



*Learning for a Lifetime –
No exams, No grades, No pressure*



MEMBER HANDBOOK

Website: www.iclru.org

**INSTITUTE FOR CONTINUED LEARNING
ROOSEVELT UNIVERSITY
MEMBER HANDBOOK**

WELCOME TO ICLRU

This handbook will help you enjoy the benefits of membership in ICLRU (Institute for Continued Learning at Roosevelt University). It provides an overview of the program and its organization, as well as specific information about some of the many benefits available.

Additional sources of information include:

- * The website at *www.iclru.org* which provides information on current ICLRU programs and activities.
- * The ICLRU Membership Directory, (issued once a year in January) which provides contact information on current members and the ICLRU Board of Directors, committee chairs, and our partners, i.e. Friendship Village

Ways to contact ICLRU include:

- * Email at *officemanager@iclru.org*
- * Phone at 224-523-6497
- * Mail to Office Manager, Institute for Continued Learning, Roosevelt University, Room 705, 1400 N. Roosevelt Blvd., Schaumburg, IL 60173
- * In person by stopping by the ICLRU Center in Room 705, Monday through Thursday, between 11:30 am and 1:00 pm.

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MEMBERSHIP IN ICLRU

Members of the Institute for Continued Learning at Roosevelt University are invited to rediscover the joys of learning by participating in:

- * Study Groups
- * Intersession Classes
- * Book Clubs
- * Lectures
- * Seminars
- * Plato's Place and Other Drop-in Discussion Groups
- * Social Events
- * Field Trips/Excursions
- * Intrepid Travel Club
- * Activities such as Mah Jongg and Bridge

MEMBERSHIP QUALIFICATIONS AND DUES

Becoming a member is easy. One must be at least 55 years of age, fill out an Admission Form, and pay the annual membership dues. Membership renewal letters will be sent the month before your renewal is due. Dues may be paid during regular office hours in the ICLRU Center (Room 705) at the Schaumburg Campus or by mail to Office Manager, Institute for Continued Learning, Roosevelt University, Room 705, 1400 N. Roosevelt Blvd., Schaumburg, IL 60173.

Make checks payable to ICLRU. Credit Cards are also accepted.

NEW MEMBER RECEPTION AND INFORMATION SESSIONS

Reception and Information sessions for new members may be offered periodically. The objectives are:

1. To acquaint new members with the breadth of opportunities and other benefits afforded ICLRU members
2. To inform new members of routine procedures
3. To answer questions about membership
4. To take a tour of the Schaumburg campus

PARKING

ICLRU Members are entitled to free parking in the University's parking lots. NO STICKER OR PERMIT IS REQUIRED.

ROOSEVELT UNIVERSITY CAMPUS LOCATION

The Roosevelt University campus in Schaumburg, Illinois is called the Albert A. Robin campus. It is located at 1400 N. Roosevelt Rd, Schaumburg, IL 60173. Most ICLRU activities are held at the Robin campus in Schaumburg. The majority of these activities are held in the wing housing rooms in the 600 and 700 series. A map showing room locations is included at the end of this handbook. The only way to enter the building is through the main entrance by the circular driveway, on the north side of the building.

Room assignments for all Study Groups and Intersession classes are posted in the hallway near Room 620, and on the ICLRU bulletin board outside Room 705. In addition, room assignments are emailed to all members prior to the beginning of Study Group and Intersession classes.

THE ICLRU BULLETIN BOARD AND WEB SITE

ICLRU maintains a bulletin board outside of Room 705, where information pertinent to ICLRU members is displayed. Members are encouraged to periodically review the board.

ICLRU maintains its own Web page at www.iclru.org. Here you can find up-to-date information regarding all of the activities of ICLRU. A guide to the ICLRU website can be found on page 10 of this handbook.

CAMPUS MAP

A map of the campus can be found at the end of this booklet. ICLRU members do not have access to the second floor as it is the location of the Roosevelt College of Pharmacy.

