

OSHER LIFELONG LEARNING INSTITUTE at TEMPLE UNIVERSITY

OLLI Member Handbook

1515 Market Street
Suite 400
Philadelphia, PA 19102
215-204-1505

Office Hours:
Monday – Friday
9:00 AM – 10:30 AM
11:30 AM – 1:00 PM
2:00 PM – 3:00 PM

email: olli@temple.edu
website: noncredit.temple.edu/olli



revised July 2018

Osher Lifelong Learning Institute at Temple University is subject to the University's rules and regulations.

WELCOME to the Osher Lifelong Learning Institute (OLLI) at Temple University. OLLI at Temple is an educational community and membership organization in which people 50 years of age and older attend daytime noncredit courses in Center City Philadelphia.

We strive to be the premier organization in the greater Philadelphia area where active people over 50 come to learn, grow, and have fun.

Adam Brunner, Director



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Contact and Emergency Information

Administration Contact Information

Director: **Adam Brunner, PhD** (215) 204-1511, abrunner@temple.edu

Business Manager: **Sakinah Hill** (215) 204-1505, sakinah1@temple.edu

Department Coordinator: **Betsy Reese** (215) 204-1505, tuh05052@temple.edu

OLLI office hours:

9:00 AM – 10:30 AM

11:30 AM – 1:00 PM

2:00 PM – 3:00 PM

OLLI members are asked not to enter the office before or after these times except for emergencies.

Inclement Weather and Events That May Result in Delayed Opening/Closure

OLLI is closed whenever the Philadelphia public schools are closed for inclement weather (check KYW radio or your local news). On days when the Philadelphia public schools open one to two hours late due to inclement weather, OLLI morning classes are canceled. An exception is when the public schools are closed for excessive heat. Occasionally OLLI makes the determination to close on its own. In addition, particular instructors may opt to cancel, even when OLLI remains open. Therefore, check your email for any class cancellations or call the office (215) 204-1505, before you leave your home. Occasionally there are delayed openings due to Center City activities (e.g., the Pope's visit). Under these circumstances, please visit Temple's website for potential closings or delays.

Access to the OLLI Offices and Classrooms (Temple University Center City)

OLLI members may only use the entrance of the building located on the plaza side of 1515 Market Street. The Temple University Center City building opens for business at 8:30 AM, Monday through Friday. If OLLI members arrive before 8:30 AM, Security will ask them to wait in the lobby or in the Barnes & Noble Café and Bookstore. OLLI members may go upstairs at 8:30 AM, whether or not staff have arrived. When OLLI is not in session, these hours apply, however, during this time, OLLI office may be closed on certain days. See OLLI announcements for details.

OLLI members must show an OLLI ID when they enter the building. The only exception is during the first two weeks of the fall semester, when they are still picking up their IDs. During this time, they may show a photo ID.

All OLLI members must leave the building by 9:30 PM, Monday–Thursday, and by 6:00 PM on Friday.

Access to OLLI Library: Members cannot use OLLI library or any classrooms in the building when OLLI is not holding classes, unless they request special permission from the OLLI office in advance. Under these circumstances, the OLLI office will inform the Security staff about these exceptions. However, OLLI members are allowed to be in the building and use the computer lab in Room 404 according to the hours listed below.

Access to Computer Lab: When Temple University classes are in session, the computer lab in Room 404 is available to OLLI members until 4 PM. After 4 PM, it is reserved for Temple University credit students. When Temple University credit classes are not in session, OLLI students may have access to the computer lab during its normal business hours.

Fire Evacuation

Temple's Center City Campus has periodic fire drills. As we are forewarned of these events, all drills will be announced in advance. The procedures for a fire drill are the same as those for a true fire. A fire alarm will sound which can be heard throughout the 1515 Market building. When the alarm sounds, everyone must evacuate the building immediately. Do not call the Director's office to determine if the alarm is for a real fire.

