



Division of Continuing Education
& Community Engagement

Lifelong Learning Institute

**Manual of Procedures
and Guidelines**

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Definitions

Affiliate	A member or branch. Connected or associated with.
Bylaws	The document that contains the basic rules that govern the operation of LLI.
Class	Individual session of a course.
Course	Any class or sequence of classes which comprise a listing in the LLI catalog.
Ex Officio	By virtue of one's office or position with no voting rights as granted by the bylaws.
Fiscal Year	LLI's fiscal year is July 1 st through the following June 30 th .
Membership Year	LLI's membership year is from July 1 st through June 30 th .
Lifelong Learning Institute	Also referred to as LLI.
Guideline	A standard or principle by which one judges or determines a course of action.
Procedure	Method of proceeding in a course of action, especially the sequence of steps to be followed.
Quorum	The minimum number of members required to be present at a meeting before it can validly transact business. Unless otherwise specified, it is a majority of all members.

SECTION 1 PURPOSE OF THIS MANUAL

- 1.1 Purpose** The Manual's purpose is to facilitate transactions in an environment of cooperation and accord among organization members so as to accomplish LLI objectives.
- 1.2 Content** This Manual prescribes procedures and guidelines enacted to implement the LLI Bylaws and the rules and regulations of UW-Green Bay and the UW System for the Lifelong Learning Institute organization.
- 1.3 Public Access** A current copy of this Manual of Procedures and Guidelines, as well as LLI's Bylaws and other organizational documents are available to all LLI members for review.

SECTION 2 ORGANIZATION

- 2.1 Mission Statement** Lifelong Learning Institute, under the direction of UW-Green Bay's Division of Continuing Education and Community Engagement and subject to the applicable rules and policies of the University, is dedicated to facilitating quality lifelong learning in an open, ongoing forum for all adults in Northeastern Wisconsin and beyond. As a member-directed organization, Lifelong Learning Institute strives to nurture a positive, cooperative climate and encourages members to work together effectively to accomplish meaningful common objectives.
- 2.2 Vision** Lifelong Learning Institute is a program committed to developing, at the lowest cost possible and in appropriate venues, enough non-credit courses and other quality educational opportunities of sufficient variety to meet the intellectual, social and cultural enrichment needs and interests of its members.
- 2.3 Purpose** Lifelong Learning Institute is a member-directed, organization offering non-credit courses and other educational opportunities that are taught or facilitated by peers, community members, campus faculty/staff and other knowledgeable presenters.

SECTION 3 MEMBERSHIP

- 3.1 Member** It is critical to the development of LLI to know member interests, backgrounds and talents. Members are, therefore, strongly encouraged to complete the annual member profile survey.
- 3.2 Privileges** Privileges of Membership include, but are not limited to:
- Online Catalog of course offerings each semester
 - Registration in available course offerings during the membership period
 - Notification of UW-Green Bay CECE travel opportunities
 - Participation in the Spring Fling/ Annual Meeting and other scheduled events
 - Invitation to bring a guest to one class per semester, with Program Specialist approval
 - LLI Newsletters
 - UW-Green Bay campus parking
 - Attending Committee and Board of Directors meetings

**3.3
Participation**

Members have a right to full participation in the organization. This includes the right to make motions, to debate and to vote for LLI business prior to the Annual meeting. Members are encouraged to share their time and talents to ensure continued program excellence and leadership.

**3.4
Fee
Refunds**

Failure to receive a requested course or courses without extenuating circumstances will not be grounds for a membership fee refund. All requests with extenuating circumstances must be made in writing to the Board of Directors.

LLI reserves the right to cancel any courses due to conditions beyond reasonable control, including but not limited to low enrollment, disaster, inclement weather, health emergency, unavailability of supplies, acts of God or any other circumstance. In the case of course cancellations, full or partial annual membership fees will not be refunded. Any course specific fees for canceled courses not already in session will be refunded.

Fees for individual courses are not refundable unless the course is rescheduled, altered or canceled.

