



OLLI Member Handbook

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Your Member Handbook

Your Member Handbook has been prepared as a resource and guide to the Osher Lifelong Learning Institute (OLLI) at Granite State College (GSC). The handbook describes the Bernard Osher Foundation, Granite State College, and the policies and procedures of OLLI at Granite State College. It will guide you in discovering what OLLI offers to you as a member and continue to be your handy reference for questions and information about OLLI. This handbook is subject to change without notice. Contact the OLLI at GSC office by phone at (603) 513-1377 or by email at oli.office@granite.edu for assistance or with questions.

Table of Contents

Your Member Handbook	2
Welcome to OLLI at Granite State College	5
Vision Statement	6
Mission Statement	6
Values Statement	6
About the Bernard Osher Foundation and Osher Lifelong Learning Institutes	6
About Granite State College	7
OLLI at Granite State College – Membership	8
Become a Member	8
Your Username and Password	9
Benefits of Membership	10
OLLI at Granite State College – Programming	10
Courses	11
Events	11
Trips	11
Special Interest Groups (SIGs)	12
Locations	12
OLLI at Granite State College – Course Registration	12
Course Offerings	12
About Registration	13
Course Fees	13
Register Online or by Mail	13
Payments and Credit Card Security	14
Scholarship Requests	14
Registration Tips	14
OLLI at Granite State College – Policies	15
COVID Policies	15
Refunds and Withdrawals	15
Guests	15
Academic Integrity	16
Care Assistants	16
Code of Conduct	16
External Communications	17
Inclement Weather	18
Pets and Service Animals	19
OLLI at Granite State College – Structure	20

Organizational Chart.....	20
OLLI at Granite State College – Staff	20
Contact Us	20
OLLI at Granite State College – Committees.....	21
OLLI at Granite State College – Get Involved: Volunteer for the Health of It!	22
Volunteer / Talent Sharing Opportunities.....	23
OLLI at Granite State College – Funding	24
OLLI Funding Sources	24
Donations to OLLI.....	25
When and How to Donate	25
OLLI at Granite State College – Stay Informed	25
Website:	25
Facebook:.....	26
Attend a Committee Meeting.....	27
Check out the OLLI at Granite State College Course Catalog	27
Glossary of Terms and Acronyms	27

Welcome to OLLI at Granite State College

Osher Lifelong Learning Institute (OLLI) at Granite State College (GSC) is a member-driven, volunteer-based membership program for lifelong learners age 50+. At OLLI, we value high standards of program excellence with an emphasis on educational and social enrichment, volunteerism, fiscal sustainability, a diverse membership, mutual respect, and member safety.

Members join for the joy of learning and the many benefits it brings. Courses are facilitated by volunteers within the organization and in the community who enjoy sharing their expertise and their passion. Courses are non-credit. There are no tests, grades, or college prerequisites. Programming is responsive to our members who are eager to explore ideas and interests in a safe and relaxed environment, with a community of peers. Events, trips, social activities, and volunteer opportunities enhance the member experience.

OLLI at Granite State College is governed by committees of member- volunteers in four learning regions – Capital Region, Mt. Washington Valley, Greater Manchester, and Seacoast – and supported by Granite State College staff. The member- volunteers provide governance at the regional and state level, develop course curricula, organize events, and communicate to members affiliated with their local regions.

We are fortunate to be hosted by Granite State College (GSC), part of the University System of New Hampshire. GSC offers OLLI safe and clean classroom space, free parking, and administrative support. OLLI classes are offered at Granite State College campuses in Concord and Manchester, or at easily accessible community sites in all four regions. Additionally, OLLI offers remote learning on the Zoom platform.

OLLI at Granite State College was established in 2004. It is one of more than 120 OLLIs at colleges and universities nationwide, all of which are partially supported through funding from the

Bernard Osher Foundation. All OLLIs share a common set of standards, but each is unique in its governance, programming, and operations.

Vision Statement

The Vision of OLLI at Granite State College is to be recognized as an inviting and welcoming source of educational enrichment and collegial activities for those who seek to be part of a community of lifelong learners.

Mission Statement

The Mission of OLLI at Granite State College as a member-driven, volunteer-based program, is to develop and provide a broad array of affordable and accessible lifelong learning, social and participatory activities designed for intellectually curious adults age 50 and better.

Values Statement

The Core Values of OLLI at Granite State College include high standards of program excellence with an emphasis on educational and social enrichment, volunteerism, fiscal sustainability, a diverse membership, mutual respect, and member safety.

About the Bernard Osher Foundation and Osher Lifelong Learning Institutes

The Bernard Osher Foundation was founded in 1977 by Bernard Osher, businessman and community leader, and contributes to the well-being of others by supporting higher education, healthcare, and the arts. In the fall of 2000, the Foundation turned its attention to education programs for older adults and in early 2001 provided its first endowment to the University of Southern Maine.

