



Process for Creating a New OLLI@UGA Shared Interest Group (SIG)

1. Develop an idea for an OLLI Shared Interest Group (SIG) to lead/co-lead.
2. Write a 2-3 sentence description that captures the purpose and activities of the proposed SIG.
3. Check the existing list of OLLI SIGs in OLLI COMM to make sure the proposed SIG does not duplicate the purpose and activities of an existing SIG.
4. Determine a meeting location and frequency, and the day and time the SIG will meet.
5. Notify the OLLI SIG Coordinators* of plans to organize the proposed SIG.
6. Personally invite at least seven (7) other OLLI members to join the SIG and/or request that the SIG Coordinators post a “shout out” announcement on OLLI COMM to solicit member interest.
7. Provide the OLLI SIG Coordinators with the following information:
 - Proposed SIG name and description and name(s) of SIG leader(s).
 - Meeting location.
 - Meeting frequency, day, and time.
 - Names of at least seven (7) OLLI current members who have agreed to join the SIG.
8. After reviewing the information provided, the SIG Coordinators will forward the proposal to OLLI administration for final review and approval.
9. Upon approval, the SIG Coordinators will meet with the new SIG leader(s) to ensure they agree to perform the following SIG Leader responsibilities:
 - Ensure all SIG participants are current members of OLLI.
 - Participate in OLLI COMM training and agree to communicate with SIG members via OLLI COMM.
 - Lead in a manner that communicates an inclusive environment, where all members are welcome.
 - Hold regular planned activities/events/meetings.
 - Attend SIG Leader meetings, submit SIG attendance rosters to the SIG Coordinators, and participate in the SIG Leaders space in OLLI COMM to ensure the SIG is operating consistent with overall OLLI policies.
 - Represent their SIG at OLLI Fests.
10. Upon formation of the new SIG, SIG Coordinators will provide the Marketing & Communications Committee with the name of the SIG, its leader(s), and a brief description of its purpose/activities. The Committee will ensure that the master calendar and SIG pages on the olli.uga.edu website are updated accordingly. The new SIG will be added to the list of SIGs in OLLI COMM, and an article announcing the new SIG will be posted on OLLI COMM.

**2024-25 SIG Coordinators are Barbara Lewis and Cher Snyder*