



# Member Handbook

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## Welcome

Welcome to OLLI at WVU. We are delighted that you have chosen to be a member. We hope that this handbook, together with our quarterly course catalogs and online resources, will serve as a useful reference guide as you begin your new adventure in lifelong learning in West Virginia. The OLLI staff is always happy to help as well. Simply call the office at 304-293-1793 or email [olli@hsc.wvu.org](mailto:olli@hsc.wvu.org).

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## Contacts and Websites

### Osher Lifelong Learning Institute at WVU Staff

Director	Jascenna Haislet	<a href="mailto:jascenna.haislet@hsc.wvu.edu">jascenna.haislet@hsc.wvu.edu</a>
Program Assistant	Diane Cale	<a href="mailto:dcale@hsc.wvu.edu">dcale@hsc.wvu.edu</a>
Professional Technologist	Michelle Klishis	<a href="mailto:michelle.klishis@hsc.wvu.edu">michelle.klishis@hsc.wvu.edu</a>

#### Main office:

Mountaineer Mall, Suite C-17  
5000 Green Bag Rd.  
Morgantown, WV 26501

**Office phone:** 304-293-1793

**Email:** [olli@hsc.wvu.edu](mailto:olli@hsc.wvu.edu)

#### Websites:

<https://olliatwvu.org/>

<https://olliatwvu.wpcomstaging.com/> (news site)

<https://wvusph-olli.augusoft.net/> (registration site)

<https://olliatwvu.wpcomstaging.com/archives/16002> (community events)

<https://www.olliatwvu.org/get-involved/catalogs> (course catalogs)

<https://www.olliatwvu.org/get-involved/scholarships> (scholarship application)

<https://www.olliatwvu.org/get-involved/teach-for-olli> (course proposal form)

#### Social Media:

- Facebook (Osher Lifelong Learning Institute at WVU)
- Instagram (OLLI at WVU)

## The Bernard Osher Foundation

The Bernard Osher Foundation seeks to improve quality of life through the support of lifelong learning institutes such as OLLI at WVU. Founded in 1977 by Bernard Osher, a respected businessman and community leader, it has funded a national network of more than 120 Osher Lifelong Learning Institutes. Funding for OLLI is contingent upon membership growth goals, so membership matters. To learn more about the Bernard Osher Foundation, visit [www.osherfoundation.org](http://www.osherfoundation.org).

## West Virginia University

Founded in 1867, West Virginia University is a public land-grant university and a space-grant university. WVU continues to rank at the highest level of research activity (“Doctoral Universities: Highest Research Activity” or “R1”) as reflected in the Carnegie Classification of Institutions of Higher Education. The university is one of only 75 schools recognized by the Carnegie Foundation for the Advancement of Teaching for Engagement Classification (recognized since 2010).

### WVU Mission

At West Virginia University, pride in our land-grant mission runs deep, success is earned, and life-changing experiences prepare Mountaineers to serve others and lead in West Virginia and the world. Your bold future starts here. Let’s Go!

## Osher Lifelong Learning Institute at West Virginia University (OLLI at WVU)

Dedicated to enriching the lives of older adults throughout West Virginia, the Osher Lifelong Learning Institute at West Virginia University (OLLI at WVU), an affiliate of the WVU School of Public Health, is a member organization whose mission is to promote connection, curiosity, exploration, discovery, and discussion through learning and social engagement in non-credit classes, lectures, field trips, and events designed for adults 50+.

### History

OLLI at WVU was born out of the Appalachian Lifelong Learners (ALL), a program started in 1992 by a group in Morgantown and Monongalia County interested in establishing an ongoing, self-sustaining educational program organized, taught, and attended by older adults. In 2007, the Appalachian Lifelong Learners was renamed the Osher Lifelong Learning Institute at WVU with the receipt of a \$100,000 grant from the Bernard Osher Foundation. Two years later, OLLI at WVU was granted a \$1 million endowment. In 2015, OLLI’s program manager and board of directors decided to launch a satellite program in Charleston, WV.

## Vision Statement

OLLI at WVU is committed to being a premier community of adult learners throughout West Virginia, striving to enrich the lives of older adults by providing the highest quality lifelong learning experiences and opportunities for social engagement to our members.