There are now over 120 Osher Lifelong Learning Institutes located on college and university campuses, with at least one Institute in each of the 50 states. While each is unique in its structure and offerings, all adhere to a set of guiding principles including intellectually stimulating, noncredit courses designed for those

50+; memberships and significant volunteer and leadership opportunities; strong support from the host institution; established mechanisms for evaluating member satisfaction, and a sound and stable organization structure.

The National Resource Center (NRC) for the Osher Lifelong Learning Institutes is a center for excellence and dissemination of best practice models on effective educational programming for older adults. The NRC plays a lead role in disseminating information to OLLIs. More information can be found on the NRC website: nrc.northwestern.edu.

About Granite State College

Granite State College (GSC) is one of the four institutions composing the University System of New Hampshire (USNH) which also includes the University of New Hampshire, Keene State College, and Plymouth State University. GSC is merging with the University of New Hampshire – Manchester to unify the remote learning programs within USNH.

With a focus on adult students, as well as other individuals who seek a flexible learning environment, Granite State College provides comprehensive access to higher education. This commitment to access is best illustrated through its 365/24/7 online presence. The ability of Granite State to meet students where they are presents the opportunity to achieve an affordable college education while balancing life's other responsibilities such as work, family, and community obligations. With associate, bachelor's and master's degrees, post-baccalaureate programs for teachers, credit for prior learning, and a variety of transfer opportunities, Granite State College emphasizes practical and relevant areas of study that are responsive to the workforce development needs of New Hampshire's economy.

OLLI at Granite State College – Membership

Your OLLI membership opens the doors to an exciting and rewarding network of your peers who enjoy learning and socializing.

When you join OLLI, you will be asked to select a learning region (Capital Region, Mount Washington Valley, Greater Manchester, Seacoast) that is appropriate for you. As an affiliate of the learning region of your choice, you will receive invitations to social events and other relevant information specific to that region. Although most members choose to affiliate with a learning region in their geographical area, you may choose the learning region that you prefer. Members who live outside of the geographical areas of any of the regions will still choose a region and will receive the communications pertinent to that region.

Though you are affiliated with a specific learning region, as a member you may elect to participate in offerings of over 250 courses, social events, and trips each year, at any of the four OLLI learning regions. A robust website, a monthly newsletter, a semi-annual course catalog and a variety of communications keep you informed of happenings at all of the learning regions.

Become a Member

Membership is \$40 a year and is required to participate in the full range of offerings.

To join:

Complete the secure online application and submit your payment by credit card through the OLLI website, olli.granite.edu/membership. You will be asked to select the region with which you wish to be affiliated.

OR

Complete the OLLI Membership and Registration Form which you may download from the website, request from the OLLI office or find enclosed in a catalog, and mail it with your \$40 check

(payable to OLLI at GSC) to OLLI at Granite State College, 25 Hall Street, Concord, NH 03301.

Please use a separate form and a separate check for each member (e.g., husband and wife should be separate) to avoid potential system errors.

OLLI memberships run from February 1 through January 31 or from August 1 through July 31. If you join in a different month, your membership will be applied as follows:

- If you join in November, December or January, your membership will begin immediately and your renewal date will be February 1 of the year following one full year of membership.
- If you join in February, March or April, your membership will begin immediately and your renewal date will be February 1 of the following year.
- If you join in May, June or July your membership will begin immediately and your renewal date will be August 1 of the following year.
- If you join in August, September or October, your membership will begin immediately and your renewal date will be August 1 of the following year.

Your Username and Password

Once you are an OLLI member, you can use the OLLI website (olli.granite.edu) to check your membership status, renew your membership, update your personal information, change your password, see the courses you have taken, and register for courses. You need a username and password to do any of these things. To create your username and password:

1. From any computer or device, access the OLLI website: olli.granite.edu.
2. Select "SIGN IN/REGISTER."
3. Find "Create new account," enter the five fields of information, and select "Create Account."

If you have created an account, but do not remember your username or password, you can find your username and/or reset your password by following steps 1 and 2 above, then select "Find My Username" or "Reset My Password." The information will be sent to the email address in your account.