**3.5
Grievance**

Should a member have a grievance with LLI, it may be brought to the attention of the appropriate LLI Committee Chair in writing. If the grievance is not resolved, it may be sent to the Board of Directors in writing.

SECTION 4 OFFICERS

**4.1
Officers**

LLI officers are the President, Vice-President, Secretary, and Treasurer as prescribed in the LLI Bylaws.

**4.2
Duties**

The duties of the officers include, but are not limited to, the following:

President

The President serves as the chief executive of the organization, presides over meetings of the membership and Board of Directors and prepares a board agenda, serves as an ex-officio member of all Standing Committees (except the nominating committee), meets on a regular basis with the UW-Green Bay CECE Advisor, and serves as LLI's representative to the Wisconsin Association for Lifelong Learning.

The President is responsible for working with the Program Specialist on the day to day operations of the LLI office.

The President presents an annual state of LLI report at the annual meeting and prepares an article for each newsletter.

The President should review responsibilities of the Board of Directors at the first Board of Directors meeting of the fiscal year.

Vice-President

The Vice-President assumes the duties of the President in his/her absence and assumes the Presidency if a vacancy in that office occurs. The Vice-President works in cooperation with the President and Wisconsin Association of Lifelong Learning and is responsible for the Attendance and Growth report.

Secretary

The Secretary keeps accurate minutes of Board of Directors meetings and is responsible for the prompt filing of the minutes to the LLI office.

Treasurer

The Treasurer serves as chair of the Finance Committee and is responsible for maintaining accurate financial records. The Treasurer prepares monthly projections of revenues and expenses for presentation to the Finance Committee at its regular monthly meetings. At the end of the fiscal year, the Treasurer prepares a summary report of all revenues, expenses and assets. A proposed budget is prepared annually by the Finance Committee, brought to the Board of Directors for its recommendation and approval, and presented at the Annual Meeting to the membership.

4.3 Resignations

Resignations for any office are to be in writing and forwarded to the Board of Directors. Any officer who resigns can only be restored to office by re-election.

SECTION 5 BOARD OF DIRECTORS

5.1 Responsibilities

The responsibilities of the Board of Directors include, but are not limited to the following:

- Attends the Fall Kickoff and the Annual Meeting
- Develops guidelines for LLI's operation
- Holds regular meetings on the 4th Monday of the month and submits copies of minutes to the LLI office and made available on the LLI website.
- Approves the proposed annual LLI budget submitted by the Treasurer and the Finance Committee
- Approves Chairs of all Standing Committees
- Establishes ad hoc and Standing Committees as deemed necessary to accomplish the objectives of LLI
- Reviews and advises on the operation of all committees as deemed necessary
- Reviews and approves all procedures and guidelines and programs of all committees that are to follow UW-Green Bay's policies before they become official acts of the organization
- Makes operational decisions and enters into operational agreements within the campus' policies and procedures, to accomplish the orderly transaction of business and promote the aims of LLI
- Serves as liaison to the Division of CECE at UW-Green Bay and any other organizations deemed appropriate
- Ensures the preservation of LLI records and its history
- Sets date for the Annual Membership Meeting
- Approves the minutes of the Annual Membership Meeting on the first Board of Directors meeting following the Annual Meeting

SECTION 6 STANDING COMMITTEES & SUBCOMMITTEES

6.1 Types of Committees

There are five LLI Standing Committees:

- Finance Committee
- Curriculum Committee
- Publicity and Promotion Committee
- Social Committee
- Technology

All Standing Committees report to the Board of Directors

6.2 Other Committees

The Board of Directors and/or Standing Committees may appoint subcommittees and/or special committees for specifically defined purposes.

- A sub-committee is a permanent sub-division appointed by and reporting to a standing committee
- A special committee is appointed by the Board of Directors or Standing Committees, as the need arises, to carry out a specified task at the completion of which (on presentation of its final report) it automatically ceases to exist

6.3 Committee Membership

Once appointed by the Committee Chair, committee members serve on a fiscal year basis. The chair may re-appoint members for the next fiscal year.

