



GUIDELINES FOR STARTING AN INTEREST GROUP

OLLI Interest Groups were created as a way to promote communal learning opportunities beyond the classroom for shared interests and activities. Groups can be created around nearly any subject or activity. For reference, a list of current Interest Groups can be found in the back of the course catalog and on the website at **Olli.unl.edu/interest-groups/**

OLLI at UNL, an organization associated with the University of Nebraska Lincoln, requires that all Interest Groups comply with the university's community and ethical standards in keeping with those of any other university organization.

Only OLLI members may create and lead Interest Groups. There is no registration necessary to participate, and OLLI membership is not required to join in group activities. However, Interest Groups are a good opportunity to introduce non-members to OLLI and membership is highly encouraged.

PLANNING FOR A NEW INTEREST GROUP

Consider the following before proposing a new Interest Group

- Define the purpose or focus of the group.
- Describe the planned activity or goal of group meetings.
- Propose a location for the group to meet.
- Decide how often the group should meet.
- Estimate how long meetings should last.

APPLYING TO START A NEW INTEREST GROUP

- Request an application form from the OLLI office by calling 402-472-6265. or download the **APPLICATION FOR A NEW INTEREST GROUP** form online at **Olli.unl.edu/interest-groups/** Both PDF and WORD documents are available.
- Be as clear and descriptive as possible when filling out the form.
- Submit the form as an email attachment to olli@unl.edu or mail it to the OLLI office mailing address on the application form.

The application will be reviewed by the Membership Committee for compliance with OLLI policies, mission and goals.

The applicant will be notified of the outcome by the Membership Committee.

APPROVED INTEREST GROUPS

Once a new Interest Group is approved, the information will be published on the web site and in the course catalog including contact information for the group coordinator.

Coordinators are responsible for informing participants of the date, time and place of upcoming meetings, as well as keeping information about the group current.

Interest Groups are responsible for recruiting new participants. Groups are listed on the web site but also, on request, the group can be promoted in the *OLLI Connects* weekly newsletter. Information must be submitted to the OLLI office by emailing olli@unl.edu before noon on Monday for publication in the Tuesday newsletter. Please notify OLLI at least one full week prior to the next scheduled meeting.

NOTIFICATION OF CHANGES

If there are any changes in group leadership or meeting schedule, notify the OLLI office so that the information published on the web site and in the catalog can be kept up to date.