

OLLI at DU AUXILIARY GUIDELINES

1) The official name of an auxiliary is:

OLLI at DU Auxiliary at _____

Attached is the logo that is to be used for any of your in-house communication.

2) Because auxiliary programs are held on-site at residential retirement communities the DU tax exempt status does not apply to OLLI Auxiliaries. Nor should the name, OLLI at DU be used when opening a checking account for the on-site organization since it will be their personal account and not associated with the university.

3) The OLLI Procedures Manual is intended as a tool. The procedures are not mandatory.

4) A copy of each membership form should be sent to the OLLI office along with \$25. Auxiliaries may group and send them on a monthly basis.