- The instructor in each class will take charge of the class and assist evacuation in an orderly fashion. If the instructor is not present when the alarm sounds, a student should take responsibility as the group leader to assist in the evacuation.
- There are three fire exits on each floor: two on the north side and one on the south. The primary fire exit is located near the elevators on the south side of the building. Please use the fire exit that is closest to your classroom. Never use the elevators in a fire. Use the stairwells.
- When you reach the ground level from either fire exit, proceed out of the building and onto the plaza and continue to move away from the doors so that the other people exiting will be able to exit the fire towers. Remain on the plaza to await instructions. Should there be a real fire, the rally point for Temple University Center City is Love Park, at 16th and JFK Boulevard. You will receive further instructions from there.
- A diagram of the floor, with the fire exits marked, is posted in the elevator lobby of each floor. Please take a few minutes to look at these diagrams and note with your class which fire exit is closest to your classroom.
- People who cannot walk steps must go to the fire exit. After everyone who can walk has exited the stairway, they should enter the fire tower. In case of a true emergency, personnel will come to assist people who use wheelchairs or walkers.

About OLLI at Temple University

The Philosophy of OLLI at Temple

The philosophy of the Osher Lifelong Learning Institute (OLLI) at Temple is simple:

We can all learn from one another. Members not only TAKE courses, many of them TEACH courses as well. Class discussion is also important. Our mission is to offer intellectually challenging courses to adult learners—and to keep OLLI affordable, relevant, and interesting. We believe in ***the joy of learning.***

A Brief History

The Osher Lifelong Learning Institute at Temple University organized in 1975 and was known initially as Association of Retired Professionals (ARP). There were 85 members and 34 courses in the fall of 1976. At that time, only two similar programs existed in the United States. In 1998, the name changed to Temple Association for Retired Professionals (TARP), and later to Temple Association for Retired Persons.

In 2007, TARP received a grant from the Bernard Osher Foundation, and changed its name to the Osher Lifelong Learning Institute (OLLI) at Temple University. We are one in a network of 120 OLLI programs in the nation. As more adult programs become available in coming years, we hope to be at the leading edge.

OLLI's Relationship to Temple University

Although OLLI is co-driven by volunteers, **it is a program of Temple University.** Throughout the years, it has received substantial financial and in-kind support from Temple University. This includes support from Temple's Computer Services, Security, Facilities, Human Resources, and Accounts Payable departments, to name a few.

Costs and Benefits of OLLI Membership

OLLI at Temple does not function as a typical university where students seek degrees. There are no tests or grades. One of the key characteristics that distinguish *OLLI at Temple* from most university environments is that **OLLI is a membership organization.**

The annual fee, which includes the fall, spring, and summer semesters, is \$290. Fifteen dollars (\$15) of

every membership fee goes towards an OLLI Activity Fund to help offset the costs of our special events. As the membership fee is neither a per-semester fee nor a course fee, there is no discount if you attend less than all the semesters.

Note: For annual members who cannot pay the full fee, partial scholarships are available upon application.

As per Temple University policy, **membership refunds are only available during the first two weeks of the semester in which you join, or within two weeks after you join,** whichever comes later. If you do request a refund, the activities fee is not refundable. The only portion that is refundable is the \$275 membership fee.

Membership entitles you to:

- register for as many courses as you are interested in (*If a course is oversubscribed, a lottery is run. It randomly decides who is or is not admitted*);
- borrow books from the OLLI Library;
- use the Computer Lab; and
- receive discount parking.

Also, members are invited to attend the Annual Holiday Party, Annual Spring Meeting, and OLLI sponsored trips. These events have an extra cost associated with them.

Temple Center City offers free guest access to WIFI. Directions can be obtained in the OLLI office. Anyone who takes a computer course is given credentials to access Temple computers and the Internet.