Benefits of Membership

- Access to reasonably-priced courses and events, offered at any/all regions or remotely (rates discounted from those charged to nonmembers)
- Access to complimentary programs, Special Interest Groups, and social events
- Opportunity to invite nonmember guests to sample classes and events
- Subscription to newsletters, email updates and course catalogs
- Student ID card for discounts where accepted
- Scholarships to defer cost of course fees for members in need
- Access to organized and managed day trips and multi-day national and international travel with OLLI peers at member cost (rates discounted from those charged to nonmembers)
- Access to selected courses and events offered by other OLLIs
- Opportunity to share skills to support and enhance the OLLI program
- Opportunity to participate in governance and decision-making at local region- or OLLI-wide level to help guide the program direction and offerings

OLLI at Granite State College – Programming

OLLI offers two terms of courses, Spring and Fall, running approximately 17 weeks each. Special learning programs may be offered at other times.

Courses may be single or multiple sessions and may be held weekdays, evenings, or weekends. OLLI activities, events, and trips are scheduled throughout the year.

Most OLLI in-person programs are held at Granite State College or partner facilities or at easily accessible community sites around

the state. Courses and other events are also offered remotely on the Zoom platform. Free training on Zoom is provided each term.

Courses

Volunteer Curriculum Committees at each learning region develop the curriculum for in-person courses at their own learning regions and for remote courses offered statewide.

Guided by values of the Bernard Osher Foundation, courses are developed in a variety of subject areas including:

- World Cultures and Religions
- History (includes genealogy)
- The Natural World
- Current Events, Politics
- Computer Skills
- Photography
- Philosophy
- Film, Theater
- Literature, Reading
- Personal Finance
- Music, Art, Dance
- Writing, Drawing, Painting
- Food, Wine, Cooking
- Wellness, Health, Nutrition, Aging
- Games, Sports, Thinking, Memory
- Science, Technology, Engineering, Mathematics

Courses may be lecture, discussion, hands-on, or tours. OLLI members are sure to find multiple offerings that pique their interest and fit their schedules.

Events

OLLI offers social events that vary by learning region and may include:

- Course Previews
- Lunch Bunch Outings
- Mug 'n' Muffin
- Game Days
- Holiday Parties
- Happy Hours
- Lunch & Learn
- Volunteer Appreciation Events

Versions of these events may be in-person or remote on the Zoom platform. Refer to the glossary at the end of this handbook for descriptions.

Trips

OLLI offers educational travel opportunities including tours of local attractions, day trips and extended domestic and international travel. Also referred to as “Travel.”

Special Interest Groups (SIGs)

A Special Interest Group (SIG) is a group of OLLI members who meet regularly to share a common interest. SIGs are generally sponsored by a learning-region and approved by the Central Committee of the learning region. There are, however, also statewide SIGs.

There is no fee for joining a SIG, though there may be costs associated with activities planned by the members of the SIG. You must be an OLLI member to participate in a SIG. Information about SIGs may be found in Outlook, on the learning region page on the OLLI website or by contacting your Central Committee chair.

Locations

OLLI holds courses at Granite State College regional campuses in Concord and Manchester as well as at a variety of partner organizations’ sites. In addition, OLLI holds courses at various community locations. Directions to locations of all classes are found in the online course description; simply click on the location in the description for the address and directions.

OLLI at Granite State College – Course Registration

Course Offerings

OLLI produces a searchable online course catalog each term. A printable catalog, which is not updated as changes are made, is posted on the OLLI website and a printed catalog is furnished to each member. Course offerings and schedules do change during the term and courses may become full. You are encouraged to check the searchable online catalog before you register (olli.granite.edu/courses-events).

About Registration

Some courses fill up quickly. ***Those who register online and early will have the best chance of fulfilling their first choices.***

Registration is ongoing throughout the term. Zoom classes require registration no later than the third day before the course start date. You may register for in-person courses until the start date unless the course has reached its maximum capacity. If a course has reached capacity, you should add your name to the waiting list. Often presenters of courses with waiting lists are willing to expand the capacity or even add a new section of the course. And, of course, if vacancies arise, members on the waiting list are offered seats in the order of their appearance on the waiting list. You do not pay for a course when you sign up for the waiting list, only when you are actively registered.

Registrations will not be accepted without payment.

Course Fees

Course fees are listed in the catalogs. Generally, the member fee for OLLI courses is \$20 for a single session course; add \$5 for each additional session of a multiple session course. Additional materials or admission fees may be charged for specific courses. Nonmembers are charged an additional \$20 for each OLLI course.

Register Online or by Mail

Online registration is available to current OLLI members. To register online visit the OLLI website, olli.granite.edu and select "COURSES & EVENTS". ***Your membership must be active, and you must have your username, password, and a credit card to register online.***

When choosing to register by mail, you may download and complete the Membership and Registration form from the OLLI website. Return it with your check (payable to OLLI at GSC). Please use a separate registration form and a separate check for each registrant to avoid potential errors. The mailing address is OLLI at Granite State College, 25 Hall Street, Concord NH 03301. You should be aware that mail-in registrations are processed by staff and volunteers as time permits beginning at the same time as online registration. If you have a strong desire for a particular

course, you should consider online registration at the beginning of the registration period for your best chance at securing a seat before the course reaches its capacity.

