experience or interest in a particular academic area or areas is desirable but not necessary. Contact the chair of the Program Committee.

### ***Special Events Coordinators***

Develop special events and serve as coordinator during the presentations or on bus tours, making sure that all arrangements are in order. General familiarity with special event opportunities in the geographic area is needed. Attend 10-12 meetings a year to help plan events and devote additional time required to develop one or more special events. At least one year of active involvement with the Special Events Subcommittee is desirable. Contact the chair of the Special Events Subcommittee.

### ***Reston Support Committee***

Help to develop connections to resources within the Reston community, including space, potential instructors, new members and organizational contacts to enhance OLLI programs. Work to increase the number, quality and variety

of classes and events offered at Reston. Provide input and participate on OLLI committees. Contact the chair of the Reston Support Committee.

### ***Writers and Editors***

Work on OLLI publications such as catalogs, the *OLLI News* and other materials such as press releases, brochures, grant applications and substantive papers about OLLI. Writing and editing experience is helpful, but attention to detail and a desire to work with words are even more important. Word processing ability is essential. Contact chair of the Publications Committee.

### ***Proofreaders***

Work with editors of OLLI publications to assure quality productions. Contact chair of the Publications Committee.

### ***Desktop Publishing Designers***

Design and format one or more of OLLI's publications and other materials. Contact chair of the Publications Committee.

### ***Webmaster***

Design and maintain OLLI's Web page, including posting new course schedule each term, following general guidelines of *GMU Web Page Style Guide*. Availability of an HTML editor and modem suitable for interface with the GMU server are essential. Contact the chair of the Publications Committee.

## **OLLI Affiliations**

### **Affiliate of George Mason University**

Our relationship with GMU is set forth in an Affiliation Agreement signed in 2002. Under this arrangement, GMU provides OLLI with space on its campus to conduct OLLI activities on a rent-free basis and furnishes reimbursable

supporting services. GMU faculty is encouraged to teach at OLLI on a voluntary basis without remuneration or honoraria.

OLLI grants scholarships to the GMU Foundation for award to GMU students; establishes close working relationships with selected GMU departments, including New Century College and the College of Visual and Performing Arts; participates in joint and cooperative programs of classes and activities with University entities; and publicizes educational, social, cultural, community and other activities.

The Agreement also provides that GMU and OLLI will support one another's educational and financial objectives, policies and goals before national, state and local government bodies.

### **Member of Elderhostel Institute Network (EIN)**

EIN is a voluntary association of Lifelong Learning Institutes (LLI's), funded by Elderhostel, Inc., a non-profit organization dedicated to providing educational opportunities to older adults. EIN consists of over 300 LLI's based primarily at colleges and universities in the United States and Canada. Affiliates must maintain high quality academic programs. For further information, you may access the EIN Website at [www.elderhostel.org](http://www.elderhostel.org).

### **Support from Bernard Osher Foundation**

OLLI is one of numerous Lifelong Learning Institutes in the United States that has received grant support from the Bernard Osher Foundation.