General Information

ID Cards and entry/access to OLLI offices and classrooms

Although state-issued IDs are accepted (as you enter the building) the first two weeks of the fall semester, we require an OLLI ID at all other times. If you lose your OLLI ID, a replacement can be made in the OLLI Office. There will be a \$10 fee attached to this service and it can only be made by check or money order. Cash or credit cards will not be accepted. If you forget your OLLI ID, you will be asked to wait at the front desk until it is verified that you are an OLLI member.

A PROBLEM: It has come to our attention that some members are allowing non-member friends to borrow their OLLI ID cards and attend classes. Some members also are having friends sign-in under their name or with their OLLI ID number. **THIS IS A VIOLATION OF TEMPLE POLICY** and requires severe action. Accordingly, **any person found to be enabling a non-OLLI member to attend classes or circumventing the intended use of OLLI ID cards will be removed from the OLLI program without any refund of the membership fee.**

Moving Around the Building

OLLI members may only use the entrance of the building located on the plaza side of 1515 Market Street. Please do not enter or leave by any other doors, which are for emergency use only. Members are permitted to use the stairwells marked "Emergency Exit Only – Alarm Will Sound" only on the south side of the building when moving from floor to floor. The other stairs are for emergency use only.

Snacks/Lunchroom

In addition to the vending machine lounge on the 5th floor, OLLI has a room where members can eat lunch: Room 523. This classroom is open between 11:30 AM and 1:00 PM specifically for lunch. The vending lounge provides a snack machine, a soda machine and a coffee and tea machine. Also in that lounge is a microwave. Please remember to clean up after yourself.

On the ground floor of our building is the Barnes and Noble Café and Bookstore offering a 32-person seating area, a full café (drinks and food), merchandise apparel and text books. The hours are Monday through Thursday, 7 AM–8 PM, Friday, 7 AM–6 PM, Saturday, 8:30 AM–3 PM; closed Sunday. There are also many restaurants in the immediate vicinity. This food can be brought back and eaten in our lunchrooms.

Lost and Found

If you leave something in the lobby or in a classroom, please check the OLLI office. For those who leave something in a computer lab see Computer Services in Room 404. If you find articles of clothing, glasses, notebooks, etc., please bring them to the OLLI office immediately. Occasionally, Temple evening students find items and turn them in to Security on the ground floor lobby.

Scheduling of Classes and Notification of Course and Class Changes

The usual schedule for OLLI classes is as follows:

- 10:30 AM–12:00 PM
- 1:00 PM–2:30 PM

Check the TV monitor in the 5th floor lounge for any changes in times and/or rooms.