6.4 Finance Committee

Purpose

The purpose of the Finance Committee is to develop LLI's annual budget and to oversee the financial matters of the organization that will be recommended to the Assistant Vice Chancellor for the Division of CECE. Responsibilities include, but are not limited to, the following:

Duties and Responsibilities

- Reviews revenues and expenses for budgetary compliance
- Reports income and expenses to the Board of Directors at its monthly meetings
- Prepares an annual budget with input from the standing committee chairs and the LLI President
- Presents the proposed budget to the Board of Directors for its approval and then to the membership at the Annual Meeting
- Recommends annual membership dues and monitors fees
- Oversees the LLI Annual Fund
- Reviews proposed gifts and donations and presents to the Board of Directors for approval
- Oversees the LLI Tuition Assistance program
- Finance committee members are required to attend meetings or be excused by the Chair
- Develops guidelines for its operation
- Files copies of its minutes to the LLI office

Chairperson Duties and Responsibilities

- Treasurer of LLI
- Appoints members to the committee
- Selects a Vice Chair

- Appoints a Committee Secretary
- Develops committee meeting agendas
- Orients new/incoming Chair to the work of the Committee
- Submits articles about the Committee and its work to the LLI newsletter
- Attends the Board of Directors meeting on the 3rd Monday of the month
- Attends membership meetings: Fall Kickoff, Holiday Social and Spring Fling/Annual meeting

Recommended Skills and Abilities

- Works well with team; interacts effectively with peers
- Ability to use e-mail and have knowledge of Microsoft Word and Excel
- Basic understanding of Income Statement and Balance Sheet
- Basic understanding of LLI operation and interest in learning more

Members Appointed By and Report To

- Chair of the Finance Committee

Number of Volunteers Required

- Five (5) or more

Committee Meets

- 3rd Monday of the month

Time Commitment

- 2-3 hours per month

Other Committee Volunteer Needs

- None

**6.5
Curriculum
Committee**

Purpose

The purpose of the Curriculum Committee is to assume the development of non-credit courses and other quality learning opportunities to meet members' intellectual, social and cultural enrichment needs and interests.

Duties and Responsibilities

- Seeks new courses and presenters
- Enter Course Proposals using Qualtrics software
- Reviews past courses and presenters for possible repeat presentations based on quality of course and evaluations
- Monitors courses and solves problems as they arise
- Analyzes course feedback
- Monitors course expenses
- Selects courses to videotape for member viewing
- Curriculum Committee members are required to attend committee meetings or to be excused by the chair
- Assign Coordinators and Moderators to classes
 - Recruit new Coordinators and Moderators
 - Maintain contact information for Coordinators and Moderators
 - Email Coordinator and Moderator pool the list of classes that need to have a Coordinator or Moderator assigned
 - Update catalog database in Google Sheets with assigned name, email

- and phone number
- Train Coordinators and Moderators as needed
- Develops guidelines for operation of Curriculum Committee
- Files copies of committee minutes to the LLI office
- Prepares and submits an annual committee budget to the Finance Committee
- Presents all proposed non-budgeted expenses to the Finance Committee
- Assures fees that are a part of a course are to be for materials and supplies and not used to pay a presenter or offset venue rental. This will apply to all fees for LLI courses
- The course presenter(s) shall provide the LLI office with a list of supplies that students should purchase for the class and should accompany the Course Proposal form when it is submitted to the LLI office. The LLI office will post these lists on the LLI website after the deadline for the next semester's catalog. Estimates for supplies will be provided by the presenter and included in course description
- If the presenter(s) provide materials, the following shall apply:
 - The application for reimbursement must conform to the policies that UW-Green Bay has for the payment for such materials as stated in the Presenter Confirmation Letter
 - The application for reimbursement must include the original receipts for the materials purchased and be submitted to the LLI Program Specialist within 60 days of PURCHASE
 - The fees for any course must be for materials and supplies appropriate for that course and are not to be used to pay a presenter or to defray any part of the cost of venue rental. Any questions as to whether materials are appropriate shall be referred to the Curriculum Committee Chair(s) for a determination
 - Fees for a course may not be for entrance fees to a facility unless such fees are the same or less than those charged to the general public for such entrance and the fees are charged by a section 501© (3) charitable organization
 - Whenever possible, presenter handouts will be emailed to the roster. There will be no reimbursement for copies made by the presenter

