



IAP Courses for FSILGs– January, 2008

The Association of Independent Living Groups at MIT (AILG) has developed an educational program during IAP over the last three years. The following four courses are intended for undergraduates as well as interested alumni active in the management of their fraternity, sorority, or independent living group. Other members of the MIT community are also 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 on the MIT AILG web site at <http://www.mitailg.com/> for [Financial Management 101](#), [House Manager 101](#), [IT/Telecomm 101](#), and [Alumni Affairs for FSILGs](#).

Business and Financial Management 101

Dates and Times: Tuesday and Wednesday, January 29 and 30 in room 35-225, 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.

House Manager 101

Dates and Times: Thursday, January 31 in Room 4-231, 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

Dates and Times: Thursday, January 31 in Room 4-231, from 2:30pm to 4pm

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 in turn.

Alumni Affairs for FSILGs

Dates and Times: Monday, January 28 in Private Dining Rooms 1 & 2 of the Student Center from 6:30pm to 8:30pm. Pizza and refreshments will be served.

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, 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.