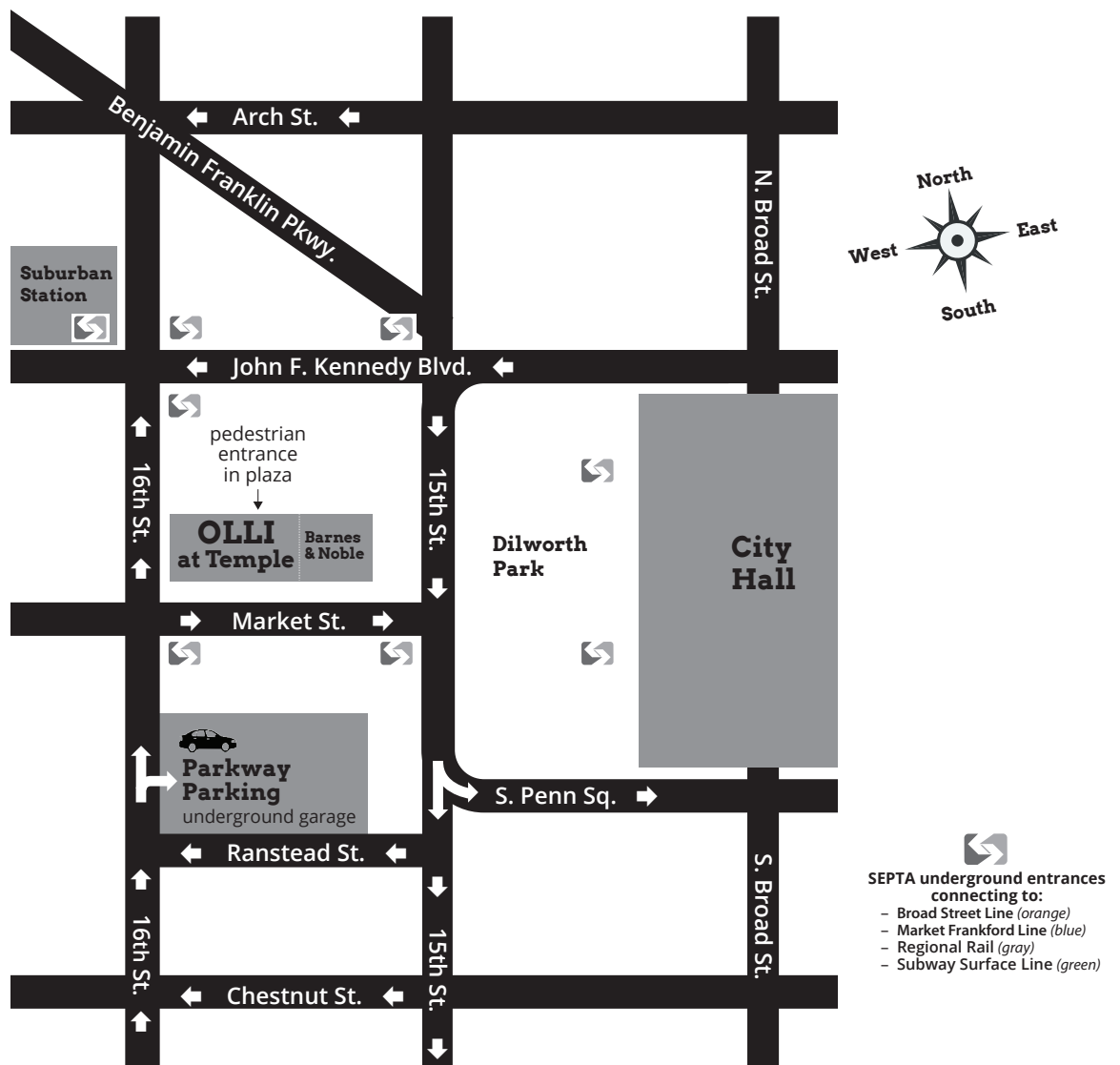
After publication of the OLLI catalog, schedule changes do occur. You will be informed of all changes by printed material and by email. Feel free to call the office for updates. When a faculty member cannot attend his/her class, we will inform you as soon as we know. Once in a while, we are not informed until the day of class. Thank you for understanding that this is beyond our control.

OLLI at Temple publishes *OLLI This Week*, a weekly bulletin of classes and events throughout the week. *OLLI This Week* is sent to members by email, and a paper copy is located at the information table in the 5th floor lounge. When important information about OLLI or its partner programs is available, we also send *The Buzz* along with *OLLI this Week*.

Parking

Discount parking is available at the Parkway parking garage located at 16th & Ranstead Streets. Enter the lot on the east side of 16th Street. Be careful, because there is a different lot on the west side that does not offer a discount. (See map, below, or the larger version on [page 13](#).) When you enter, you will receive a ticket from the lot. Before leaving OLLI, pick up your discount sticker in the OLLI Office, Suite 400.

When you are ready to exit the parking lot, there is a payment machine on each level of the lot. You insert the ticket that you received from the parking lot on entrance (with the discount sticker attached) and then insert your method of payment (cash or credit card). OLLI members pay a substantially reduced fee for up to 12 hours (if you stay longer than 12 hours you will be charged the full parking fee). This price is subject to change by the Parkway parking garage.



a larger version of this map appears on [page 13](#)

Registration and Class Attendance

>>> NEW POLICY AND PROCEDURES <<<

OLLI at Temple University is a membership organization. **Individuals must first join as members, pay the annual membership fee, before they can enjoy the benefits of the program** such as courses, special events, trips, lending library, etc. The flat membership fee that members pay entitles them to take as many courses as they can get into and to participate in our special events, some of which have a small additional cost associated with them.