Help with online registration is available by calling the OLLI Office at (603) 513-1377.

Payments and Credit Card Security

All payments for OLLI programs and fees must be either completed online (credit card), by telephone (credit card) or mailed (check) directly to the OLLI office. ***For your protection, credit/debit card information should never be left on voice mail, included in an email, or faxed.*** Also, note that credit card information entered during the online registration process is not retained in any OLLI or Granite State College system.

Scholarship Requests

Donations from members and community partners contribute to financial support for members in need, to defray the cost of course fees. Scholarships may not be used for membership fees. Please call the OLLI office to request a scholarship – it’s an easy and respectful process; no paperwork or embarrassing questions.

Registration Tips

Make sure your membership is up to date. Sign on to the website a few days before registration and verify that your membership is active. Follow these steps:

1. Go to the OLLI website – olli.granite.edu
2. Select “SIGN IN/REGISTER” on the top right
3. Enter your Username and Password
4. Select “My Account”
5. Select “My Membership” and check the expiration date of your membership

Your username only allows you to register for courses for yourself. If two family members or friends are registering for the same course, each must sign onto his/her account to register. If using the same device, the first member should sign off and close the browser before the second member begins to register. Failure to start a new browser session sometimes causes the registration to fail.

Some courses fill quickly. If you and another family member or friend want to attend a course together, try to be logged on and registering at the same time rather than sequentially.

Use the waiting list. There is no cost to be on the waiting list, and it allows us to contact you if someone drops a course and an opening becomes available. Also, it lets us know to try to create a second section for a popular course.

OLLI at Granite State College – Policies

OLLI adheres to Granite State College policies as well as those particular to OLLI.

COVID Policies

You can view the College's COVID policies online at <https://www.granite.edu/coronavirus-info/>.

Refunds and Withdrawals

While the OLLI staff tries hard to prevent course cancellations, there are times when cancellations cannot be avoided. Classes that are cancelled by OLLI qualify for refunds/donations.

Requests for withdrawals from courses or events must be made **seven days prior to the start date of the course or event** to qualify for a refund; after that, fees are no longer refundable.

Neither absences nor presenter cancellations of a single session in a multi-session course qualify for a refund. (Note: Presenters who cancel course sessions are encouraged to offer make-up sessions.)

Special exceptions to this policy will be indicated in the course/event/trip description, if applicable.

Members eligible for a refund will receive their refund in the same manner that they paid for the course fee. Members may choose, instead, to donate the course fee refund to OLLI.

Guests

Members are welcome to invite nonmember friends and relatives who might be interested in joining OLLI to one session of a course, **contingent on space/seat availability. Members**

MUST CALL the OLLI office first, to ensure that there is room in the course for a guest to attend. Guests may attend the session at no charge, however they must pay for any costs associated with course materials such as lunch, admission fees, or course supplies. Complimentary guest privileges do not apply to trips.

Academic Integrity

Academic integrity and intellectual truth are among the foremost priorities in institutions of higher learning. Without these, there is no real learning, critical thinking, creativity, or development of new knowledge.

It is essential that OLLI presenters have the right to express their views in a professionally responsible manner. It is also essential that diverse opinions are expressed and discussed. The views and opinions expressed in OLLI courses and presentations are those of the individual presenters and course participants and do not necessarily represent the views and opinions of Granite State College or of OLLI.

Care Assistants

OLLI at Granite State College supports member accessibility. When a member requires the assistance of a caregiver or other support person, the member's care assistant is invited to attend the course session with no class fee. When applicable, material fees or admission charges related to the course or event will be collected to defray specific materials/event costs.

Code of Conduct

Members of the Granite State/OLLI community are expected to treat each other with respect. Some conduct may seem respectful to one party and not to the other. The Granite State College conduct standard recognizes and accommodates these differences in perspective by providing a confidential, fair, and expeditious process for resolving these differences before they escalate.

Members of the Granite State/OLLI community are expected to know and comply with this conduct policy. Behavior that threatens or endangers the welfare of members of the College community or substantially disrupts or threatens to disrupt the

operation of the College is prohibited and shall be grounds for disciplinary action, including possible dismissal from OLLI. Such prohibited behaviors include but are not limited to disruptive or disrespectful conduct, harassment, bullying, discrimination, sexual violence, sexual harassment, intimidation, and threatening behaviors. The college policies can be found at <https://www.granite.edu/current-students/?s=conduct+policy>.

