

MARIST

Center for Lifetime Study



Member Handbook

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WELCOME

We are delighted that you have chosen to join the Center for Lifetime Study (CLS), and would like to extend a warm welcome. We are optimistic that this handbook will answer many of your questions, provide you with useful information, and familiarize you with CLS, as well as the various CLS locations. We hope that you will take the opportunity to socialize with fellow CLS members, and be an active participant within the organization. Volunteering plays a huge role in everything we do at CLS. Most importantly we hope you enjoy your time with CLS.

WHO WE ARE

In 1992 having become aware of the trend within the adult community to seek opportunities to continue learning into their retirement years, Jonah and Joan Sherman investigated various programs around the country. They approached Marist College with a proposal for sponsoring an organization to provide intellectual opportunities, cultural exploration, and academic development for local seniors.

In that year, with a grant from the Rose Sherman Fund, the Marist College Center for Lifetime Study (CLS) was established as a not-for-profit, membership-run program for people 55 years and older. Membership fees provide the major source of funding for all CLS operations. When CLS began it offered 6 courses to 127 members, Today CLS annually offers approximately 80 courses, as well as numerous special events.

CLS operates under the auspices of the Marist School of Professional Programs, which provides an on-campus office:

Center for Lifetime Study
Marist College Donnelly Hall Room 109A 3399 North Road
Poughkeepsie, NY 12601-1387
Phone: (845) 575-3902
Email: mc.cls@marist.edu
Website: www.marist.edu/professional-programs/cls/member-links

MISSION STATEMENT

The purpose of the Marist College Center for Lifetime Study shall be to provide opportunities for intellectual, collegial, and cultural exploration and growth for men and women age 55 or older. CLS is an organization under the auspices of the Marist College School of Professional Programs.

CLS is dedicated to the **continual academic** growth and **social** fulfillment of its participants, and is run (**governed**) by a council elected by the members. There is no particular experience or educational background required of a participant, and course subjects grow out of member interests. In addition to providing learning in areas of personal interests, settings for seniors to get together, relax, and exchange ideas are provided.

CLS is a volunteer run organization which can only exist if our members become involved. Members are encouraged to volunteer their time and energy to support CLS by teaching classes, participating on committees, and becoming involved in CLS community outreach programs.

CLS strives to foster an inclusive environment in our offerings and our membership, welcoming those of all backgrounds, beliefs, and identities.

MEMBERSHIP

Persons 55 years of age and older are eligible for CLS membership. The program provides a cultural, intellectual, and social experience in an enjoyable peer environment. Participation takes many forms, and we are optimistic that you will become involved in one or more of the many committees, activities, and community related programs.

CLS MEMBER PRIVILEGES AT MARIST COLLEGE

- James J. McCann Recreational Center
- Open Swim (members only -- no guests)
Available September to May (except holiday breaks)
Monday-Friday from 9 A.M. to 2 P.M. and 7 P.M. to 10 P.M.
- James A. Cannavino Library - Register at the Circulation Desk to borrow books for a 28-day period with one renewal, and select videos for a 7-day period with one renewal.
- Marist Bookstore – Barnes & Noble

CLS STRUCTURE

COUNCIL MEMBERS

The CLS Council consists of eighteen members elected by the membership at the Annual Meeting.

Officers

President
VP of Administration
VP of Curriculum
VP of Public Information
Secretary
Treasurer

Committee Chairs

Classroom Support (A/V)
Connections
Finance
Member Services
Membership
Office Support
Special Events

Plus 5 **Council Members-at-Large**

The CLS Council is the governing body for our member organization. A nominating committee is formed early in January to ascertain who is remaining on the council and find suitable candidates for open slots.

COMMITTEE FUNCTIONS

The areas of responsibility for the committees reporting to their respective elected officers or committee chairpersons are:

- **Administration:** Facilitates the operation of the organization.
- **Classroom Support:** Ensures that all classes have audio/visual equipment installed and operational for each class.
- **Connections:** Provides an opportunity for CLS members to volunteer in the community, e.g. Book Buddies/Math Buddies (tutoring students at local elementary schools), Bringing lectures to senior centers and senior housing throughout Dutchess County during the spring and fall semesters.
- **Curriculum:** Performing all aspects of curriculum development and implementation, including planning classes and class schedules, securing speakers, preparing catalog content and facilitating the daily activities required to run classes during the semester.

