GUIDELINES FOR STARTING AN Interest Group

FORMULATE YOUR IDEA
Before completing the Interest Group Application Form:

- Articulate clearly the purpose of the Interest Group.
- What will be done or accomplished each time the group meets?
- How often will the group meet?
- What will be the time length of each meeting?

HOW TO PROPOSE A NEW Interest Group
Request and complete an Application for forming a new Interest Group AVAILABLE ONLINE AT OLLI.UNL.EDU/COMMITTEE RESOURCES by contacting the OLLI office at olli@unl.edu or calling 402-472-6265.

- Submit the form to Membership Committee: Joe Seewald, wseewald@aol.com or Stan Riggle, archaeogastropoda@hotmail.com
- Your application will be reviewed by the Membership Committee.
- You will be notified by the Membership Committee of the outcome.

PLAN THE FIRST MEETING

- The original meeting should be focused, organized, and designed to obtain specific results.
- Choose a convenient date/time/place which provides easy parking, etc. Coffee shops and libraries are good.
- Have everyone sign in with phone number and email address.
- Ensure that other people’s highest priority needs are being served using a participatory leadership style (Servant Leadership).
- Introduce yourself. Briefly describe the purpose of the Interest Group, and the agenda.
- Have each person introduce her-/himself, express their interest the group, and how they think it might work. Record the ideas.
- Establish a date/time/place for the Interest Group to meet.
- Anyone attending an Interest Groups should also be a member of OLLI. Non-members may attend for 1 or 2 meetings but should be encouraged to become OLLI members if they wish to participate further.

ADVERTISE/ANNOUNCING A NEW Interest Group
Once a new Interest Group is approved by the Membership Committee, the information will be published in the Friday Happenings with a description and contact information. In addition, all Interest Groups will be listed on the website and in the catalog.

Each Interest Group is responsible for recruiting participants, notifying members in advance of meetings, and for helping to keep information published about the group up-to-date. The methods for publicizing Interest group activities and recruiting new members are:

- The list of Interest Groups with contact information is published on the OLLI website and in catalogs. Please send updates to Patricia Saldana at psaldana2@unl.edu, Joe Seewald and Stan Riggle.
- Weekly email newsletter (Friday Happenings) – If you are trying to get a new group up and running or want to have a general announcement in the Friday Happenings, send your information to Patricia Saldana at psaldana2@unl.edu by Wednesday of the week prior to the meeting date.

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NOTIFICATION OF CHANGES
Immediately notify Joe Seewald and Stan Riggle of any changes in leadership or schedule. Notify Patricia Saldana at psaldana2@unl.edu and the OLLI office at olli@unl.edu
- Of changes in information for contact person(s) and contact information. We try our best to make sure the website and catalog information is up-to-date but we rely on you to keep us informed.
- Of changes in your group’s regular meeting schedule.

HAVE PATIENCE
Be prepared for the long haul. Don’t expect large numbers of members at the first meeting. Some who come to the first meeting will not return. Do not be discouraged. It usually takes a while for a group to ‘gel’ and ‘take off’.

ENJOY
Enjoy being together and meeting new people who share your interest.

Servant leadership is both a leadership philosophy and set of leadership practices. Traditional leadership generally involves the accumulation and exercise of power by one at the “top of the pyramid.” By comparison, the servant-leader shares power, puts the needs of others first and helps people develop and perform as highly as possible. Servant leadership turns the power pyramid upside down; instead of the people working to serve the leader, the leader exists to serve the people. When leaders shift their mindset and serve first, they unlock purpose and ingenuity in those around them, resulting in higher performance and engaged, fulfilled employees. A servant leader's purpose should be to inspire and equip the people they influence.