



## Member Handbook

### **Friends For Learning, Inc. Mission Statement**

The purpose of Friends For Learning, Inc. is to provide, at minimal cost, activities, special events, and opportunities for study for retired and semiretired people who want to continue their intellectual growth and enjoy being part of a like-minded community.

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This handbook is published for the exclusive use of Friends For Learning, Inc. members.

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## **Friends For Learning, Inc. Overview**

Friends For Learning, Inc. (FFL) is a member-directed organization for adults of retirement age who want to expand their knowledge and explore new ideas in an informal, noncompetitive environment. Members come from a wide range of backgrounds and experiences. The opportunity to interact with a diverse group of people is stimulating, enjoyable and educational.

FFL operates in connection with Idaho State University's Department of Continuing Education. Students may choose from a variety of courses and/or take part in a broad range of activities outside the classroom. Previous college experience is not required for membership. The courses are not for college credit and neither tests nor grades are given.

### **How FFL Started**

In the spring of 2001 Colleen Sargent, Marylyn Hsu, Pinky Strong, and Carol Mobley were discussing the possibility of early retirement and the need for continuing education for retirees. Colleen had been a guest at Pocatello's Idaho State University's New Knowledge Adventures (NKA) classes and activities. She contacted ISU's Office of Continuing Education to ask for sponsorship and use of Idaho Falls facilities for a similar organization. ISU was hesitant in the beginning, but in the spring of 2003 they consented to support the proposal.

Open meetings were held to organize this adult continuing education concept. The name "Friends For Learning" was chosen, and officers and Board members were elected. The founding officers included Colleen as president, Marylyn Hsu as vice president, Jackie Bateman as secretary, and Noel Kimble as treasurer. These officers, with the help of Board members, served from the fall of 2003 through the spring of 2006. Affiliation with the nationwide Elderhostel was accomplished and bylaws were established and signed by the ISU president and the director of its Office of Continuing Education. The initial membership numbered around 30 students.

Class offerings continue to grow in numbers, subject matter, and quality. FFL has proven to be very successful in helping to fulfill the educational and social needs for members of the organization. FFL became incorporated as a 501c3 nonprofit organization in October 2020 with Bylaws approved in October 2021.

## **POLICIES, PROCEDURES AND INFORMATION**

### **Membership**

FFL is a self-supporting organization financed through semester membership dues. Members may attend any of the classes offered unless the class is limited in size. Attendance is expected at all classes for which members have registered and is required in limited classes.

### **Alcohol Free**

Scheduled activities will be maintained alcohol-free.

### **Website**

The FFL website address is [www.friendsforlearning.com](http://www.friendsforlearning.com). FFL functions under the auspices of the ISU Office of Continuing Education, and the website uses the Idaho State University web template. Included on the website are registration forms, the current semester's catalog of classes, current class calendar, newsletters, facilitator guidelines, FFL Handbook and a link to Google Photos. Course information, the calendar and registration forms are available for printing.

### **Classes and Activities**

The class schedule and calendar is announced several weeks prior to the initial registration date for each semester. A catalog containing a detailed description of each class can be accessed on the FFL web site. In addition, a copy of the catalog and calendar is sent via email to all students registered in the previous semester. Classes are open to all members up to the capacity of the classroom or limited by the instructor. Vehicles parking on the University Place campus must have an FFL parking pass displayed on the front mirror.

If members have issues with the classes, they should bring them to a member of the FFL Board to be resolved or discussed at an FFL Board meeting. FFL is a guest of ISU and uses its facilities as part of the Continuing Education Program. Any concerns should be dealt with by the FFL Board rather than ISU Continuing Education.

If a class is in progress, members should wait quietly in the hallway until the classroom is vacated. ISU professors have the prerogative to extend class times. The class facilitators will handle any difficulties through proper channels.

Due to fire codes at University Place, everyone must be seated. If the numbers exceed the classroom capacity, the facilitator will refuse entrance to those not registered and to late comers if no seats are available.

### **Membership Fees**

Membership fees are collected each semester at the time of registration. Board members are exempt from paying membership fees.

