



IAP Courses for FSILGs– January, 2007

The Association of Independent Living Groups at MIT (AILG) presents its 2007 educational programs for undergraduates and alumni of FSILGs. The following four courses are intended primarily for undergraduates as well as interested alumni active in the management of their fraternity, sorority, or independent living group. Please make sure to register early as soon as the SmarTrans registrations are available. This ensures there is sufficient food – and space – for all. Food & refreshments are provided by the AILG.

Business and Financial Management 101 for FSILGs

Dates and Times: Wednesday through Thursday, January 17 and 19, 2007 in room 4-270, from 9:30am to 2:00pm, Tutorial: Friday, January 19 from 9:30am to 1:00 pm. All days include a free lunch. Please register at <https://alum.mit.edu/smarTrans/user/Register.dyn?eventID=8336&groupID=194>

This 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. On the optional third day, students will learn how to use Intuit's QuickBooks for accounting and will receive a CD with basic QuickBooks files compatible with the FSILG Cooperative and good practices.

House Manager 101 for FSILGs

Dates and Times: Tuesday, January 16 and Wednesday, January 17, 2007 in Room 1-390, from 9:30am to 2pm, includes lunch. Please register at <https://alum.mit.edu/smarTrans/user/Register.dyn?eventID=8337&groupID=194>

In this two-day course students will learn the basics of property management tailored to the needs of FSILGs. The first day's focus is on the new Safety, Licensing and Inspection (SLI) program, which was established by the Association of Independent Living Groups (AILG) in September 2005. The second day will deal with the multiple building systems in a chapter house: how they work, fail, are repaired, maintained, and when and how to hire a contractor. A House Manager's Manual is also distributed and used in the course.

IT/Telecomm 101 for FSILGs

Dates and Times: Wednesday, January 17, 2007 in Room 1-390 from 12:00 to 3:30, sharing lunch with the HM101 attendees. Register at <https://alum.mit.edu/smarTrans/user/Register.dyn?eventID=8339&groupID=194>

The purpose of this course to review options, costs, and best practices for installing and supporting a chapter's electronic infrastructure – wired & wireless networks, cable TV, telephone, VOIP, and getting the most out of our fiber optic connections to MIT. AILG alumni volunteers and MIT subject experts will discuss each of these areas.

Alumni Affairs for FSILGs

Dates and Times: Thursday, January 25, 2007 in Room W20-407 from 6:30 to 8:30. Pizza and refreshments will be served. Please register at <https://alum.mit.edu/smarTrans/user/Register.dyn?eventID=8340&groupID=194>

This purpose of this course is to share ideas and best practices among FSILG student and alumni members in developing their alumni networks. Attendees are encouraged to bring samples of what their own chapters use to develop alumni networks and keep alumni connected, as well as any challenges they have faced in creating or maintaining active alumni networks. 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.