External Communications

Effective communication about OLLI to the surrounding community is an essential component of the continued growth and ongoing success of OLLI at GSC. External communications should be consistent with guidelines approved by the OLLI Program Director and the Leadership Council.

The OLLI Program Director is the official public spokesperson for the OLLI program, is responsible for all official communications, is the primary contact with Granite State College, and is the contact for the Osher Foundation both in submitting reports or requests for information as well as seeking information or guidance.

Learning Region committees may submit articles and announcements regarding local OLLI events to area media. Generally, these should be submitted to the OLLI office for review and approval before being issued. Copies should be sent to the OLLI office for the files.

All other external communications including but not limited to print media, broadcast media (radio, television or internet) shall be made under the auspices of the Program Director and require the prior approval of the Program Director.

OLLI recognizes that the internet provides unique opportunities to participate in interactive discussions and share information on many topics relevant to OLLI using a wide variety of social media. Publication and commentary on social media carry similar obligations applicable to any other kind of publication or commentary. All uses of social media must adhere to the same ethical standards that our OLLI volunteers must follow.

The term social media includes all means of communicating or posting information or content of any sort on the internet, including Facebook, Instagram, Twitter, your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with OLLI, as well as any other form of electronic communication

A partial list of the guidelines and policies follows (the full policy on social media can be found on the OLLI website).

- If you plan to use a photograph or quote from someone on social media, you must obtain their consent first. Do not tag anyone's name in a photo.
- you must respect confidentiality at all times and protect confidential information. (This includes details about OLLI that are not published in Outlook, our website, or other published material.)
- When communicating as an OLLI volunteer, you may not promote individual viewpoints or causes which are not directly related to OLLI.
- As an OLLI volunteer, you may not send to OLLI members or potential members unsolicited bulk emails, chain letters, pyramid schemes or those containing jokes, commentary and opinions.

Incident Weather

For classes held at **Granite State College** campuses (Concord, Manchester) notification of a closed campus will be provided to WMUR-TV to post on the television ticker and online at <https://www.wmur.com/weather/closings>; OLLI classes are cancelled.

For classes held at **Great Bay Community College** (Portsmouth), **UNH Professional Development & Training Center** (Portsmouth) and **White Mountains Community College** (Conway): if any campus is closed, the notification of the closed campus should be provided to WMUR-TV to post on the television ticker and online at <https://www.wmur.com/weather/closings>; OLLI classes are cancelled.

For classes held at **Pope Memorial Library, Conway Public Library, The Gibson Center for Senior Services, or any other hosting organization in the Mount Washington Valley region:** if the hosting organization is closed, the notification of the closed campus should be provided to WMUR-TV to post on television ticker and online at <https://www.wmur.com/weather/closings>; OLLI classes are cancelled.

For classes held offsite as part of our **“Outdoor Adventures”** and **“Exploring the Community”** locations: if the local college campus listed above is closed, the notification of the closed campus should be provided to WMUR-TV to post on television ticker and online at <https://www.wmur.com/weather/closings>; OLLI classes are cancelled.

Finally, if the Concord Campus is closed, all Zoom classes scheduled on that day are also cancelled.

Should a class be cancelled due to inclement weather, the online calendar found at <https://oli.granite.edu/courses-events-calendar> will be updated and efforts will be made to reschedule the class.

If GSC remains open but OLLI decides to cancel an event/class due to weather conditions, an email or phone call will be made to all who registered or RSVP'd. OLLI members are personally responsible for their own safety and must exercise good judgment when making traveling choices in inclement weather. The College advises members not to travel if they believe they are putting themselves in harm's way.

Pets and Service Animals

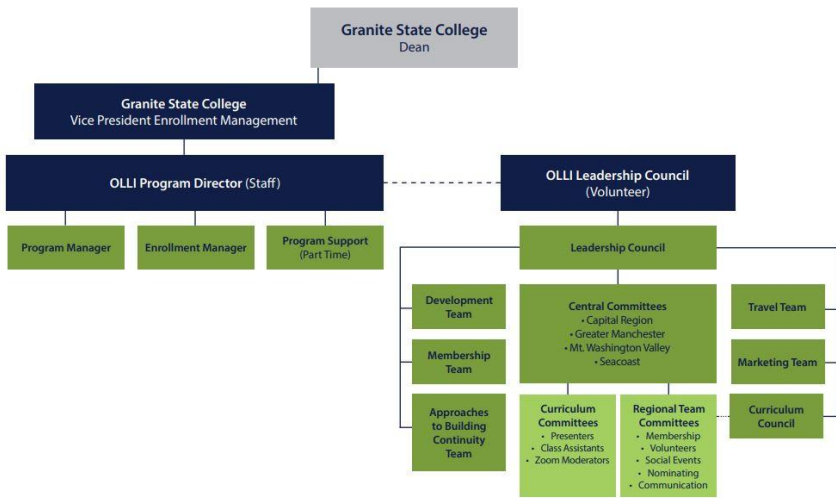
In an effort to reduce risk to allergy sufferers and fragile or less physically stable members, pets are prohibited in OLLI courses, on tours, trips, and other OLLI events. Service animals are exempt from this policy.