We value:

- *The shared knowledge and talents of our members and volunteers.*
- *The support of our members for OLLI at WVU.*
- *A spirit of collaboration and respect among OLLI members and with West Virginia University.*
- *Excellence in all aspects of the life of OLLI at WVU.*
- *Innovation, creativity, and curiosity to develop and maintain a vibrant, member-driven program.*
- *Respect for diverse people, ideas, voices, and perspectives where all members feel valued.*
- *Working together to positively impact every part of OLLI at WVU.*
- *Partnering with people in the communities that we serve to support the mission and vision of OLLI at WVU.*

## OLLI Governance

OLLI at WV is led by a volunteer Advisory Council, Emeritus Advisory Council, and the Program Director. The councils provide volunteer leadership to OLLI at WVU and establish OLLI organization, priorities, policies, programs, and budgets, subject to University rules and the OLLI at WVU Bylaws to assure growth, enrollment and continuity of the organization.

The Advisory Council is made up of individuals elected to two-year terms by OLLI members at an annual business meeting. The Emeritus Advisory Council is made up of past presidents of the former Board of Directors and chairs of the Advisory Council. Council members must be current OLLI members.

Council meetings are held monthly on Zoom and are open to all OLLI members. Meetings are listed on OLLI's Google calendar at [olliatwvu.edu](http://olliatwvu.edu). Call the OLLI office to receive the Zoom link.

As the host university of OLLI, WVU assumes the legal, financial, and liability risk of the program. OLLI is, in turn, subject to rules, regulations, and policies of West Virginia University and the WVU Foundation.

## Programming

During four terms each year, OLLI offers lectures, workshops, discussion groups, field trips, and social engagement opportunities in such areas as:

- arts and literature
- natural science
- philosophy and religion
- social sciences, political and current events
- history
- health and wellness
- financial literacy
- other interests
- and the challenge of aging well.

Courses are developed and taught by volunteers from the community who are passionate about their topics, avocations, and interests, and love to share their knowledge and talents.

### Course Selection

Courses offered during a term are solicited and selected by OLLI's curriculum committee based on suggestions from members and proposals submitted by volunteer instructors. Members are invited to suggest a topic, course, or instructor on feedback forms distributed following the conclusion of each course and by emailing [olli@hsc.wvu.edu](mailto:olli@hsc.wvu.edu). Members are also invited to consider teaching for OLLI. See page 14 for more information about volunteering to teach.

Although most programming is open to members only, OLLI offers several community events throughout the year that are open to the public. Information about community events can be found at <https://olliatwvu.wpcomstaging.com/archives/16002> Field trips are often open to non-members and guests for an additional fee.

### Meet & Greet

OLLI hosts Meet & Greets about two weeks prior to the start of each term. Instructors are invited to share a brief presentation about their class and answer questions. These events are held at the Mountaineer Mall in Morgantown and Edgewood Summit Retirement Community in Charleston. Attendees can register for classes at the open house and meet OLLI members, staff, and board members.

All Meet & Greets are free and open to the public. Registration is encouraged but not required. Dates are announced in the Friday bulletin and on social media.

## Annual Membership and Class Fees

As a part of the nationwide Osher Lifelong Learning Institute network, OLLI at WVU is required to maintain a membership of at least 500 individuals who have paid the annual membership fee. The membership year runs July 1 – June 30 and is divided into four terms: summer, fall, winter, and spring. Membership is open to anyone interested in programming designed for individuals over the age of 50. There is no minimum age limit.

### Membership benefits

- Shared Interest Groups
- Technology support
- At least one free Special Member Event per term.
- The right to be added to a course wait list.
- Discounts on travel and events in the community.
- A voice in OLLI governance.
- The opportunity to learn and to meet new friends.

### Membership options

OLLI classes are open to members only. OLLI offers two flexible membership options:

- **Standard Annual Membership**  
Benefits listed above continue year-round, even when you're not enrolled in classes.
- **Annual Plus Membership** (available through mid-August):  
Includes all Standard benefits plus unlimited class enrollment for the entire membership year.

### Term Enrollment Fees

Members with a Standard Annual Membership pay a flat per-term fee to enroll in as many OLLI at WVU classes as they wish in any given term. This pay-as-you-go model provides flexibility to participate in classes based on your interests and schedule. The term enrollment fee is not due if the member takes no classes during the term. While most class costs are included, some require additional fees noted in the course description. Osher Online classes do not require the term enrollment fee.

### Membership and Fee Increases

Per OLLI at WVU governing policies, changes in membership and term enrollment fees are set annually by the Executive Director and the SPH in consultation with the Advisory Council.