REGISTRATION REQUIRED FOR ALL COURSES

- **ALL OLLI COURSES AT TEMPLE UNIVERSITY WILL NOW REQUIRE REGISTRATION.**
- Registration is typically held at least a month before the semester starts. Contact the OLLI office if you are unclear about the dates of registration.
- To use the online registration system from your home, visit OLLI's website <https://noncredit.temple.edu/olli> and scroll to the bottom of the page to find the list of courses available. Instructions on how to register for classes can also be found on that page under the [Resources section > Forms and Instructions](#).
- **IMPORTANT NOTE: all CURRENT members already have an existing profile. Do not create a new profile;** if you do, you will have problems with registration. If you are not a current member, but were a member a year or two ago, you also may have an existing profile. Check with the office if you are in doubt. Creating multiple profiles can complicate registration.
- OLLI staff will post "practice" courses on our website so members can practice registering for courses through our online registration system in advance of registration. We highly recommend that you take this opportunity to practice.
- **When you register for courses at OLLI, you are actually joining the *wait list* for the course.** This is because OLLI runs a lottery on any course that is oversubscribed. Since we do not know which courses will become oversubscribed until the registration period is over, **everyone who is interested in a course joins the wait list.** So don't be alarmed when you see the words, "Join the wait list." This is exactly what you need to do, in order to request a course. For the remainder of this document, whenever we use the term "register," please understand that it effectively means, "join the wait list" for a course.
- **The most important thing to remember about registration** is that, after you've selected the courses you desire, **there are several steps to checking out. You have not registered until you get to the RECEIPT, and receive a return email confirmation** informing you that you have been added to the wait list of the courses you wish to take.
- **If you'd like help getting registered,** staff and volunteers will be available to assist you in the computer lab here at OLLI. Contact the OLLI office for the specific location, dates/times.

Online registration:

<https://noncredit.temple.edu/olli>

ADDITIONAL GUIDELINES FOR REGISTRATION

There is no limit to the total number of classes for which you may register.

If you are interested in two classes that take place at the same time, you may put in a registration request for both courses. If two courses overlap, even for 30 minutes or less, the registration system will warn you of the conflict, but it will not prevent you from attempting to register for both. There is no guarantee you will get into either, but our lottery system will not place you in both.

- *Example 1* — If a course is six weeks long and another is twelve weeks long BUT given during the same day/hour the registration system may warn you of a conflict, but does not prevent you from registering for both. However, our lottery system will prevent you from being admitted to both.
- *Example 2* — If you register for courses given during the same day and time which **DO NOT overlap during the same weeks**, there will be no warning and you have an equal chance of getting into the courses as anyone else.

Oversubscribed Courses:

- Whenever a large number of students wish to attend a course for which there are insufficient seats, OLLI staff will run a lottery on that course to fairly determine which students can attend the course.
- Once the lottery has been completed, you will be notified via email if you are or are NOT admitted to the course. If you do not receive an email, please first check your spam or junk folders. If it is not there, please contact the OLLI office. If you do not have email, please contact the OLLI office.

Simulcast Courses: When a course is oversubscribed and space permits, we may be able to simulcast the course into a second or third room. To attend the simulcast, you must be registered for the course. After we run the lottery, the first 60 students who are admitted will receive an email saying “you have been

admitted to OLLI Course...” The next 45 people will receive an email saying “you have been admitted to the simulcast of OLLI course...”

Drop/Add Courses in the Early Weeks of the Semester

Dropping a Course: It is extremely important to inform the OLLI office if you decide to drop a course. The office will then make your seat available to other interested students.