OLLI at Granite State College – Structure

Organizational Chart



Organizational Chart
February 22, 2022



OLLI at Granite State College – Staff

OLLI is supported by a staff of four paid Granite State College employees:

Program Director, responsible for administration and program development

Program Manager, responsible for curriculum, travel, and office management

Enrollment Coordinator, responsible for registration and accounts receivable

Program Support, responsible for local support and development and special projects.

Contact Us

The OLLI office is located at Granite State College, 25 Hall Street, Concord NH, and is staffed by three employees with assistance from member-volunteers. Hours of operation are 9:00 a.m. to 5:00 p.m. Monday through Friday. However, staff may be working remotely, therefore it is suggested that you call the office before dropping in to be sure someone is available onsite.

For more information about OLLI:

- Visit our website: oli.granite.edu
- Call us in Concord at (603) 513-1377
- Email us: oli.office@granite.edu
- Write us: OLLI at Granite State College, 25 Hall Street, Concord, NH 03301

OLLI staff and member-volunteers are available to answer questions or provide assistance.

OLLI at Granite State College – Committees

Statewide Committees are usually standing committees composed of members from multiple OLLI regions. Special purpose statewide committees may be formed to accomplish a specific goal and are disbanded upon completion of the goal.

- **Leadership Council**—Consists of volunteer OLLI members who serve as the governing body of OLLI volunteers; represent and advocate for the OLLI members; provide strategic direction to both achieve OLLI’s vision, mission, and values and to assure sustainability by continually strengthening the program; foster cohesiveness and collaboration across all learning regions and statewide teams; assess members’ and presenters’ preferences and needs; identify trends that may influence member recruitment and retention; and take appropriate action.
- **Development**—Assists with fundraising. Helps find sponsors.
- **Membership**—Assists with recruitment and retention of members. Works to ensure a positive member experience.
- **Travel**—Plans single and multiple day trips. Selects

international trips.

- **Curriculum Council**—Promotes continuous quality improvement in matters related to the development, delivery, and evaluation of OLLI curricula.
- **Approaches to Building Continuity (ABC)** – Assists with promoting recruitment, development and engagement of volunteers.
- **Marketing** – Assists with promoting and communicating the OLLI at GSC brand.

Regional Committees are usually standing committees and are composed of members from a specific learning region. All learning regions have at least two committees:

- **Central**—Provides leadership and decision making at the local level.
- **Curriculum**—Develops programs in response to member interest. Identifies and contacts potential presenters. Develops course schedules. Reviews evaluations.

Learning region specific committees may include:

- **Communications**—Promotes OLLI to community groups and through the media.
- **Events**—Plans, coordinates, and helps with special events for the learning region.
- **Membership**—Recruits and retains members; ensures a positive member experience.
- **Class Assistant**—Recruits and trains class assistants for in-person courses given for/at the learning region.

OLLI at Granite State College – Get Involved: Volunteer for the Health of It!

OLLI at Granite State College is built on the premise that volunteerism helps adults stay active and purposeful and offers many opportunities for members to become involved. Volunteers ensure that OLLI continues to grow and thrive as an organization. Your time and talent can help create and sustain programs and activities, and you will have an opportunity to engage with other volunteers with similar goals and interests.

To volunteer, download and complete the Volunteer Signup Form from the OLLI website olli.granite.edu/get-involved, or visit olli.granite.edu, click on “GET INVOLVED,” and mail it to OLLI at Granite State College, 25 Hall Street, Concord, NH 03301. You can also contact the office at (603) 513-1377, or email olli.office@granite.edu.

Volunteer / Talent Sharing Opportunities

Presenter: Teach your passion! Share your skills, knowledge and experience.

Serve on a **statewide committee**: Refer to the OLLI at Granite State College – Committees section for committee descriptions.

- Steering
- Development
- Membership
- Travel
- Curriculum Council
- Approaches to Building Continuity (ABC)
- Marketing

Serve on a **local committee** (varies by learning region): Refer to the OLLI at Granite State College – Committees section for committee descriptions.

- Central
- Class Assistant
- Communications
- Curriculum
- Events
- Membership

Be a **class assistant** for in-person classes: Reach out to the presenter to assist with course logistic needs, send email reminders to attendees, greet participants and take attendance, introduce the presenter, handle issues or emergencies, and send thank you notes to the presenters. THE CLASS ASSISTANT DOES NOT PRESENT COURSE MATERIAL.

