



# Quelab Orientation

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Show ID and any other verification to teacher,  
such as school schedule. Introductions.



# Orientation Summary

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- How to get help and training, answers to questions, navigate the website
- How Quelab is organized
- Member responsibilities
- How you can work in our space safely
- Lock up procedures

# Quelab is a collective

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Quelab started in 2009 with just several members who wanted to make things in a community-operated space. We moved to our current location in 2012.

Quelab generally has about 100 members, and we regularly volunteer and participate in community events.

Members make interesting and useful stuff.

# Volunteering is essential

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We are a member-run space. Everyone volunteers, and all our equipment, tools, and supplies are donated or bought by members.

Please help when and where you can. Do work that makes you happy.

Suggestions:

Steward or board member duties, clean up, train others on equipment/skills you know, organize or help with events, assist members with their projects, teach a class, or arrange for someone to teach. These are just a few suggestions.

# Be a good citizen

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- Clean up after yourself, replace tools and supplies if you use them up, treat equipment with respect
- If you break or damage something, please email the stewards at [info@quelab.net](mailto:info@quelab.net). Place a broken/borked tag on the equipment with as much information as you know. Tags are located in the Core and woodshop.
- Respect everyone's personal space, as well as differing views and opinions.
- Volunteer if you can, in whatever capacity you feel comfortable, Suggested hours for volunteers are 1-4 hours per month.

# How do I get into the space?

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You will be given a key fob that will let you into Quelab, and codes for the hotworks area and roll up doors. The code is changed and sent out monthly, usually during the first week. It will also be posted on WildApricot.

If your key fob is lost or damaged, please contact our officers at:  
[info@quelab.net](mailto:info@quelab.net)

# Training

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- Training is required in all areas at Quelab. Some training is free, but for some some areas there is a small fee to cover materials and equipment. Any training fees will be paid via WildApricot.
- Some areas require extra training for safety reasons, or because the equipment requires it.
- To request training, email [info@quelab.net](mailto:info@quelab.net)

# Quelab Website

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<https://quelab.net/>

- Contains, bylaws, wiki, calendar
- Also contains information about board members and stewards
- Board - handles finances, appointing officers, and policies. If you have a grievance, contact the board. If you want to volunteer for an officer position, contact the board. Meets regularly.
- Stewards - generally for specific rooms or jobs. Contact stewards if you have a room, equipment, or tool issue. If you want to help with something, contact the stewards.



# E-Mail Etiquette

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- You will be enrolled in two email lists:
- [chatter@quelab.net](mailto:chatter@quelab.net) Less formal, you can unenroll
- [members@quelab.net](mailto:members@quelab.net) More formal, please check this email for important information
- If you need to contact the stewards or board members, use [info@quelab.net](mailto:info@quelab.net)
- There are other lists available, which you may need when you are trained in certain areas.

# Extras

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- We have some steward positions open
- We have some rental spaces with work stations available, for about \$30 per month
- There are areas for personal storage, just make sure your stuff is tagged. Personal storage is free.

# Questions before the safety portion?