EMERGENCIES AND UNIVERSITY CLOSURE

If you need to be reached for emergency purposes, the person calling should dial the ICLRU Center at 224-523-6497 between the hours of 11:30 AM and 1:00 PM, Monday through Thursday. Between 9:30 and 11:30 am or 1:00 and 3:00 pm, a person can call the Schaumburg campus security office at 847-619-8989.

For information about University closure due to inclement weather or other reasons, call 224-523-6497, or check the web site at www.iclru.org.

GOVERNANCE OF ICLRU

ICLRU is a 501(c)(3) tax-exempt organization. It is governed by an elected Board of Directors made up of ICLRU volunteers. The Board establishes the policies and administers the programs of ICLRU.

ICLRU ADMINISTRATIVE CENTER

ICLRU maintains an Administrative Center on the Schaumburg Campus in Room 705. The ICLRU Center is open on Monday through Thursday from 11:30 AM to 1:00 PM.

The Center telephone number is 224-523-6497, and the email address is: officemanager@iclru.org.

Members seeking information on any aspect of ICLRU, its Officers and Committee Chairs should contact the ICLRU Center.

ICLRU BOARD OF DIRECTORS

The guiding mission of the Institute for Continued Learning at Roosevelt University is to offer to its members educational and learning opportunities in a stimulating environment in which adults age 55 and over can share their talents, experiences and skills; explore new interests; discover

and develop latent abilities; engage in intellectual and cultural pursuits; and socialize with others of similar interests.

The Board's objectives are to expand and enhance the program, maintain and/or increase membership, increase community awareness of ICLRU, and continually evaluate programs.

There are nine members of the ICLRU Board of Directors. A nominating committee, consisting of two Board Members and at least three members from the general membership, is formed each year for the purpose of recommending candidates for election to the board. A candidate must be willing to serve as an officer. Once this committee has been formed, members of ICLRU are invited to submit nominees for positions on the Board of Directors. The Nominating Committee is responsible for conducting the election and for tallying and certifying the votes for directors. Board Members are elected at the ICLRU Annual Meeting in June, for a three-year term. The Board elects a President, Vice - President, Secretary and Treasurer from its members. The names and pictures of each of the Board Members are posted on the bulletin board outside of Room 705. Profiles of each of the members of the Board are posted on the ICLRU website (www.iclru.org).

A vacancy on the board shall be filled by a member appointed by the president, and approved by the Board.

The Board generally meets once a month throughout the year (except December). All ICLRU members are welcome to attend. Meeting dates of the Board are published on the ICLRU Website at (www.iclru.org). Board meeting minutes are also posted on the ICLRU web site and on the bulletin board outside of Room 705.

ICLRU COMMITTEES

The Board has established the following committees to help carry out the objectives of ICLRU:

Member Services – Welcomes new members, provides services to present members and analyzes member's attitudes and suggestions for continuing improvement of ICLRU

Program Development – Recruits coordinators and provides assistance as needed, schedules Study Groups and Intersession classes, and evaluates study groups

Special Events – Plans and implements activities that may be of interest to ICLRU members including:

- * Field Trips
- * Social Events for members and guests
- * Seminars
- * Other (Operas, plays, etc.)

Administrative Services --- Assists the Board and Office staff with administrative and clerical tasks

Lecture Series – Plans and implements ICLRU's annual Winter Lecture Series which is presented from mid-January to mid-March, and possible additional dates.

Website— Maintains the ICLRU web site at *www.iclru.org*

Outreach --- Initiates contacts with community organizations to publicize ICLRU

ICL Reads --- Plans study groups, book discussions, a social event, and other activities to go with a book selected for the general membership to read

ICLRU committees are always looking for additional members and welcome your participation. To volunteer to serve on a specific committee or help on an as needed basis with special ICLRU projects, please contact the chair of the Committee you would like to assist. See the Membership Directory for a listing of current Board Members and Committee Chairs.

