



@ Cal State San Bernardino

Shared Interest Group Guidelines

Shared Interest Groups (SIGs) are member-driven and peer-facilitated groups made up of OLLI members who share an interest in exploring a particular topic. SIGs do not replace OLLI courses; they are a different type of participatory group that allows members to delve deeper into a subject. SIGs are open to all OLLI members and foster fellowship and active learning.

SIGs are established, managed and run by OLLI members. They may meet on or off campus and use OLLI communication tools to promote their activities, but must determine their focus, format and schedule independently. The number of meetings will vary by SIG, based on the interests of the group; there is no set minimum or maximum number of meetings. Generally, SIGs will run for the full membership year, though do not need to meet every month. Members need only register once for the SIG during any given membership year.

Shared Interest Groups can be more intellectual in nature or may be based on a shared hobby or interest. Generally, there will be an expectation of active member participation. Depending on the group and the coordinator's intent, there may be reading or research assigned for each meeting. Please ask the coordinator about this expectation prior to signing up.

SIGs will meet as determined by the group coordinator. In some cases, activities may involve field trips or events. Shared or rotating facilitation of the group is typical. There is no cost to participate in Shared Interest Groups, though there may be costs related to the activities of the group.

Starting a New SIG

- Complete a SIG proposal form.
- The SIG Chair shall review all proposals and make a recommendation to the OLLI director.
- Upon approval, promote the SIG and identify a minimum of five members who are willing to participate.

Operating a SIG

- SIGs are not traditional OLLI courses. They are self-directed discussion or interest groups administered by OLLI members.
- SIGs function with limited staff support and assume responsibility for most administrative operations.
- Each SIG must have a designated coordinator who keeps a roster, schedules the meeting time and place, communicates with the SIG participants and submits appropriate information to the OLLI director. SIGs must also have a backup coordinator who can fulfill the responsibilities in the absence of the coordinator.
- The name and contact information for SIG coordinators will be published for access by OLLI members.
- SIG participants must be current OLLI members.
- Shared Interest Groups cannot meet during normal OLLI course hours, so should plan a time before or after the standard course hours.
- SIGs may use campus facilities for meeting space based on availability. Contact the OLLI staff for assistance. When using campus facilities, SIG participants must adhere to usage policies regarding technology and other equipment.
- SIGs may submit promotional requests for the OLLI catalog, email, flyers, social media and other appropriate resources to communicate with and recruit OLLI members.
- SIG rosters may only be used for communication with participants regarding SIG activities. Member contact information may not be used for any other purpose.
- The SIG coordinator must notify the OLLI director of any significant changes in operations.
- The OLLI director reserves the right to disband any SIG that is operating outside the approved program description and/or is not in the interest of the OLLI program.

SHARED INTEREST GROUP (SIG) PROPOSAL

Coordinator's Name: _____

Phone: _____ Email address: _____

Backup Coordinator's Name: _____

Phone: _____ Email address: _____

SIG Name: _____

SIG description (for advertising purposes):

Additional information: _____

Proposed Meeting Schedule

Day of week: _____

Frequency: ___ weekly ___ monthly ___ other

Meeting time: _____

Meeting place: _____

Signature _____ Date _____

Signature _____ Date _____