- If you wish to drop a course, please email your request to olli@temple.edu. Please include the following information: Your full name, name of course, your home number in case we have any questions, and your desire to be dropped from the course.
- IMPORTANT NOTE 1: If you do not want to be dropped from course “A” unless you can be added to course “B” please make this clear in your email message.
- IMPORTANT NOTE 2: When members are dropped from the primary classroom (the instructor’s classroom), **ONLY students who are registered for the simulcast room will be added to the instructor’s classroom.** They will have to respond to the weekly drop-and-add emails in order to be added to the instructor’s room.

Adding a Course: Every Thursday afternoon, starting the week before the semester begins and continuing through the first 4 weeks of the semester, OLLI staff will send out an email notifying members which courses still have seats available (this happens even with classes that were previously full, as members drop classes over the course of a semester). To claim an open spot, respond by email and include your name and the course you would like to add. We will fill spots in the order we receive emails from members.

You will hear from us only if you have received a spot. If you don’t hear from us, first check your “spam” or “junk” folders to see if the email was routed to one

of those folders. Otherwise, if you don't hear from us, you should assume that we received an email from others first and added them to the class. Please do not contact the OLLI office. Thank you for understanding that we do not have the staffing capacity to contact everyone who responded to our email.

Finally, we will **not** add you to a requested course if it conflicts with a course you are already registered for, unless you indicate that you want us to drop you from that course. **Therefore you must say, please drop me from course "A" and add me to course "B."**

CLASS ATTENDANCE POLICIES

- If you are registered for an oversubscribed course, and you know you will be absent on a particular week, please complete the Absence Form, on OLLI's website, under the Resources section. This alerts the office to inform Class Monitors that they can fill your empty seat with a non-registered student.
- OLLI staff monitor class attendance during the first four weeks of the semester. If a member misses three out of the first four sessions, s/he is dropped from the course. Completing the Absence Form does not excuse you from being dropped from courses. If you have an emergency situation contact the Director.
- If you were unsuccessful in getting into an oversubscribed course, you still have the option of getting into the course on a weekly basis. OLLI volunteer Class Monitors take attendance at OLLI's oversubscribed courses and enable non-registered students to "sit in" on registered courses, when there are empty seats. Non-registered students simply get to the desired course before it begins, sign up with the Class Monitor, and then return 10 minutes before the start to see if there are empty seats. The Class Monitor will seat people in the order in which they signed up.
- Class monitors begin filling empty seats ten minutes before the class begins. Registered students must arrive before that time to be guaranteed a seat.

Catching Up on Information from Missed Classes

If you missed a class session or two, go to OLLI's website, noncredit.temple.edu/olli, look under the Resources section, for Instructor Handouts. Your instructor may have posted handouts from previous classes there.

Room Temperatures

Report classroom temperature problems to the OLLI office and we will do our best to alleviate the problem. It might be a good idea to dress in layers because this is a relatively old building and the temperature is rarely perfect or the same between classrooms.

Important Reminders:

Members who miss 3 out of the first 4 sessions of a class will be dropped from the course.

Class monitors begin filling empty seats 10 minutes before the class begins. Registered students must arrive before that time to be guaranteed a seat.

Mandatory Signing of Attendance Sheets

All members must print their name on the sign-in sheet along with their OLLI ID number during every class they attend. This is important both for compliance with Temple regulations and for ensuring that the persons attending OLLI courses are OLLI members.

The attendance sheet will be preprinted with all of the registered student's names on the form. We ask that you sign next to your name and write your OLLI ID next to your name. Please do not be offended if an OLLI Monitor asks you to show some form of ID. They are responsible for ensuring that only those registered for the course are attending.

Class Capacities and Seating

When you join OLLI and pay your membership fee, you are joining an organization, not just paying to take a course. The membership entitles you to register for as many course as you are interested in, as well as many other benefits beyond the courses. Since faculty members are volunteers, we cannot promise that a course offered this semester will necessarily be offered next semester.