### Fee Waivers

Believing strongly that cost should not be a barrier to participation, OLLI offers fee waivers for membership, registration fees, and some materials/field trip fees for those in need. Waivers are awarded on an honor-basis; proof of need is not required. To help OLLI maintain the minimum required number of individually paid membership, recipients are asked to consider making a minimal contribution by paying what they can for their annual membership. To apply for a scholarship, visit <https://www.olliatwvu.org/get-involved/scholarships/>. For more information, contact the OLLI office at 304-293-1793. All applications are kept strictly confidential.

## Register for Classes and Events

Advance registration is required for most OLLI activities. Registration may be completed in any of the following ways:

- Online for classes and field trips at <https://wvusph-olli.augusoft.net/>
  - Instructions for registering online are available <https://olliatwvu.wpcomstaging.com/archives/1248>
  - You can also access the registration page by clicking on “Register or Join” gold box on OLLI’s homepage, [olliatwvu.org](http://olliatwvu.org)
  - *If you have been a member within the past six years, you already have an account. If you do not remember your username and/or password, follow the directions on the site to retrieve them. **Please do not set up a new account.** If you have difficulties, contact the OLLI office.*
- Online for community events at <https://olliatwvu.wpcomstaging.com/archives/16002>
- Call the OLLI office at (304) 293-1793
- In-person at the OLLI office at the address below
- By mail, using a membership/registration form from the quarterly catalog.
  - Mail to: OLLI at WVU  
5000 Green Bag Rd, C-17  
Morgantown, WV 26501

Payment is due at the time of registration. Please make checks payable to the WVU Foundation. If you pay with a credit or debit card, the charge will show as: WVU HSC PUBLIC HLTH OLLI.

A confirmation of your registration will be emailed to the email address in your account. Printed confirmations are mailed only upon request. You will also receive an email reminder 48 hours prior to the start of your class or event.

Membership is non-refundable. Refunds for registration and other fees are considered on a per-case basis.

OLLI recognizes that plans change, especially when you’re asked to commit to something several weeks in advance. However, some OLLI classes are in great demand and will have wait lists. Others may be cancelled a few days prior if enrollment is too low. Therefore, ***it is important to register for the classes that you wish to attend.*** Enrollment records help demonstrate our members’ active participation in the program when seeking funding from grant-makers and policy-makers.

## Class and Event Communications

Due to the large number of classes, events, and participants, OLLI at WVU uses email as a primary communication method. If you do not use email, please contact the OLLI office to discuss the best way to get the latest information.

In addition to registration receipts and confirmations, OLLI also sends the following information via email:

- Zoom links - see **Attending Class** on page 10
- Wait list updates - if you are wait-listed for a class, you will receive an email stating so and another if/when you are moved from wait-listed to registered status
- Class reminder - sent 48 hours in advance of the start of the class
- Class status updates - if a class is cancelled/postponed/moved (see **Class Cancellations** on page 12 for more information)
- Handouts - class instructors may email handouts prior to a class. If you would like a printed copy of a handout, please contact the OLLI office
- Friday ebulletin - a weekly electronic newsletter with OLLI news and updates, community events, and other information to share. (see **Staying in the Know** on page 13 for more information)

Emails from OLLI may come from any of the following addresses:

- learners@hsc.wvu.edu
- olli@hsc.wvu.edu
- OLLI at WVU
- OLLI at West Virginia University

*Be sure to check your spam, social, and promotional folders as well as your in-box. If you believe you are missing an email, please contact the OLLI office.*

## Attending Class and Events

OLLI classes and events may be offered in one of four ways for members to participate. Classroom method and location are listed in the class/event description. These include:

- **In-person only** - Instructor will be present in the classroom with participants.
- **Online only** - Instructor and participants will meet via Zoom.
- **Hybrid** - Instructor will be present in the classroom with participants. Others can participate via Zoom.

### Zoom Links

Zoom links will be emailed to all participants in online and hybrid programming by 9:00 a.m. the morning of the class/event. ***Please check your inbox, as well as spam and junk boxes, for the email at least 30 minutes prior to the start of your class.*** If you do not see an email for your class, **call the OLLI office at 304-293-1793.**

For more information about attending a class on Zoom, visit <https://olliatwvu.wpcomstaging.com/archives/809>

### Unable to Attend

If you are unable to attend a class/event for which you are registered, please notify the OLLI office. Another person may be anxiously awaiting your cancellation so that he or she may participate.

Please be respectful of the time and efforts of our volunteer instructors and your fellow OLLI members.