Chairperson Duties and Responsibilities

- Makes monthly meeting agenda
- Attends monthly Board of Directors meetings
- Submits a budget for the next year
- Lists courses on master calendar
- Monitor venue assignments to be sure it is the best venue for the presenter and attendees weighing the needs for seating, technology equipment, previous audience sizes, waitlists and cost of the venue
- Explores new venues as suggestions are made
- Submits article to the LLI newsletter periodically

Recommended Skills and Abilities

- Works well with a team; interacts effectively with peers
- Ability to identify resources
- Ability to use e-mail
- Experience or willingness to learn Google Docs and Google Sheets and

other software for course data input

Members Appointed By and Report To

- Presiding Chair of the Curriculum Committee

Number of Volunteers Required

- Approximately 15 for Green Bay and 8 for Manitowoc/Sheboygan and 8 for Marinette

Committee Meets

- 1st Monday of the month

Time Commitment

- 2-3 hours per week

Other Committee Volunteer Needs

- Proof-readers

6.6 Publicity and Promotions Committee

Purpose

The purpose of the Publicity and Promotions Committee is to publicize and promote the LLI program and its activities to members and the greater campus communities.

Duties and Responsibilities

- Provide input for newsletters, brochures, flyers, posters and other communication materials
- Distributes publicity and press releases
- Suggests content for LLI website content
- Suggests content for LLI bulletin boards
- Links with UW-Green Bay to provide videotaping events, as requested, for promos, publicity and archives when possible
- Preserves LLI history including a photographic record
- Presents programs and develops a list of available speakers promoting LLI to the greater community
- Develops guidelines for its operation
- Expects members to attend committee meetings or to be excused by the chair
- Files copies of its minutes to the LLI office
- Prepares and submits an annual committee budget to the Finance Committee
- Presents all proposed non-budgeted expenses to the Finance Committee

Chairperson Duties and Responsibilities

- Schedules and presides over committee meetings
- Appoints members of the committee
- Appoints a Vice Chairperson, preferably the past Chairperson if available
- Appoints a Committee Secretary
- Develops Committee meeting agendas
- Orients new/incoming Chairperson to the work of the Committee
- Submits articles about the Committee's work to the LLI Newsletter periodically

- Attends the Board of Directors meetings on the 4th Monday of the month
- Attends general membership meetings: Fall Kickoff, Holiday Social, Spring Fling/Annual Meeting

Recommended Skills and Abilities

- Ability to work independently and as a team
- Knowledge of LLI, its mission and its history
- Ability to write and speak effectively
- Ability to use the internet, website and possess basic computer skills including the ability to use email

Members Appointed By and Report To

- Publicity and Promotions Chair

Number of Volunteers Required

- No fewer than 5 members

Committee Meets

- 2nd Monday of the month

Time Commitment

- 4-5 hours per month

Other Committee Volunteer Needs

- Newsletter Editors
- Photographer and Video Specialists
- Interviewer
- Publication and News Reporters
- Historian

**6.7
Social
Committee**

Purpose

The purpose of the Social Committee is to plan, organize and conduct Social Events for LLI membership each year and assist with social aspects of other meetings as requested by Committee Chairs.