Some courses attract a large attendance. Because of the City of Philadelphia's fire regulations, classroom seating is limited to the number of seats in a room. If you find the classroom at capacity, **DO NOT MOVE CHAIRS from other rooms, DO NOT STAND IN THE ROOM, and DO NOT SIT ON WINDOW SILLS OR THE FLOOR.**

It is OLLI policy that no one can hold a seat for someone who hasn't arrived to the classroom, including spouses/partners. It is not fair to the people who arrive to the class on time. If you arrive early to an OLLI class, you are allowed to place something on your own seat to hold it. In addition to a place holder, we suggest you ask someone near that seat to inform anyone trying to take it, that it is already occupied. Also, you may not save a seat for an afternoon class, until after the morning class has ended.

People who are volunteering for OLLI (handing out ID's, monitoring classrooms for overcrowding, etc.) are permitted to place a sheet of paper over their seat (which they will get from the OLLI office) which states, This Seat is Reserved for an OLLI Volunteer. PLEASE DO NOT REMOVE THESE SIGNS FROM THE SEATS. This person is allowed to return to their seat after class starts, when their duties are complete.

Instructors and Guest Lectures

All OLLI instructors are volunteers and spend a great deal of time preparing their classes.

Frequently instructors invite guests to speak to their classes. These guests are at OLLI voluntarily and provide another dimension to OLLI classes.

Member Rules & Etiquette

For our growing organization to function more effectively and better serve members' needs, certain rules have been established to govern the program.

If you fail to abide by these rules, the Director may give you a warning. If a second infraction occurs, your membership may be canceled for that year or longer. (The length of the dismissal from the program will be determined by the Director in consultation with the Executive Committee.) All other Rules of Conduct of Temple University apply to OLLI members.

OLLI is a community of people sharing space and engaging in dialogue. Therefore, it is important to avoid disruption of program activities and classes. Members should refrain from inappropriate behavior while in a class or on the premises of OLLI. Such behavior includes, but is not limited to:

- a. Using electronic devices in a distracting manner, (e.g. cell phones). Please mute your cell phone when the class begins.
- b. Speaking in a disruptive manner in a class towards faculty, fellow members, OLLI Monitors, or guests.
- c. Resisting the instructor's effort to direct class discussion or bring it back to topic. (The instructor is in charge.)
- d. Dominating classroom discussion. Please remember to leave time for other's comments and questions.
- e. Intimidating or harassing a faculty member, member, administrator, staff, or security guard.
- f. Reserving classroom seats for persons who have not yet arrived, including your spouse/partner.
- g. Standing in a classroom which is in session, bringing in additional seats, or sitting on the windowsill of a classroom that has already reached its maximum seating capacity.
- h. Gathering and talking outside the door of a classroom that is still in session.
- i. Entering a classroom (or blocking the doorway) before the majority of students from a prior course have exited.
- j. Disrespecting the diversity of our members. OLLI's membership has significantly increased, and we have a more diverse community than in past years. This increased diversity has been an OLLI goal for some time and is very welcome. However, with this increased mixture of people, we need to make sure the atmosphere at OLLI is welcoming to all of our members.

We are asking all members to be thoughtful about comments made in class or during conversations so that these comments do not cause people of different backgrounds to feel left out or confused, or worse, alienated or offended. Comments not intended to be offensive (even "inside jokes") can be hurtful to a person from a different background (racial, ethnic, religious, political, or sexual orientation). In a diverse group, we must all try to put ourselves in other's shoes before we say whatever comes into our mind. Respect and conscious behavior of this kind can lead a diverse group to succeed as a community.

We thank the overwhelming majority of you who instinctively abide by these rules without being asked.

Giving Back to OLLI: Volunteers and Volunteering

OLLI at Temple offers many volunteer opportunities for its members.

Volunteer Instructors

A key feature that distinguishes OLLI at Temple from most educational institutions is that our instructors are volunteers. We offer faculty a half-waiver (\$145 towards membership) if they teach a course of six sessions or more, one semester a year, and a full-waiver (membership is free) if they teach a course of six sessions or more, two semesters a year. It is evident that instructors are teaching out of sheer joy for doing so.