#### **Interested in taking an OLLI class but not sure how to use the online meeting software, Zoom?**

OLLI's professional technologist, Michelle Klishis, will walk you through the steps you'll need to take, from downloading and installing the Zoom app on your device, to entering the virtual classroom, to using the chat function, and more. If you don't have a computer or personal electronic device, learn how you can join Zoom with your phone.

Contact the OLLI office to arrange a session.



## Class Materials

If an instructor chooses to provide handouts, copies of presentations, or notes to class participants, the materials will be emailed to those enrolled prior to the start of the class. If you would like a printed copy of the material, please contact the OLLI office.

## Class recordings

Some OLLI classes and events delivered on Zoom are recorded and made available during the term in which it was held to current members who have paid their term registration fee. Prior registration for the class is strongly recommended. Video links may be requested from the OLLI office. Recordings are shared as a courtesy benefit of OLLI membership with permission of the instructor. Please do not share the link with others.

## Classroom Etiquette

### Name tags and Zoom names

Please help the OLLI staff, volunteers, and fellow members remember who you are by wearing your name tag when attending classes in person and naming yourself on Zoom. If you are new to OLLI, you can pick up a name tag at the OLLI office in Morgantown or at first class in the Kanawha Valley. For assistance with name tags or Zoom names, contact the OLLI office.

### Respect the learning environment

OLLI instructors are volunteering their time and talents. Please be respectful of your course instructors and fellow participants by:

- staying on topic during discussions
- being careful not to dominate a conversation
- attending only courses for which you have registered

Exposure to new and different ideas is what OLLI is all about. Participants are encouraged to embrace this philosophy and be respectful in classroom discussions.

### Guests

OLLI members are the best ambassadors. Members are encouraged to share their experiences with friends and family. Members are welcome to bring a guest to an in-person single session of an OLLI class if there are seats available. Contact the OLLI office prior to the class to confirm availability and obtain a guest pass. Members are asked not to share Zoom links with non-members.

### Health Protocols

To help prevent the spread of disease, OLLI at WVU ask that participants experiencing symptoms of a cold, flu, or COVID not come to an in-person class or please wear a mask.

## Course Feedback

The opinions of those who attend these courses and events are important to OLLI. In order to effectively record and follow up on member feedback, participants are asked to complete a feedback form following the conclusion of a class or event. The form is available online at <https://www.olliatwvu.org/current-members/course-feedback> and paper copies are available in the classrooms. Information reported on feedback forms is shared anonymously with the instructor of the course and the OLLI curriculum committee.

## Class Cancellations

If a class is cancelled, an email will be sent to everyone enrolled as soon as possible. Cancellations will also be posted on OLLI's Google calendar on the website and in the Friday ebulletin if time allows. If a class and event cancellations occurs within 24 hours of the scheduled start time, an announcement will also be send via text message to those who have joined OLLI's text message list.

OLLI will not hold in-person classes/events in Monongalia County or Kanawha County if schools are closed or offering remote learning for the day in the respective county. OLLI may still host classes/ events on Zoom.

Every effort will be made to reschedule a class or event that is cancelled.

### OLLI Text Message List

To join OLLI's text message list to receive cancellation updates, send the following information to [olli@hsc.wvu.edu](mailto:olli@hsc.wvu.edu) with the subject "OLLI text messages."

- Name
- Email address
- Location (Morgantown, Kanawah Valley, or Other)
- Cell phone number

Or send a text message to 681-209-2586 with your name and location.

If you are not sure if a class/event you are registered for is meeting, email or call the OLLI office.

## Member Lounge/OLLI Library

There is a lounge available for OLLI members attending classes at the Mountaineer Mall in Morgantown. Coffee, tea, and hot water are available. Reusable mugs are available for loan in the office. A microwave is available as well. Attendees are welcome to bring their lunch or snacks. Beverage and snack vending machines are located in the Mountaineer Mall.

A selection of Great Courses DVDs and books available for loan are located in the member lounge as well. To check-out an item, bring it to the OLLI office. Members outside of Morgantown can request a list of available Great Courses DVDs. Materials will be mailed to you.

## Staying in the Know

OLLI distributes information in several different ways across a variety of platforms for easy access.