Be a **moderator** for Zoom classes: Collaborate with the presenter to ensure a smooth, effective Zoom experience, set up Zoom meetings, send email reminders and Zoom links to attendees, take attendance, introduce the presenter, handle issues or emergencies, monitor chat and maintain mute status of participants and send thank you notes to the presenter. **THE ZOOM MODERATOR DOES NOT PRESENT COURSE MATERIAL.**

Office help: Answer phones, data entry, mailings, registration

Newsletter and social media: Write short articles and/or take photographs for the statewide newsletter, Outlook, for other print media, or for social media.

OLLI Ambassador: Promote OLLI in your community by reaching out to groups and facilities where potential members might be or by speaking engagements at meetings, senior centers or senior living facilities.

Support social events: Plan, bake, make decorations, design games, set up, greet attendees, answer question

OLLI at Granite State College – Funding

OLLI Funding Sources

OLLI relies on funding from a combination of sources including Bernard Osher Foundation endowment interest income, membership dues, course fees, contributions from members and friends of OLLI, and community sponsors. Granite State College provides in-kind donations in the form of classroom and office space, parking, administrative, financial, information technology, marketing, human resources, facilities support, website support, and access to the Zoom platform.

Together these funds constitute an annual operations budget that covers the fiscal year: July 1 through June 30.

In fiscal years where a surplus is realized, funds are added to a fund balance or savings account that is intended to ensure sustainability and perpetuity.

Donations to OLLI

Gifts and sponsorships are used to:

- Keep the cost of membership and course fees low
- Support scholarships
- Expand access to the ever-growing number of adults age 50+
- Improve OLLI's capacity to accommodate growth
- Ensure OLLI's future

When and How to Donate

Members continually contribute to OLLI; many include donations with their membership renewals and course registrations; others choose to donate rather than receive a course refund when they drop a course. Throughout the year, members donate online through the website olli.granite.edu/donations-sponsorship, or mail in a donation. Setting up recurring monthly donations payable by credit card or automatic withdrawals from your bank is available on the website. An Annual Appeal in November constitutes OLLI's major fundraising effort. OLLI also participates with other statewide charitable organizations in the New Hampshire Gives program in June.

Donations are tax-deductible. OLLI at Granite State College is part of the University System of New Hampshire, a 501(c)(3) organization.

OLLI at Granite State College – Stay Informed

Website: olli.granite.edu

Look for these pages:

About Us—Welcome to OLLI at Granite State College, vision, mission, values; contact information; access the last six months of OLLI *Outlook*

Sign in/Register—Create an account if you don't have one, find your username, reset your password, sign into your account to renew your membership and register for courses

Contact Us—Find the names and contact information for the OLLI staff, the address and phone number of the Concord office, and hours of operation

Membership—Become a member, read about the benefits of membership

Courses & Events—Browse the catalog, register for courses, payments and credit card security

Get Involved—Volunteer opportunities, how to volunteer; submit a proposal to present a course

Donations and Sponsorship—Member donations, corporate sponsorships

Learning Regions—OLLI at Granite State College is a program with four learning regions, all similar but unique. Read about each learning region – location, facilities, news, events and SIGs

Policies—The OLLI policies found in this handbook are accessible on the website

Remember, information on the website is more current than what is available in written publications.

Facebook: facebook.com/olligsc/

Follow OLLI on Facebook for posts on OLLI at Granite State happenings.

Outlook

Monthly newsletter, sent by email on the first business day of the month and mailed to members without computer access, also available online on the OLLI website, oli.granite.edu. Click on “ABOUT US,” scroll down to the bottom of the page. Printed copies of *Outlook* are available by contacting the OLLI office.

Halfway Pointers

Monthly newsletter, sent by email in the middle of the month and mailed to members without computer access, provides quick updates on the OLLI program.

Attend a Committee Meeting

It's a great way to learn what is happening and you don't have to be a member of the committee to attend. Contact the office or check the Outlook calendar to find out when meetings are scheduled.

Check out the OLLI at Granite State College Course Catalog

Published twice a year in January and July, and available on the OLLI website, the OLLI Course Catalog provides general information about OLLI, membership and registration, policies, and detailed information on courses being offered in the upcoming term and their presenters. Generally the catalog is printed and mailed to members.

Glossary of Terms and Acronyms

Bernard Osher Foundation

The Bernard Osher Foundation contributes to the well-being of others by supporting higher education, healthcare, and the arts. The Foundation makes grants and endowment gifts to colleges, universities, and other non-profit organizations, including over 120 Osher Lifelong Learning Institutes located on college and university campuses, with at least one Institute in each of the 50 states.