ICLRU EDUCATIONAL PROGRAMS

STUDY GROUPS

The core of the ICLRU experience lies in its Study Groups. These Study Groups meet for two hours once a week for up to 9 weeks in the Fall and Spring, and for up to 5 weeks in the Winter and Summer. Each Study Group explores a specific topic and is coordinated by an ICLRU member or members. There are no prerequisites, no exams, nor is there academic credit for participating in a Study Group - just learning - - and fun. Advance registration (online at our web site, by mail, or in person) is required. Some of the Study Groups have limited enrollment and some have nominal materials or other fees. Some include field trips to locations related to the Study Group topic. No limits are placed on the number of Study Groups a member can register for. However, experience has shown that taking two or three at one time is usually sufficient.

Each session, a wide variety of Study Groups-topics and presentations styles is offered. Study Groups may use a peer-led format-or a lecture or video format. Some include participant discussion, visiting speakers, and/or panel discussions.

A brochure containing descriptions of the Study Groups is emailed to members before the beginning of each session. It can also be picked up in the office (Room 705) and is posted on the ICLRU website at *www.iclru.org*.

Being a Coordinator

Just as the Study Groups are the core of the ICLRU experience, coordinators are the heart of the Study Groups. The role of the coordinator includes defining the scope of the Study Group topic, preparing and presenting subject matter, organizing group members to study and present various aspects of the topic, stimulating lively and orderly group discussion, and providing administrative support to enable the group to function effectively.

To assist Coordinators, the Program Development Committee has developed a Handbook for ICLRU Coordinators containing information that is valuable to all ICLRU members including:

1. a definition of peer-led learning
2. the coordinator's responsibilities
3. the role of Study Group members both before and during the sessions
4. the role of the discussion leader to stimulate lively and orderly discussion
5. a copy of the Study Group session evaluation form.

A copy of the Coordinators' Handbook may be found online at our web site, www.iclru.org, or can be requested by any interested ICLRU member from the Chair of the Program Development Committee.

Coordinator Training is also periodically made available to all those acting as coordinators.

Study Group Coordinators receive a 50% discount on their yearly membership dues as well as guaranteed attendance in study groups that may be overbooked.

Study Group Evaluations and Focus Groups

In an effort to increase the effectiveness of Study Group topics and coordinators, evaluations are requested during the last few classes of each session. Your replies are important in helping the Program Development Committee assess the effectiveness of the programs. In addition, your evaluations help the coordinators assess their effectiveness and make improvements where warranted.

Periodically the ICLRU Board of Directors holds a "Town Hall Meeting" in an effort to help the Board better understand the needs and desires of the membership as related to Study Groups or the ICLRU program as a whole.

Audio/Visual Equipment

Many of the ICLRU Study Groups make use of audio/visual materials, especially DVD's and PowerPoint presentations. Available equipment includes University owned computers and projectors, and DVD players. ICLRU has its own equipment also called COWs (Computers on Wheels) with projectors, laptop computers, and sound systems. Many members use their own laptop computers. Internet access is also available.

To reserve use of A/V equipment, the coordinator should complete the appropriate section of the Study Group/Intersession Proposal Form.

INTERSESSION CLASSES

Intersession classes are offered when Study Groups are not in session. These classes may meet for a single session or for two or even three weeks.

BOOK CLUBS

ICLRU currently has four different book clubs: Multicultural Themes, Prize-Winning Books, Mystery, and Book Ends (Non-Fiction). Information about the book clubs, including meeting dates and the titles and authors of the books being read is posted on the bulletin board outside of the ICLRU office (Room 705) and on the website (www.iclru.org).

WINTER LECTURE SERIES

ICLRU and Friendship Village of Schaumburg co-sponsor a series of Friday morning lectures from mid-January through mid-March. ICLRU members are encouraged to come and, when room is available, bring their friends and neighbors as a way of introducing them to ICLRU. A brochure describing each of the lectures is typically sent out in early December. At that time, members can sign up for those lectures which they plan to attend. The website and the bulletin board also post details about the Winter Lecture Series.