Duties and Responsibilities

- Plans the social aspects of the membership meetings including but not limited to:
 - Fall Kick Off-September
 - Holiday Social-December
 - Spring Fling/Annual Meeting-May
 - Volunteer thank you
- Coordinates the above functions with the Board of Directors for the business meeting
- Plans and organizes other socials according to committee plans
- Committee members are required to attend committee meetings or be excused by the chair
- Develops guidelines for its operation
- Files copies of committee minutes to the LLI office
- Prepares and submits an annual committee budget to Finance Committee
- Presents all proposed non-budgeted expenses to Finance Committee and

follows established procedures for securing speakers and for agreements with off campus business

- Submits article to the LLI newsletter when appropriate

Chairperson Duties and Responsibilities

- Creates the Social Committee meeting agenda for each committee meeting
- Chairs the Social Committee Meetings
- Attends the monthly LLI Board of Directors meetings and report progress of events
- Discusses and sets yearly dates for the LLI events. Decide in October with the Board of Directors so as to avoid classes being scheduled on the day of a social event
- Writes the event article/invitation for the LLI newsletter and submits to the office for the newsletter
- Prepares and submits an annual committee budget to the Finance Chair
- Assures that social expenses are recorded on monthly finance reports are accurate
- Assures that contract with a venue is done correctly i.e. never sign a contract, instead give to the UW-Green Bay LLI Advisor for approval and signature
- Complete social form on event being planned and give to LLI Program Specialist
- Submit agenda/program details to LLI Program Specialist for any meeting in which food is served

Recommended Skills and Abilities

- Work effectively with a team; interacts well with peers
- Ability to assist in the planning and carrying out of social activities

Members Appointed By and Report To

- Social Committee Chair

Number of Volunteers Required

- Minimum of 8

Committee Meets

- 5 or 6 times per year and prior to major events

Time Commitment

- 2 hours per month; 10-15 hours when chairing an event
- Other Committee volunteer needs
- Social Reserve Members to serve when called upon for special needs

6.8 Technology Committee

Purpose

The purpose of the Technology Committee is to ensure the ongoing efficacy of the technology hardware and software owned by LLI, including, but not limited to computers and Audio/Visual Devices. The technology hardware and software are used mainly in course presentations, but may also have other uses.

Duties and Responsibilities

- Provide recommendations to the LLI Board of Directors of additions and/or deletions to technology hardware and software as the need arises.
- Work with course venues to ensure venue's IT hardware and software meet LLI course requirements.
- Ensure that all technology hardware and software is in good operating order.
- Monitor technology hardware and software in a timely and responsible manner.
- Communicate and work with the UW-Green Bay Information Technology department when and where their services are required.
- Recruit committee members
- Publish committee meeting minutes
- Keep abreast of Technology trends and developments
- Prepare an annual committee budget
- Present all proposed non-budgeted expenses to the Board of Directors for their approval.
- Maintain and update Technology Use Booklets for Rose Hall and other venues as needed.

Chairperson Duties and Responsibilities

- Prepare the Technology Committee meeting agenda and share it with committee members
- Chair the Technology Committee meetings
- Attend monthly LLI Board of Directors meeting or designate another if unable to attend
- Write periodic articles for the LLI newsletter on Technology items of interest to LLI members
- Meet annually with the Finance Committee Chair to present Technology budget for coming fiscal year
- Orient new incoming chair to responsibilities of position
- Appoint a committee secretary

Recommended Skills and Abilities

- Working knowledge of Technology hardware and software
- Versed in Microsoft suite of software (Word, Excel, PowerPoint)
- Good interpersonal skills

Members Appointed By and Report To

- Technology Chair

Number of Members Required

- A minimum of three

Committee Meets

- Second Wednesday of the month, 8-9 a.m.
- Location: To Be Announced

Time Commitment

- 2–5 hours per month

SECTION 7 MEETINGS

7.1 Membership Meetings

Membership meetings consist of a Spring Fling/Annual Meeting, a Fall Kickoff and a Holiday Social. Additional meetings of the membership may be called by the Board of Directors per LLI By Laws.

7.2 Standing Committees

Standing Committees meet on a regular schedule. The Committee Chair is responsible for scheduling regular committee meetings.