CLS STRUCTURE

COMMITTEE FUNCTIONS

- **Finance:** Oversees the financial viability of the organization.
- **Member Services:** Facilitates informal socialization activities and special events during the semester, including planning, set up and clean-up of refreshments as needed.
- **Membership:** Formulates and administers enrollment policies and acts as liaison for CLS to current or potential members.
- **Nominating:** Appointed annually by the President to develop the list of candidates for council positions to be voted on by the membership at the Annual Meeting.
- **Office Support:** Supports CLS administrative activities, including course registration, member data base management; assists in the CLS office with clerical work such as retrieving messages, making phone calls, and preparing and opening mail.
- **Public Information:** Is responsible for external communications and press releases, and works with Marist College. Produces the CLS newsletter (Chronicle).
- **Special Events:** Plans and arranges extra-curricular events that broaden the members' knowledge and experience, and any other social gatherings that develop a sense of community.
- **Trip Planning:** Plans and arranges cultural trips that broaden the members' knowledge and experience.
- **Long Range Planning:** Reviews the current direction and future needs of the organization and provides recommendations to the Council for changes.
- **Standing Committee:** An Ad Hoc committee formed to work on specific focus areas as defined by the President.
- **Facebook:** Provides CLS members with a social media outlet to get current CLS information and share information about activities and events that are of interest to CLS members.

ATTENDANCE & CLASSROOM PROTOCOL

CLS volunteers expend considerable time and energy preparing and delivering the first-rate courses that have made CLS so popular. CLS is fortunate to be located in an area with so many colleges and industries having such an abundance of talented individuals who are willing to donate their time and effort to create and present high-quality classes for CLS. Because the CLS members, outside experts, and educators who present the CLS classes receive no compensation or honoraria, their only reward is the interest of a courteous and appreciative audience. To optimize the class experience for the presenters, class managers, and other CLS members attending these classes, we ask that the following be reviewed:

- **Make every effort to attend the classes for which you are registered.** Good attendance is a presenter's and class manager's best reward. Each class has a classroom manager (volunteer position) who is responsible for introducing the instructor, relaying announcements, and taking attendance for each session.
- **Check off your name on the attendance sheet at each class.** Please note any dates on which you plan to be absent (vacation, trips, etc.) Add your name to the attendance sheet if it is missing or if you were not originally registered for the class. You may attend a class for which you are not registered only if the class is not oversubscribed and seating is available. Accurate attendance information is very important for tracking curriculum performance.
- **Be courteous when asking questions in class.** Typically, a period of time is reserved for Q&A at the end of the lecture. Please wait until that time to ask your question. Limit your questioning, especially if the presenter accepts questions during the presentation. Side conversations during class are disruptive.

ATTENDANCE & CLASSROOM PROTOCOL *(CONTINUED)*

- **Show respect to speakers.** All speakers are volunteers and have invested time and effort into preparing and giving the class. Don't correct or dispute what the speaker presents. Approach them after class and politely offer your thoughts as most will welcome your feedback.
- **Do not bring food or drink into classrooms while class is in session.** Coffee and tea are only made available at break times in Room A only. Members are not permitted access to these tables while class is in session. No food or drink is ever permitted in Rooms B, C, and D at Locust Grove.
- **Always wear your name badge.** Your badge identifies you as a CLS member and is your admission pass to classes and special events. Wearing your badge is especially important at public venues such as Locust Grove and at special events where non-members are also present. Wearing your badge also makes it easier for socialization, an important aspect of CLS.

Please contact the CLS Office or one of the CLS Council members to report anyone attending classes who is **not** a CLS member.

CLASS FACILITIES

LOCUST GROVE VISITORS CENTER

2683 South Road

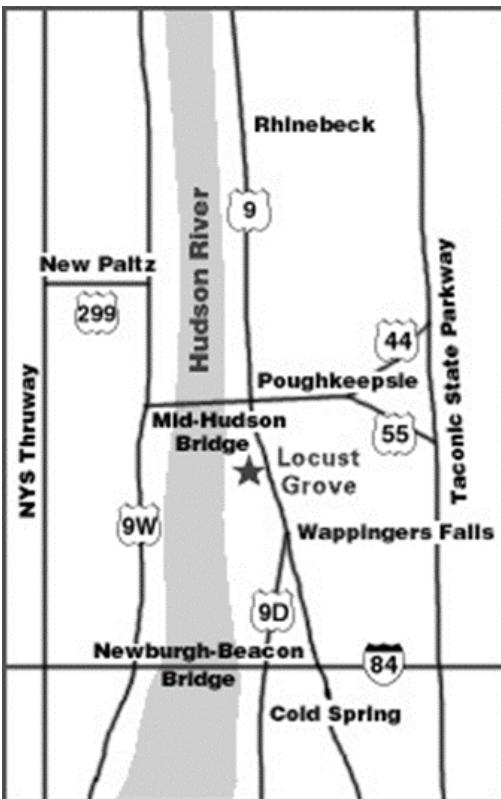
Poughkeepsie, New York 12601

LOCATION AND PARKING

Classes are held at the Locust Grove Visitors Center located on the west side of Route 9 (South Road) at the Beechwood Avenue traffic light, about one mile south of the Poughkeepsie Rural Cemetery and approximately one mile north of the IBM Main Plant.