Have you taught before? Do you have an expertise in a particular area that you would like to share with members? New instructors are always welcome. You may be able to offer a course or a lecture depending on your topic and availability. In order to become an instructor, the Curriculum Committee requires that you complete a course proposal form online. The proposal requests a short course description, a course outline/syllabus indicating what will be covered in each class, and a brief bio. After reviewing your materials, the Curriculum Committee will contact you for an interview at which the proposal will be assessed for suitability to the OLLI curriculum. Please contact the OLLI office for instructions on how to submit a course proposal.

Volunteer Leaders

OLLI at Temple has an elected Council comprised of a President, two Vice Presidents, Treasurer, Secretary, and six Councilors. The President and two Vice Presidents comprise the Executive Committee. OLLI's Council meets ten times a year and OLLI members are welcome to attend these meetings.

Volunteer Committees

In addition to these elected positions, OLLI at Temple has a number of active committees that support and enhance the OLLI experience. **Volunteer participation is always welcomed.**

- Solicitation of courses and faculty is carried out by the **Curriculum Committee**. These volunteers are responsible for identifying gaps in the curriculum, seeking faculty members for needed courses, screening potential faculty, conducting preliminary and ongoing training of faculty, and monitoring new courses and faculty for success, and coordinating the Summer Café series.
- The **Friday Forum Committee** organizes special presentations conducted by outside speakers almost every Friday during the fall and spring semesters. Examples of Friday Forum presenters include scientists, authors, journalists, performers, and other experts in a range of fields. Refreshments are offered at each Friday Forum by a subcommittee of volunteers.
- Our **Fundraising Committee** has several components:
 - individual giving (soliciting donations from members), including a special component, the Giving Club (for donors who give \$100 or more);
 - proposals for grants;
 - planned giving (i.e., bequests in wills, charitable gift annuities, etc.);
 - events and promotions (member-designed notecards acknowledging significant life events); and
 - fundraisers (Art Fair, Talent Show, and Silent Auction).

Volunteer Committees *(continued)*

- The **Library Committee** operates OLLI's own library, located in Room 523. It is open between 11:45 AM and 12:50 PM five days a week. The library is stocked with the latest best sellers, as well as large print books, videos, and DVDs. Members can borrow items for a three-week-period. Dedicated volunteers order books, track inventory, and staff the library. The library also coordinates a Book Club for OLLI members.
- The **Membership Committee** sends cards to members who are ill or recovering from surgery, and contacts members who we haven't seen or heard from for a while.
- The **Newsletter Committee** publishes a periodic newsletter that contains articles of interest to the OLLI community.
- The **Nominations Committee** oversees our yearly elections for new Council members and biannual elections for officers. They recruit candidates, advertise them and conduct the elections.
- The **Public Relations Committee** assists the Director in advertising the program to new member prospects. It also assists with mailings from the OLLI office and handing out IDs at the beginning of the fall semester. A few weeks into every fall semester, the PR Committee hosts a Welcome Back to OLLI event, in which refreshments are spread across the fifth floor, new members are welcomed, a few speeches are offered, and all members mingle and enjoy comradery.
- The **Special Events Committee** is responsible for organizing two major annual events: the Holiday Party in December and the Annual Spring Meeting. Each offers a wonderful opportunity to visit with fellow students and faculty and to socialize in an informal environment.
- The **Trips Committee** plans three to five trips a year to local and regional cultural exhibits, theater, and music productions. Recent trips have included the Brandywine River Museum, the National Constitution Center, and Pennsylvania Academy of Fine Arts at special group rates. There have also been trips to Washington, DC to see the Smithsonian Institution and the National Museum of African American History and Culture.
- The **Class Monitors Committee** oversees the Class Monitors who maintain the flexibility of the OLLI program as it increases in size. They arrive early to oversubscribed courses, sign in registered students, and seat non-registered students if empty seats are available.

Map of OLLI and Parking Garage