Class

A meeting (instance), or the number of meetings (instances), of a presenter and the members of a course. Also referred to as session.

Class Assistant

A trained OLLI member volunteer, registered for an OLLI course, who enhances the in-person course experience by working with the course presenter to assist with course logistic needs, sending

reminders to enrollees, greeting attendees, introducing the presenter, handling issues or emergencies, and thanking the presenter(s).

Course

One or a series of classes or sessions on a subject during a single term.

Course Preview

An informational session held prior to the start of registration that gives attendees the opportunity to learn about OLLI, the courses, and presenters for the upcoming term. This event is free and open to the public. Course previews may be in person or supplemented with video presentations by presenters.

Exploring the Community (formerly known as Out and Abouts)

An OLLI course at a community site where the location or venue is integral to the intent of the course.

GSC

Granite State College is the host institution of OLLI. It is one of the four institutions that compose the University System of New Hampshire which also includes the University of New Hampshire, Keene State College and Plymouth State University. Granite State College is merging with the University of New Hampshire – Manchester to consolidate the online educational offerings in the University System.

Halfway Pointers

A publication distributed to members by email mid-month giving highlights of OLLI activities and news.

Learning Regions

OLLI's governing and administrative regions: Capital Region, Mount Washington Valley, Greater Manchester, and Seacoast.

Lunch & Learn

An informal discussion of a topic of interest over a “brown bag” lunch offered either in person or online on the Zoom platform.

Lunch Bunch

Social lunch, sponsored by a learning region, for interested OLLI members.

Member

An adult, generally age 50+, who, by joining OLLI for an annual fee, supports the OLLI mission. Membership affords privileges including reduced course fees and participation in members-only events and activities.

Mug 'n' Muffin

A social event, often themed. When held in person, OLLI provides the beverage and generally members volunteer to provide muffins or other pastries. When held on the Zoom platform, members are encouraged to bring their own refreshments. Meet old friends, make new friends, socialize, and converse.

OLLI (rhymes with jolly)

Osher Lifelong Learning Institutes (OLLIs) are learning programs for adults 50+ who are looking to learn for the joy of learning – without examinations or grades – and to keep in touch with the larger world. OLLIs are found on the campuses of over 120 colleges and universities, with at least one OLLI in each of the fifty states and the District of Columbia.

olli.granite.edu:

The website, maintained by OLLI staff and volunteers, which provides information about OLLI, the online course catalog, and registration system.

OLLI Staff

Paid employees of Granite State College who support OLLI.

Outdoor Adventures (formerly known as Out and Abouts)

An OLLI course held outside involving an activity such as hiking, snowshoeing, kayaking, in which the activity itself as well as the location is the focus of the course.

Outlook

Monthly publication of OLLI news and events, distributed to all members by email on the first business day of the month.

Section

An occurrence of a course. OLLI may offer the same course several times, at the same or different locations during a term. Each offering is a section.

Semester

The period during the year when courses are conducted. May also be referred to as "Term."

Session

A meeting (instance), or the number of meetings (instances), of a presenter and the members of a course. Also referred to as class.

SIG

Special Interest Group is a group of OLLI members who meet regularly to share a common interest. SIGs are generally hosted by a specific learning region and are approved by the Central Committee of the learning region. There are a few statewide SIGs.

Term

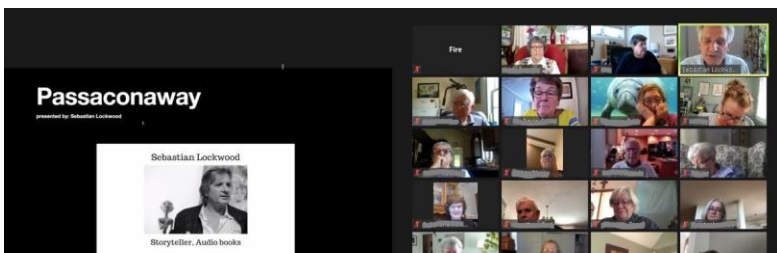
The period during the year when courses are conducted. May also be referred to as "Semester."

Trips



Synonymous with "Travel", educational travel opportunities may include day trips and extended domestic and international travel.

Zoom Moderator

A trained OLLI member volunteer, who works with the course presenter to ensure a smooth, effective Zoom experience, sets up Zoom meetings, sends email reminders and Zoom links to attendees, takes attendance, introduces the presenter, handles issues or emergencies, and sends thank you notes to the presenter.





	<p>New Hampshire Marine Memorial Commission</p> <p>Organized in 1950 with the support of New Hampshire Governor Sherman Adams</p>	
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*Thank you for
being a member
of OLLI at
Granite State
College*