Ample parking is provided adjacent to the Visitor Center's building. A limited number of handicapped spaces are available, however, the Visitors Center building and all parking spaces are on level terrain and easily accessible. Please be aware that the first three parking spaces in each row are reserved for handicapped members. Don't block the driveway and do not park where LG

has posted no parking signs.



- You must display a valid New York State handicapped tag to park in one of the designated handicapped parking spaces.
- There is **no turn on red** when exiting the main gate.
- During high volume times, we may experience a parking space shortage at Locust Grove. Alternate parking is available at the Marriot Courtyard property, immediately south of Locust Grove on Route 9.

CLASS FACILITIES

Additional information about Locust Grove can be found at

www.lgny.org

**PLEASE DO NOT CALL THE LOCUST GROVE
PHONE NUMBER TO INQUIRE ABOUT ANYTHING
RELATING TO CLS CLASSES**

Historic Mansion at Locust Grove



HOW MEMBERS CAN HELP

Become a volunteer. CLS is fueled entirely on volunteer power. The success of CLS depends on the involvement of its members. CLS is very fortunate to have dedicated members who devote their time and energy to make the organization strong, viable, vibrant, friendly, and interesting. It is only through our volunteers that we can offer such diverse and exciting courses, provide multiple opportunities to socialize and get to know one another, as well as provide volunteer services to the community. The synergy of our members is an intangible force that enhances our lives. You may volunteer for any committee or activity at any time by contacting the committee chairpersons or officers. Forms are included in the course catalog. Please consider participating in some of the programs, and volunteering to work on a committee.

Our primary communication is done by email and ALL members should provide their email address.

MEMBERSHIP AND DUES

Membership for CLS is based on a full year (12 months). Membership starts on July 1st and ends on June 30th the following year.

Membership dues are \$240 for the full year; \$120 for the half-year (1/2 year = joining after the fall semester). Please note that this fee may change in the future.

Membership dues are not refunded once the year begins and regardless of member's activities.

All members are required to have to a computer, tablet, smartphone or other device and maintain an active email address.

1. Joining CLS between **(June 1 – September 1)**, they pay the full dues amount for the year.
 - a. They would be able to register online and attend classes, trips and activities for the entire year;
2. Joining between **September 1 – September 30**, new members would have missed fall registration period but,
 - a. Can attend fall classes in September and/or October if classroom space permits;
 - b. Attend the mini winter session classes;
 - c. Continue into the spring semester and attend classes, trips and activities.
3. Joining between **October 1 - February 1**, they pay 1/2 of the annual dues;
 - a. Would be able to register for and take winter mini-session classes if done by December 15.
 - b. would be able to register for and attend spring classes, trips and activities.

MEMBERSHIP RENEWAL

The membership renewal process will begin on or about May 1 of each year.

Continuing members will renew their membership for the coming year using the electronic renewal process.

- Membership dues are set by the Council and payment in full is expected before the July 1st.
- Long-standing members (grandfathered members) without an email address will be sent paper membership renewal materials

COURSES AND ACTIVITIES

Each fall and spring CLS offers courses that run for 4 weeks, 6 weeks and 8 weeks. A three-session miniseries is held in January. There are four curriculum committees responsible for organizing the course offerings:

- Arts & Literature (AL)
- Life & Leisure Studies (LLS)
- General Science (GS)
- Social Sciences (SS)

Each class is 75 minutes, unless otherwise specified. Classes are held at:

- Locust Grove Tuesdays and Wednesdays
- Other days/locations As announced in the catalog

CLS members may register for up to 48 credits per semester, with each credit equaling one week per class, ie, a 8 week class would equal 8 credits. Special events may take the form of lectures, day trips, and visits to exhibitions or museums. A lottery is conducted if registration for a specific class, workshop, or special event exceeds capacity. For courses, priority will reflect the order of choice the member indicates on their registration form.

All members are required to wear their name badges to all classes, special events, and CLS functions.

SEMESTER SCHEDULE

Fall Semester

September–October

Convocation

New Member Orientation

Eight Weeks of Classes

Eight-Ten Special Events

Holiday Tea

Winter Mini Series January

Three Days of Classes

Spring Semester April–May

New Member Orientation

Eight Weeks of Classes

Eight-Ten Special Events

Annual Meeting

Annual Picnic