### **Indemnity Agreement**

By registering for FFL classes, it is understood members are signing the Indemnity Agreement exonerating ISU and FFL from any liability. Field trips, bus trips and activities of the Hiking, Walking and Exploring group are not covered by ISU or FFL as each of these activities is by voluntary participation.

### **Additional Costs**

Occasionally classes require payment for supplies, transportation or entrance fees for field trips. These charges are published in the class descriptions. They generally must be paid in advance and are nonrefundable.

### **Classroom Etiquette**

- Be on time.
- No food or drink is permitted in classrooms.
- Silence cell phones prior to the lecture.
- If you must take a call, leave the room.
- Don't carry on other conversations during the lecture.
- All instructors are volunteers. Respect them and show appreciation.
- All students must wear a mask at University Place and at other venues that require a mask.

### **Guests**

Nonmembers are welcome to attend unlimited classes/functions at University Place one or two times prior to registering as an FFL member. Nonmembers are charged a fee when they attend an activity where members' costs are already covered, such as the spring social or cultural cuisine.

### **Class Locations**

Classes are held at University Place located at 1770 Science Center Drive, Idaho Falls, ID 83402. Other locations are reserved and assigned as needed. Class locations are listed on the semester calendar and/or supplied by the class facilitator.

### **Parking Passes**

The cost of Parking Passes is included in the membership fee. They are valid for one school year from September 1 to August 31. They must be displayed on the car windshield mirror with the

information facing outward when parking in the University Place parking lots. Replacements for lost passes may be purchased from Kathy Hendrix.

Members registering in the Spring semester who did not register in the Fall semester (and thus did not receive a parking pass in the fall) will be issued a parking pass good for six months.

### **Name Badges**

Members are encouraged to wear a name badge to all FFL functions.

### **Limited Classes**

Some classes may have limited enrollment. At the time they register, students will be informed if they were selected or put on a waiting list. Selection is determined on a first-come, first-serve basis.

Couples must register separately and will not necessarily both be selected for the limited class. Members who are chosen for the class and then find they cannot attend need to notify the facilitator at least 24 hours prior to the class. This will give members on the waiting list an opportunity to attend.

People without e-mail access who are selected for a limited class will get one notification by postal mail or phone. If they are not at home when called and do not have voice mail, they will be passed over for others on the waiting list.

### **Class Instructors**

The strength of the FFL organization comes from the volunteer class instructors who share their knowledge, skills and time with us. They receive no reimbursement for their time or travel costs, and no gifts are given. FFL members are encouraged to share their knowledge and skills by offering to teach classes.

Instructors are responsible for the content, opinions and views of the courses, lectures or outings presented to the membership. FFL does not endorse any specific content but does try to present a wide range of topics to stimulate member interests.

FFL does not promote nor endorse any products, goods or services presented by instructors. Nor will FFL promote fundraisers or book sales in connection with a lecture. Brochures, pamphlets or books may be made available for those who are interested.

## **Facilitators**

A facilitator will be assigned to each class that is approved by the FFL Board. This person is responsible for the following: (See the FFL website [friendsforlearning.com](http://friendsforlearning.com) for a complete list of facilitator responsibilities.)

- Acts as liaison between ISU (or other venue) and FFL.
- Acquires a parking pass for the instructor.
- Sends a link for handouts to students' email addresses for them to print and bring to class.
- Coordinates with instructor and University Place facilities personnel in setting up audio-visual equipment.
- Reminds class attendees to silence cell phones.
- Introduces the instructor to the class.
- Ends the class on time.

## **Reimbursement for Expenditures**

All reimbursements for approved FFL expenses must have original receipts and written information explaining the expenses. Receipts must show only the item(s) for which reimbursement is being sought. The original receipt (i.e., no copies) with a completed expense form (available on the FFL website) should be given to the Treasurer. A credit slip must be provided for all returns with only FFL credit items on the credit receipt.