PLATO'S PLACE AND OTHER DROP-IN DISCUSSION GROUPS

"Plato's Place", started out on a Wednesday in the spring of 2002, and has continued since then. It is a time and place to join others in lively and pertinent informal conversation every week that Study Groups are in session. With an agreed upon topic for discussion, interested people bring a lunch, grab a chair, join in the discussion, and get set for a lively time. No registration is required. Go to the website for details on Plato's Place or on other drop-in discussion groups, which may be forming from time-to-time.

SOCIAL EVENTS

Annual social events include a March party, the Annual Meeting and Luncheon in June, an ice cream social and member craft fair, summer picnic, and Holiday Party and Luncheon.

FIELD TRIPS/EXCURSIONS

During the year, ICLRU offers field trips to places of interest to its membership. There have been trips to places such as the Johnson Wax building in Racine, Wisconsin, the Oriental Institute at the University of Chicago, as well as several museums and points of interest around the Chicago area. These excursions are in addition to a Field trip that a Study Group may propose. Other excursions have included plays and concerts. There is usually a charge for entrance or admission fee as well as a transportation fee for these trips. Notices of such events are emailed to members and posted on the ICLRU bulletin board (outside of room 705), on the ICLRU Web site, and announced by coordinators in their classes.

INTREPID TRAVEL CLUB

The Intrepid Travel Club typically plans 3-5 trips each year. These trips go to places around the globe. Information about meetings and upcoming trips is posted on the ICLRU website (www.iclru.org) and on the bulletin board.

A GUIDE TO THE ICLRU WEB SITE

Navigation Bar (buttons or drop-downs near top of the site)

1. Programs
 - a. Registration – includes current registration form
 - b. Study Groups – Includes descriptions for upcoming Study Groups
 - c. Lectures – Includes information about upcoming Lectures
 - d. Lunchtime Programs – Provides information about Plato’s Place and request for suggested topics for discussion
 - e. Book Clubs – Each of the Book Clubs is listed, with meeting times and dates, title and author of current selections and contact information
 - f. Intrepid Travel Club – Provides information about the Travel Club and details of all upcoming trips
 - g. Resources
 - i. Coordinator Handbook
 - ii. Study Group Proposal form
 - iii. COW (Computers on Wheels) User Manual
 - iv. Roosevelt University Room Map
 - v. Safety Alert Flyer
 - vi. List of ideas for potential Study Group topics
 - vii. List of materials in the ICL lending library
 - h. Past Study Groups – List of past study groups, dating back to 2009
2. Partnerships
 - a. Friendship Village
 - b. Northwest Suburban Community Concert Association
 - c. Elgin Symphony Orchestra
3. News and Events
 - a. Event Calendar – Events are listed, month and year can be selected; links to specific Activity Groups
 - b. Pictures and News from Events and Study Groups
4. About ICLRU
 - a. History of ICLRU – Link to document
 - b. Board Meeting Minutes – Links to Minutes from November 2009 to current
 - c. Board of Directors – Profiles of current Board Members and Link to Board Meeting Minutes
 - d. Legal Documents – ICLRU Current Bylaws (approved June 7, 2012)
 - e. Join ICLRU – Link to Admissions Application; Benefits and Opportunities document
 - f. Member Handbook
 - g. Frequently Asked Questions – List of FAQs and answers
 - h. Mission and Vision – Both statements are included
5. Contact Us – Information for Telephone, Email, Postal mail and In-person contact

...because learning is a life long experience

SAFETY ALERT

**DON'T
LET THIS
BE YOU!!**



As you know, the chairs in our Study Group rooms can be a hazard.

Every session some members have tripped and fallen while maneuvering among the chairs.

**PLEASE BE ALERT AND CAREFUL
WATCH YOUR STEP
DON'T BECOME A STATISTIC!!
PUSH YOUR CHAIR IN WHEN YOU LEAVE**

