

OLLI at Penn State, University Park

SIGs and Social Group Leaders

With approval from the director, OLLI members may form **Special Interest Groups (SIGs)** or **Social Groups** they wish to lead. Responsibilities of a SIG or Social Group leader include:

- Drafting or revising the SIG/Social Group promotional description for the catalog.
- Planning all group activities including scheduling meeting locations, at no cost to Penn State or OLLI.
- Maintaining an email listserv of all OLLI members who request to be notified of the group's activities.
- Sending email communications to those on the listserv of all upcoming activities.
- Making sure new members are enfolded and welcomed into the group. **Note:** SIG and Social Groups must remain open to all OLLI members who wish to participate. If a group gets too large to accommodate new members, it is the leader's responsibility to start additional groups.
- Ensuring participants follow basic safety practices.
- Following OLLI's IN THE EVENT OF AN EMERGENCY instructions if there is a medical emergency.
- Designating another group member to lead the group upon request.

NOTE: For SIG or Social Groups that have a physical activity component (e.g., hiking, biking) - leaders MUST use, and keep with them, the OLLI Sign-Up sheet for each activity. This sheet, which contains the participant's name, emergency contact/phone number and confirmation of membership, can be obtained by calling the OLLI office at (814) 867-4278.