- Curriculum Committee meets the 1st Monday of the month
- Publicity and Promotions Committee meets the 2nd Monday of the month
- Finance Committee meets the 3rd Monday of the month
- Social Committee meets 5 or 6 times per year prior to plan major events
- Technology Committee meets as needed

7.2a Meeting Notices

Written notice of meetings is provided to each committee member. The notice will clearly state the time and place of the meeting.

- Include the proposed agenda
- Be sent at least three days prior to the meeting

7.2b Meeting Records

Accurate and complete minutes, signed by the secretary, will be prepared in draft form as soon as possible after a meeting. These draft minutes will be sent to all committee members.

- Minutes are not official until they are reviewed and approved by the committee
- Files copy of approved minutes to the LLI office

7.2c Meeting Guidelines

- A quorum constitutes a majority of committee members and is required for the conduct of business
- If a quorum is not present, it is the chair's duty to declare the meeting adjourned
- When a motion is made and seconded, it should be repeated by the chair and is then open for discussion
- After discussion, if any, the chair calls for a vote of the members present
- When a motion has been voted on and rejected, it cannot be proposed again at the same meeting except by a motion to reconsider
- Approval of a motion to reconsider cancels the earlier vote and enables the committee to discuss and /or amend the motion for another vote
- A motion may be made to void an action of a previous meeting; if seconded, discussed and passed, the rescinded action is not retroactive

7.3 Special Meetings

Special Meetings can be called at the discretion of a Committee Chair or by the consensus of a majority of that Committee's Membership.

- The written notice of a Special Meeting must define the specific item/s of business to be considered
- Other business issues or items cannot be considered at the meeting

**7.4
Cancellation
Of Meetings
And LLI
Classes**

LLI follows the local Public-School District's lead. If the local Public-School District cancels classes, LLI classes are also cancelled. If the local Public-School District has a 2-hour delay, LLI classes scheduled for that morning are held as scheduled. In case of inclement weather LLI class/meeting cancellations will be announced on local media. The LLI Program Specialist is responsible for contacting the media.

If the local Public-School District is already closed for a reason other than weather and the weather is bad, the President and/or Vice President and the Program Specialist will make the decision on cancelling classes.

**7.5
Workshops**

A leadership workshop may be held each fiscal year. The purpose, agenda and participants involved in a workshop will be determined by the Board of Directors. Workshops may involve the complete governing body. A follow-up meeting may be held within a reasonable time period.

**7.6
Conferences**

Members are invited and encouraged to participate in regional and/or national conferences.

- Any LLI member may attend regional and/or national conferences by paying their own expenses
- LLI members designated by the Board of Directors to represent the UW-Green Bay LLI at approved conferences have all or part of fees/expenses paid

SECTION 8 VIDEO LOAN GUIDELINE

**8.1
Acceptance**

Purchases must be approved by the Curriculum Committee. Donated videos are sent to the LLI office and added to the Lending Library.

**8.2
Purchased
Courses**

Loans to other Lifelong Learning Institute Organizations (LLI's)

These videos may be loaned to other LLIs, or other equivalent organizations upon the following conditions:

- The course is not planned for use by the Curriculum Committee for programs within the next calendar year
- The organization to which they will be lent completes the Loan Agreement
- The organization may not keep the Course for a period of more than one (1) calendar year without prior permission of the LLI Curriculum Committee
- The LLI office staff will keep a log showing the title of the Course, the organization to which it was lent, the date sent and the date returned
- Any overdue videos are followed up on by the Front Desk Volunteer
- Videos not returned shall be reported to the Curriculum Committee

Loans to LLI Members

These courses may be signed out by individual members upon the following conditions:

- The Course is not planned for use by the Curriculum Committee for programs within the next calendar year
- The member may sign the video out for a period of not more than 90 days
- The member may sign out only one (1) course video at a time
- The member completes Local Member Loan Agreement
- Individual videos from a course may be signed out by members for a

period of not more than 30 days. This also requires the completion of the Member Loan Agreement.

