



Massachusetts Institute of Technology Association of Independent Living Groups

IAP Short Courses for FSILGs – January, 2010

The following courses are intended for (i) undergraduate members and officers and (ii) alumni volunteers and officers of FSILGs. Other members of the MIT community are also welcome to attend. If you have any questions, please contact ailg-education@mit.edu.

Please register via the links on the MIT AILG HomePage: <http://www.mitailg.com>

Treasurer 101

Date and Times: Tuesday and Wednesday, Jan 19 and 20 in 2-105, from 9:30am to 2:30pm. Lunch included.

This two-day course provides solid fundamentals of good accounting practice and business practices for nonprofit organizations, like our chapters. Students will learn (i) the fundamentals of accounting, (ii) the basic requirements of state and federal taxes, and (iii) the resources available from the IRDF and MIT's Resource Development Office, all tailored to the needs of FSILGs. Alumni are encouraged to attend Tuesday at lunch for the new module on tax issues and the revised IRS Form 990 required of all organizations.

House Manager 101

Date and Time: Thursday, Jan 21 in W20, PDR 1 & 2, from 9:30am to 2pm. Lunch included.

This course focuses on property management tailored to the needs of FSILGs. Subjects include a review of the Safety, Licensing and Inspection (SLI) program, discussions of the multiple building systems in a chapter house: how they work, fail, are repaired, maintained, and when and how to hire a contractor. Many services are available directly through the FSILG Cooperative, Inc. A House Manager's Manual is also distributed and used in the course.

IT/Telecomm 101

Date and Time: Thursday, Jan 28 in W20-307, from 6:30 to 8:30pm. Pizza and refreshments provided.

This course is designed primarily FSILG network contacts. IS&T and AILG experts from the MIT community will review options, costs, and best practices for installing and supporting a chapter's electronic infrastructure, especially the new wired & wireless networks that have been installed as part of the IRDF Community Network Upgrade Grant. There will also be a demonstration of the new VOIP (Voice over IP) capabilities and personal SIP accounts that will very useful to organizations like FSILGs.

Alumni Affairs 101 for FSILGs

Date and Time: Wednesday, Jan 27 in W20-407 from 6:30 to 8:30pm. Food and refreshments provided.

This purpose of this course is to share ideas and best practices among FSILG student and alumni members in developing their alumni networks. Attendees (both undergrads and alums) are encouraged to bring samples of what their own chapters use to develop alumni networks and keep alumni connected. The Alumni Association has collected a series of communication, event planning, and fundraising items into an "FSILG toolkit", which will be covered as well. Excellence in alumni relations is recognized by the D. Reid Weedon '41 Award. There will be a short presentation of what went into the applications of winning chapters for the past few years.

The Delta Factor: Effecting Change in your Chapter

Date and Time: Tuesday, Jan 26 thru Thursday, Jan 28 in 2-143, from 5 to 7pm. Food and refreshments provided.

Have you ever wanted to change something within your living group? Have you ever had a great idea to make your chapter better? More importantly, have you seen great ideas fall short because of resistance and inherent difficulty in leading your chapter to a better future? Finally, an IAP course exists that will help you overcome the difficulties of implementing a great idea by teaching you how to lead your living group. The goal of this program is to teach you a few fundamental ideas about leadership, and, more importantly, provide a specific plan of action that you can take back to your chapter; you'll be able to implement your plan the day the program ends. This is an intensive experience that will empower you to develop a plan that includes customized goals, milestones, visions, and methods of building momentum and support within your community to help make your ideas a reality.

Effective FSILG Alumni Advisory Boards

Date and Time: Thursday, Jan 21 in Z-Center Media Room (W35-199), from 6:30 to 8:30pm. Pizza and refreshments.

This course is intended for alumni. FSILG chapters are establishing Alumni Advisory Boards (in addition to the Alumni House Corporations) that are responsible for mentoring the officers in the Chapter. The sororities, in particular, have developed effective models. Come learn about how to establish one, sample advisory roles and responsibilities, and best practices for working with undergraduates. This seminar is aimed primarily at alums, both new and existing alumni advisors, but others in the extended MIT community are welcome.

*** NEW * FCI101 - Using the FSILG Cooperative**

Date and Time: Tuesday, Jan 26 in Z-Center Media Room (W35-199), from 6:30 to 8:30pm. Pizza and refreshments.

This course is focused around the changes that will be introduced during IAP in the online system of the FSILG Cooperative, Inc. (FCI). Come see how to interact with the brand new version of www.fsilg.coop. Find out what has changed and see how to extend this tool for your FSILG. Learn about the resources available from the FCI and how to leverage them to assist your organization. This seminar is aimed at both undergraduates and alumni of the FSILGs.