Orientation Instructions

* Everyone sign in, introduce themselves.
* Fill out information sheet and waiver.
* Make sure everyone has entered in the form, ‘Yes I want to be a member’ online at the Quelab.net site. Both this form and waivers are filed in the bottom drawer of the office filing cabinet.
* Show places online where members can find bylaws, wiki, and calendar

Discuss: How much do new members know about makerspaces and hackerspaces? History, the way we do things, etc. Quelab started in 2009 with just several members who wanted to make things in a community – operated space. Probably started in Germany in the 1990s with the German Chaos Computer Club.

* Explain how we run things:

‘Be a good citizen: clean up after yourself, do some extra cleaning, replace tools and supplies if you use them up, treat equipment with respect, respect others’ personal space, respect differing views and ideas.

* Write and show: e-mail, wiki, Facebook, chatter list

New member guide on wiki, list of officers and board members, calendar, map of the space, e-mail etiquette

Board – members, handle finances, appointing officers and policies. You have a grievance, contact the board. If you want to volunteer for an officer position, contact the board. Meets regularly.

Officers – generally for specific rooms or jobs. Contact officers whenever you have a room, equipment, or tool issue, or if you want to help out with something, teach a class, etc.

Big white board in the core has lists of people who can train for different areas. Photographs on turntable are helpful for recognizing members, board, and officers.

* Safety:

<http://quelab.net/moodle/>

There’s a PowerPoint printed up that is more Quelab specific, it’s on the wiki. Printed copies are in the bottom drawer of the filing cabinet in the office.

* **Safety tour**

Breakers, kitty litter msds, safety glasses, first aid, hair back, toes covered

Locking up for the night

Roll up doors – locks use door code

Turn off heat/air

Caution when leaving the building

* Money – get money either by credit card or cash. Enter into 4Square so this information is updated.
* Door code and key fobs – extra key fobs are in the office in the right desk drawer.

Extras:

* We have some officer positions open.
* We have rental spaces with stations open, rent is around $30-$50 per month, As far as I know, there are currently 6 open stations, with 2 rented. I may be wrong.
* Don’t forget to show new members the library and member storage areas, they are often missed.

1) Square Instructions

<https://docs.google.com/document/d/10kCZR9zzXimt5HEuagUMsA5Pjd9bfBzqTclRJlIaavM/edit>

3) Seltzer Instructions

<http://quelab.net/wiki/doku.php?id=officers:working_with_seltzer> -- Rudimentary.

Orientation stuff is on the wiki, also under the officers' namespace

<http://quelab.net/wiki/doku.php?id=officers:tips_for_leading_a_new_member_orientation>

Instructions for Wild Apricot