- The LLI office staff will keep a log showing the title of the Course, the member to whom it was lent, the date borrowed and the date returned. Any overdue videos are followed up on by the Front Desk Volunteer. Videos not returned shall be reported to the Curriculum Committee

**8.3
Locally
Produced
Videos**

These videos will be available for loan to members unless that course is being offered in the next semester.

These videos may be loaned to individual members for a period of not more than two (2) weeks. The office staff shall maintain a log containing the information in Part 8.1 (3) above. Videos overdue for a period of one month shall be reported to the Curriculum Committee.

SECTION 9 GIFTS, DONATIONS AND SOLICITATIONS

**9.1
Appreciation**

LLI is appreciative of public and private interest in and goodwill demonstrated toward the organization through gifts and donations. The Lifelong Learning Institute works in cooperation with the University Advancement Office to determine appropriateness of solicitations and gifts made to the University in support of LLI, as outlined in the sections that follow.

**9.2
Gift of
Support**

Any donation or financial gift of support gives the donor the choice of donating to the LLI Operating Fund or LLI Scholarship Fund.

**9.3
Acceptance**

The LLI Board of Directors, after receiving the opinion of the Finance Committee, shall have the final authority to:

- Specify the manner in which any gifts or donations are made
- Determine the appropriateness of any proposed gifts or donations
- Accept or reject any proposed gifts or donations

**9.4
Disposition**

Any gift or donation accepted shall become the sole property of the Lifelong Learning Institute. The Board of Directors will hear and consider the wishes or requests of the donor. However, it is understood that the final use of all gifts or donations shall be at the sole discretion of the Board of Directors and in compliance with UW-Green Bay Policies.

**9.5
Use**

All monetary gifts or donations shall be used to help pay budgeted or unbudgeted expenses of the Organization with Finance Committee recommendation and Board of Directors approval.

**9.6
Solicitation**

Solicitation of the LLI membership and/or solicitation of outside agencies on behalf of the LLI organization shall not take place without the prior review and consent of the Board of Directors.

- Request to solicit the LLI membership for donations, services, purchases or participation in trips or other activities shall be in writing and submitted with supporting or explanatory information to the chairperson of the Board of Directors at least ninety (90) days prior to the date of initial solicitation
- Proposals to solicit outside agencies for funds on behalf of LLI, which would obligate LLI in any way, shall be submitted in writing with supporting

or explanatory information, to the chairperson of the Board of Directors at least ninety (90) days prior to the date of initial solicitation

- No Presenter shall use the LLI class time to solicit business. If LLI members choose to meet with presenters after class to discuss utilizing the presenters' products or services they are free to do so

SECTION 10 LLI OFFICE ADMINISTRATION

10.1 General Administration

All LLI office computers are for use by LLI staff and assigned volunteers. When the office is closed, all computers must be logged off or locked. The Program Specialist will communicate in a timely manner with the office volunteer coordinator concerning office hours and functions/duties. The Program Specialist is responsible for ensuring that the office procedure manual is up to date and available to office volunteers.

SECTION 11 LLI ALCOHOL AND FOOD GUIDELINES

11.1 General Guidelines

Lifelong Learning Institute will not offer alcohol "tasting courses". The main focus of the course must not be alcohol. This is in conformity with Wisconsin Statutes and UW-Green Bay Alcohol Policy.

SECTION 12 FINANCIAL ASSISTANCE

12.1 Financial Assistance

If a person qualifies for Homestead Credit on their taxes, they may qualify for a financial assistance application. The recipient would normally pay 50 percent and be matched 50 percent by LLI. Based on an interview with the applicant the Office Manager may recommend to the Finance Committee that the percentage be adjusted. The Finance Committee will determine and approve the final percentage of assistance. The decision of the Finance Committee will then be presented to the Board of Directors. Exceptions may be considered at the recommendation of the Office Manager.