### **olliatwvu.org**

OLLI's website, [olliatwvu.org](http://olliatwvu.org), includes a great variety of information about our program, including class schedules, OLLI news, class handouts, FAQs about teaching, the OLLI member handbook, travel opportunities, and much more. You can also access our registration site, <https://wvusph-olli.augusoft.net/>, from [olliatwvu.org](http://olliatwvu.org)

### **Course Catalogs**

OLLI produces a catalog each term detailing classes and events offered, schedule, and other information. Printed catalogs are mailed about two weeks prior to the start of the term registration. Copies are also available in local libraries and from the OLLI office. [An electronic version is posted on OLLI's website](#). Updates can be found online at <https://olliatwvu.wpcomstaging.com/>

### **Friday eBulletin**

Emailed on Friday afternoons, the ebulletin includes a weekly schedule, course updates, news, community events, and other information of interest to OLLI members and friends. If you do not receive the weekly ebulletin and would like to, visit <https://www.olliatwvu.org/contact-us/subscriptions>

Information from the bulletins is also available on OLLI's news site, <https://olliatwvu.wpcomstaging.com/>

### **Google Calendar**

Available on OLLI's website, [olliatwvu.org](http://olliatwvu.org), the Google Calendar lists classes and events, times, and locations.

### **Nearpeer**

Nearpeer is an exclusive community for OLLI members to meet and connect with other members who share similar interests or live nearby. As a text-based platform open by invitation only, Nearpeer helps build peer-to-peer connections without ads and spam of other networking sites. Visit <https://www.olliatwvu.org/current-members/nearpeer>.

### **YouTube**

Recordings of OLLI's community events, as well as instructional videos for using a variety of online resources, are posted on the YouTube channel, OLLI at WVU.

### **Social Media**

Follow OLLI on the following social media sites:

- Facebook (Osher Lifelong Learning Institute at WVU)
- Instagram (OLLI at WVU)

## Volunteering

As a non-profit membership organization, OLLI depends on the generous support of our volunteers. Volunteers are the lifeblood of the program, helping to ensure that OLLI is able to provide the highest quality courses, lectures, workshops, trips, and more for our members.

Your volunteer experience can be molded to fit your interests, talents, and schedule. All members have something to offer and are encouraged to share their time and expertise with their peers.

Volunteer opportunities include:

- Class host - Class hosts greet members and ask them to sign in as they arrive for a class, remind members to turn off their cell phones, introduce the instructor, assist with class needs, and distribute course feedback forms.
- Council, committee, or project team member - OLLI members are invited to participate in program governance and operations as council members or by serving on one of OLLI's committees or project teams. For a list of committees, visit <https://www.olliatwvu.org/get-involved/committees-councils>
- Office support - Volunteers help by answering phones, making copies, filing, and other light administrative duties.
- Events host or staff - Volunteers are needed to assist with shopping, set-up, and greeting visitors before, during, and after the event.
- Technical assistant - Volunteers act as hosts and assistants for Zoom and hybrid classes.

For more information about volunteering for OLLI at WVU, visit <https://www.olliatwvu.org/get-involved/volunteer> or call the OLLI office.

## Teach for OLLI

OLLI at WVU draws volunteers from all walks of life to teach a wide variety of courses. Although many OLLI instructors are teachers, professors, or business and civic leaders, many others are community members with a desire to share their knowledge and passion with their peers.

Course proposals can be submitted online at <https://www.olliatwvu.org/get-involved/teach-for-olli>. Submission deadlines are generally three to six months in advance of the term in which the course will be taught.

Proposals are reviewed by the OLLI curriculum committee and the instructor will be notified of acceptance via email within three to four days of the submission deadline. If a proposal is accepted, an OLLI staff member will work with the instructor to schedule the course.

Although instructors are welcome to design their presentation as they see fit, OLLI has resources available to help create engaging presentations that are accessible to older adults.

For more information about teaching for OLLI at WVU, including Policies and Procedures, visit <https://www.olliatwvu.org/get-involved/teach-for-olli> or contact the OLLI office.

### **Non-Solicitation Policy**

As a volunteer organization, OLLI at WVU greatly appreciates the generous donation of time and talent by our instructors and respects their right to academic freedom in preparing their courses. OLLI courses are intended to be learning experiences for our members, offered for the sake of expanding their horizons. Courses are not intended to be commercial or client recruiting opportunities for business products and services.

### **Media Release**

OLLI routinely takes pictures and video during classes and events for marketing and archive purposes. Members are asked to sign a media recording/usage release, available in the OLLI office and at the end of this document. Consent can be withdrawn at any time. If you do not wish to be photographed or recorded, please let the photographer know.

