

Guidelines for Special Interest Groups

SIG Membership

- Current OLLI at Stony Brook membership is required for participation in Special Interest Groups.

Plan the First Meeting

- Once your SIG has been confirmed, please review the “Guidelines for Special Interest Groups” document on the Website.
- Confirm your meeting date, time, and location with the SIG Chairperson. Your contact and SIG information will be listed on the Website and included in the Weekly Round-Up.
- During the initial meeting, introduce yourself and ask participants to introduce themselves.
- Discuss the purpose of the group and share ideas about how the group might work.
- Have everyone who attends sign in with a phone number and an email. This list will be needed to notify group members about future meetings and activities. A copy of the list should also be sent to the SIG Chairperson.
- Work together with the group members to decide how future meetings or activities will be arranged. Share ideas to establish meeting dates, times, and places.

Record Keeping and Communication

- SIG leaders should keep an up-to-date list of their group members, which includes phone numbers and email addresses, in order to communicate SIG information.
- SIG rosters and **on campus** meeting dates should be sent to the SIG Chairperson. The SIG Chairperson can then confirm the meeting location.
***Please note:** Meetings on campus can be scheduled only during active OLLI semesters.*
- The SIG member roster is used **only to share SIG business**, such as meeting announcements and information relevant to a SIG activity.
- Maintain a record of SIG meetings and attendees. This record keeping is important so OLLI at Stony Brook understands the numbers of individuals routinely participating in SIGs.

Recruiting and Publicity

- A list of all SIGs with information contact will be published on the Website. Send any meeting and/or updated information about your SIG to the SIG Chairperson.
- Dates and times of meetings held on campus will be listed on the Website and in the Weekly Round Up.
- Dates and times of meetings or activities held off campus must be communicated among the SIG members and is done on their own accord.
- Each SIG is responsible for recruiting participants and notifying its members in advance of meetings or activities.

Notification of Changes

- Notify the SIG Chairperson of any changes in the leader's or co-leader's contact information.
- Notify the SIG Chairperson of changes in an on-campus scheduled meeting.
- Notify the SIG Chairperson if the SIG decides to discontinue.
- Notifications about changes are important for keeping the Website information up to date.