



Massachusetts Institute of Technology Association of Independent Living Groups

IAP Short Courses for FSILGs – January, 2009

The following courses – except the last - are intended primarily for undergraduate members and officers of FSILGs. Alumni active in the management of their fraternity, sorority, or independent living group as well as other members of the MIT community are also very welcome. All courses are free, and food & refreshments are provided by the AILG. Please register early and invite others in your living group. Registering early ensures there is sufficient food – and space – for all.

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

Treasurer 101

Dates and Times: Tuesday and Wednesday, Jan 27 and 28 in 4-237, from 9:30am to 2:00pm. 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 Wednesday at lunch for the new module on the revised mandatory IRS Form 990 required of all organizations.

House Manager 101

Date and Time: Thursday, Jan 29 in the Student Center (W20) Private Dining Rooms 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 29 in the Student Center (W20), PDR 1 & 2, from 6:30 to 8:30pm. Pizza and refreshments provided.

This course is designed primarily FSILG network contacts. IS&T & 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 network that are being 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 28 in the Student Center, 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 27 thru Thursday, Jan 29 in the Z Center Media Room (W35-199), from 5 to 7pm. Food and refreshments.

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.

Building Effective FSILG Alumni Advisory Boards

Date and Time: Thursday, Jan 22 in the Student Center – 20 Chimneys, W20-306, 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.