## **Membership Mailing List**

Membership phone numbers, email addresses and mailing addresses will be used by the Board of Directors and facilitators for FFL purposes only. They are used to send class reminders, newsletters and other FFL information. The list will not be given to the general membership or to nonmembers. Occasionally messages will be sent about for non FFL activities that are not fundraising and that may be of interest to members.

## **E-Mails**

When sending an e-mail to members, add "FFL" in the subject line. This identifies it as a message from Friends for Learning, Inc. and filters can identify it. If your name is not part of the username, make sure you sign the e-mail so the receiver knows who it is from. Use your whole name as FFL has many members with the same first or last name. If an e-mail is sent to more than one person, use the BCC area to protect the address privacy of those receiving the e-mail.

## **Newsletter**

The purpose of the FFL newsletter is to keep the membership informed of upcoming events, updates on classes and outings and other items of interest. The newsletter is sent via email to those who have internet accounts and mailed to those who do not have an email address. The newsletter is also published on the FFL website: [www.friendsforlearning.com](http://www.friendsforlearning.com).

### **Annual Membership Meeting**

Members are strongly encouraged to attend the Annual Membership Meeting held during the Summer Picnic. New Board members are elected at this meeting. In addition, general information concerning future activities is discussed, and members are given the opportunity to provide suggestions for future classes and instructors.

### **Use of Funds**

Idaho State University collects membership fees, deducts its administration fees and parking pass costs and returns the excess funds to FFL at the end of the semester. The FFL treasurer maintains a checking account for collection of fees/donations and reimbursement of expenses and maintains savings accounts for excess funds. Following is an example of how some of the FFL funds are spent:

- \$7 of registration fee to ISU for administration
- Room rental for classes not held at University Place
- Website Domain Name registration
- Copying costs for registration, classes and the newsletter mailings
- Postage
- \$5 from every member for an annual parking pass
- Spring Social, Summer Picnic and Annual Meeting for all members
- Miscellaneous Cultural Cuisine costs
- Computer program updates on the FFL computers
- Facilitator brunch
- Google Photos annual fee
- Zoom annual fee
- Other expenditures as determined by the Board of Directors

### **Off Campus Activities**

#### **Field Trips**

Field trips generally are one-day activities held off campus. Liability is the responsibility of each participant. Carpooling is encouraged with drivers responsible for the safety of passengers in his/her vehicle. Drivers and passengers must adhere to state law including wearing seatbelts. Passengers are expected to reimburse the driver for gas expenses.

#### **Hiking, Walking, Exploring Activities**

On occasion HWE activities may last for several days. Details of these trips will be worked out in meetings of the participants. Liability is the responsibility of each participant. Carpooling is encouraged, and drivers are responsible for the safety of passengers. Passengers will reimburse the driver for gas expenses. Drivers generally do not share in this cost.



## **Bus Excursions**

One or more one-day or multiple-day bus excursions may be organized each year. Liability is the responsibility of each participant. To participate in a bus excursion, individuals will pay the non-refundable expenses by a deadline determined by the facilitator. All participants are required to ride the bus. Individuals in cars may not join activities included in the trip itinerary. Depending on Covid status at the time of the trip and any particular event requirements, participants may be required to show proof of vaccination and/or wear a mask.

## **FFL Board of Directors Duties**

### **Elected Positions (*constitutes the executive committee*)**

#### President

- Oversees all FFL curriculum, activities and procedures.
- Acts as liaison with the ISU Office of Continuing Education in Pocatello and the local ISU/University Place personnel.
- Presides over Board and Annual Membership meetings.
- Seeks implementation of decisions reached by the FFL Executive Committee and Board of Directors. Acts as *ex-officio* member of all standing committees.
- Appoints committee chairs.

#### Vice President

- Acts for the President in his/her absence and assists in carrying out the function of President.
- Assumes duties as assigned by the president or Board.
- Chairs Social Committees.

#### Secretary

- Handles correspondence on behalf of the FFL Board.
- Assists with creation of committees' documentation needs as requested.
- Maintains minutes of all FFL Board meetings.
- Maintains a current membership list in an electronic database.