ADDITIONAL GUIDELINE DOCUMENTS

Working relationship between the Division of Continuing Education and Community Engagement of UW-Green Bay and the Lifelong Learning Institute.

- Memorandum of Agreement
- Appendix A

AGREEMENT FOR ASSUMPTION OF RISK, INDEMNIFICATION, RELEASE AND CONSENT FOR EMERGENCY TREATMENT

Must be completed by each LLI member participating in the following types of LLI classes:

- Biking, hiking and any other type of elevated physical activity where there is a risk of health issues and falls.
- Culinary and cooking classes where there is a risk of cuts, burns, slips, etc.
- Art and craft classes where there is a risk of cuts and burns from sharp tools i.e. scissor, heat guns, etc.
- Other activities and events that could assume risk

EMERGENCY PROCEDURES

- Document given to Course Coordinators to have at every class

COPYRIGHT OBSERVANCE

- Document given to each Presenter

LLI ALCOHOL POLICY

- Restrictions on Direct Purchase of Alcoholic or Intoxicating Beverages
- See Alcohol Guidelines on UW-Green Bay website

13.1 Non-Member Participation In LLI Sponsored Activities

Section 13 Non-Member Participation

To ensure the quality of LLI activities and maintain the LLI mission statement as an organization, LLI's board may, at its discretion, allow non-members to participate in LLI sponsored activities. Examples include, but are not limited to, the Choir program and the Ballroom dance class. Other special situations that benefit LLI and meet its mission may arise in the future. These situations will be brought to the LLI board for their review and approval.

X _____ Date: _____
Joy Ruzek, Assistant Vice Chancellor
University of Wisconsin-Green Bay
Division of Continuing Education and Community Engagement

X _____ Date: _____
Christopher Paquet, Assistant Vice Chancellor
University of Wisconsin-Green Bay
Policy and Compliance

X _____ Date: _____
Fred Delie, President 2020-2022
Lifelong Learning Institute

Adopted: May 1998
Revised: August 2003
Revised: November 2005
Revised: May 2008
Revised: April 2009
Revised: February, 2011
Revised: May 2014
Revised: October 2015
Revised: June 25, 2018
Revised: January 21, 2020
Revised: May 12, 2021



Division of Continuing Education
& Community Engagement

Lifelong Learning Institute

Video Loan Agreement Individual

It is hereby agreed by and between the UW-Green Bay Lifelong Learning Institute (LLI) and

_____ that LLI will allow you to borrow the following video:

for your own personal use and for no other purpose. We understand that, as a provision of using the video, these materials will be returned promptly after their use. If the materials comprise a whole course, the date of their return will be 90 days from the date of this agreement. If the materials comprise an individual video, the date of return will be not more than 30 days from the date of this agreement.

That date is: _____.

You further agree that you will reimburse LLI for any expenses or damages in relation to the loan of these materials (e.g. replacement of any damaged or missing materials provided by LLI). It is further understood that any loss or damage of one video from a set will necessitate the purchase of a new set, and you hereby agree to be responsible for the cost of such replacement.

Name of Borrower

Date



UNIVERSITY of WISCONSIN
GREEN BAY
Division of Continuing Education
& Community Engagement

Lifelong Learning Institute

Video Loan Agreement Organization

It is hereby agreed by and between the UW-Green Bay Lifelong Learning Institute (LLI)

and _____
(your organization)

that LLI will allow _____ to use
(your organization)

the following video:

(Name of video)

for the purpose of conducting a course with these materials and for no other purpose.

We understand that, as a provision of using the video, no fee will be charged for the course.

It is further agreed that _____ will
(your organization)

reimburse LLI \$_____ for shipping/handling charges if applicable, and that these materials will
be returned promptly after their use which is approximately _____,
(date)

_____ further agrees to
(your organization)

reimburse LLI for any expenses or damages in relation to the loan of these materials
(e.g. replacement of any damaged or missing materials provided by LLI).

(print name)

(signature)

(organization)

(date)

(address)

(telephone number)

(email)