## Giving Back to OLLI

Although OLLI receives support from WVU and earnings from the Osher Endowment, this funding covers only about 50% of the program's operating expenses. Membership and registration fees cover another 25%. Therefore, the remaining 25% must be raised through donations, gifts, sponsorships, and grants.

Opportunities for giving are available throughout the year, including with quarterly registration, the annual fall fundraising campaign, and WVU Day of Giving.

### OLLI Funds

- **The OLLI General Fund** - used for current expenses.
- **The OLLI Scholarship Fund** - pays membership dues for a qualifying individual to receive OLLI membership at reduced or no cost.
- **The OLLI Endowment Fund** - helps to assure the continuance of the organization. OLLI can use only a percentage of the income generated from this fund.
- **The WVU Campus Club Endowed Scholarship** - awarded annually to a WVU student in need from West Virginia. The scholarship is funded by donations from members and friends of WVU Campus Club.

### Ways to Give

- **Become a Sustaining Donor** – A monthly gift to OLLI's general fund provides a convenient way to give, while providing a reliable source of income for OLLI. Your gift can be automatically deducted from your bank account or charged to your credit or debit card monthly. You can adjust your gift amount at any time you wish.
- **Planned Giving** - A future gift made through your estate plans can also support OLLI.
- **In Honor/In Memory** - A gift in honor or in memory of a loved one can be a special way to remember that person and help OLLI too.
- **Stocks and Bonds** - A gift of stocks or bonds allows you to donate appreciated assets and avoid the tax on the capital gain.

To make a gift or learn more about giving options, visit <https://www.olliatwvu.org/make-a-gift> or call the OLLI office.

### Kroger Rewards Program

OLLI participates in the Kroger Community Rewards Program, an easy way to support OLLI while grocery shopping. If you have not already chosen an organization to support through Kroger, please consider OLLI at WVU. Simply register your Kroger Plus Shopper's Card online at <https://www.kroger.com/i/community/community-rewards> and choose **Osher Lifelong Learning /WVU Found (FG916)** as the organization to receive a donation.

## **Collette Travel**

OLLI suggests three or four national and international trips each year through Collette Travel for our members and friends. One does not need to be an OLLI member to travel. In exchange for advertising these trips, OLLI receives a commission from Collette. Commission is offered for other Collette trips as well. For more information, contact the OLLI office.

*OLLI at WVU is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. It is also exempt from state taxes. All contributions to OLLI at WVU are tax deductible to the extent allowable by law.*

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## **Class Disclaimer**

OLLI at WVU presents programs of interest for general guidance only. It does not engage in rendering legal, medical, financial, or other professional advice and services. Information presented in an OLLI program should not be used as a substitute for consultation with a professional legal, medical, financial, or other competent adviser. Before making any decision or taking any action, program participants should consult a professional legal, medical, financial, or other competent adviser.

All information is provided “as is,” with no guarantee of completeness, accuracy, timelines or of the results obtained from the use of the information, and without warranty of any kind, expressed or implied, including, but not limited to warranties of performance, merchantability, and fitness for a particular purpose. Neither OLLI at WVU nor its information providers will be responsible to any program participant or anyone else for any decision made or action taken in reliance on the information presented by OLLI at WVU, or for any consequential, special or similar damages, even if advised of the possibility of such damages.

## **Liability Disclaimer**

Individuals acknowledge and assume any and all risk associated with participation in OLLI at WVU activities. OLLI at WVU makes no representation regarding the appropriateness of any activity for an individual. OLLI at WVU disclaims any and all liability for each individual’s participation in any activities. If a course involves physical activity, participants are responsible for wearing the proper attire and using the proper equipment (if applicable). It is highly recommended that participants consult their physician before participating in physical activity.

## **Non-Discrimination Statement**

WVU is an EEO/Affirmative Action Employer. Underrepresented class members are encouraged to apply. This includes minorities, females, individuals with disabilities, and veterans.



## WVU Media Recording/Usage Release

For the privilege of participating in activities for West Virginia University and affiliated entities, I hereby give my consent for my image, voice, or likeness to be videotaped, audiotaped or photographed for the following uses:

- Educational/instructional media
- Recruitment/outreach media
- Development media
- Newsworthy media documentation
- Other projects as needed by WVU

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**Address** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent/Guardian Name** \_\_\_\_\_

*A parent or guardian must give permission by completely their name if the model is a minor or if the model is hindered by mental or physical challenges.*

**Parent/Guardian Signature** \_\_\_\_\_