#### Treasurer

- Maintains a checking account for collection of fees/donations and reimbursement of expenses.
- Maintains savings accounts for excess funds.
- Presents financial status at Board and Annual Membership meetings.

- Collects and deposits any other fees from FFL activities.
- Processes reimbursement requests.

#### Members at Large

- Serves for two-year terms.
- Assists the Board as needed.
- Trains as back up for other positions on the Board.
- Acts as a liaison between the Board and the membership.
- Serves on the Curriculum Committee and/or Social Committees.
- Serves as “extra hands, ears and eyes” wherever feasible.
- Provides periodic assistance in specific areas including: registration, editing and reviewing Class Information Sheets (CIS) .
- Assists class facilitators

#### Past President

- Oversees and provides guidance to the new President and Board to ensure a smooth transition.

### **Appointed Positions**

#### Historian

- Takes photographs and incorporates pictures supplied by members of FFL classes/activities into FFL’s Google Photos.
- Adds descriptions of events and historical documentation of laws, rules and activities into FFL’s Google Photos.
- At the end of each semester, writes a summary of FFL activities for inclusion in Google Photos.

#### Newsletter Editor

- With input from Board members, creates and distributes FFL electronic newsletters at least three times per year (once each semester and once in the summer prior to registration).
- Creates signs, posters, brochures and whatever is needed to ensure clarity and efficiency for the membership.

#### Volunteer Coordinator

- Maintains a list of FFL members who volunteer each semester to help with classes/activities.
- Helps locate volunteers to assist in activities when needed.
- Calls people without e-mail addresses when needed.

### Computer Support

- Assists Board, class facilitators, committee chairs and members with computer issues.
- Provides support for remote Zoom classes.

### Public Relations Coordinator

- Promotes FFL through internal and external communication.
- Prepares messages for members announcing upcoming events
- Assists in editing documents as requested by Board members

### Ad Hoc Committee Chairs

*(This includes the Social Committee, Curriculum Committee and Hiking, Walking and Exploring.)*

- Provides leadership to the assigned committee to achieve the goals, objectives and timely outcomes the committee was set up to accomplish.
- Brings all proposals concerning the work of the committee to the Board for final decisions.
- Attends Board meetings as needed to stay informed of FFL activities pertinent to the committee.
- Keeps the Board informed of committee activities.
- Requests assistance required from the Board.

### Standing Committees

#### Social Committees

- Oversees the Spring Social, Cultural Cuisine dinner, Summer Picnic, Annual Meeting and any other activities, as requested.

#### Curriculum Committee

- Plans the curriculum for each semester.
- Encourages suggestions for classes from members.
- Confirms the class instructor, assigns a facilitator to each class and completes the Course Information Sheet (CIS).
- Seeks Board approval for projected list of classes.
- Schedules the classes and confirms classrooms with ISU.
- Creates the Course Catalog and Calendar.
- Confirms that registration information will be made available on the FFL website at least one week before registration.
- Assists Facilitator Coordinator in his/her duties.

### Facilitator Coordinator Duties

- Contacts facilitators before each class to verify that the following items have been completed:
  1. Reminder emails have been sent to students by ISU Continuing Education Office.
  2. Arrangements have been made with ISU facilities for instructor to practice beforehand.
  3. Facilitator has verified instructor equipment needs and that equipment will be available in the classroom.
  4. Arrangements have been made with instructor, facilitator and ISU facilities for time of arrival on day of event.
  5. Parking pass(es) have been given to instructor(s)

### Cultural Cuisine Committee

- Schedules event venue.
- Selects country/area to be featured with Board approval.
- Creates a menu for the chosen country/area, finds and chooses the recipes, determines the quantities needed and distributes the recipes to the participating members.
- Schedules entertainment and decorates the venue if desired.

### Hiking, Walking and Exploring (HWE)

This group consists of FFL members who plans their activities outside the curriculum schedule. Based on the interests of the group, their skill levels and the availability of leaders, the scheduled activities are planned relative to the interested group and the season. Overnight trips may be offered with costs shared by participants. Liability is the responsibility of each participant. ISU and FFL do not cover liability for HWE events.