

Member Orientation Checklist

This checklist is for new member orientation which takes place at 8pm on Thursday evenings
This document lives here: https://wiki.hackrva.org/index.php/On_boarding_members

- Verify Membership on the member server
 - Verify ID
 - Sign Liability Waiver and Membership Agreement
 - Cover this in depth these cover important processes
 - Assign RFID & Test at door
 - Provide vehicle Parking Tag
 - Provide membership welcome packet
- Wifi Password
- Cover Slack
 - Ask if new member is familiar with Slack
 - Encourage Introduction when joining slack
 - Cover Do not Disturb
 - Cover Channels
 - Verify Invitation Email has been sent
- Meetup
 - Encourage Attending workshops/classes/events
 - Encourage Hosting workshops/classes/events (inquire on leadership channel)
- Discuss Member Handbook & How to find information or help
- Wiki
- Project Blog/Website/Calendar and Communications
- "Before you Leave" Checklist -- i.e. locking the doors and shutting down the space
- Thermostat Operation
- Safety
 - Lock doors if you are alone
 - Cover location of safety equipment -- Ear/Eye/Gloves/Hair
 - First Aid & Fire Extinguishers
 - Safety Lights
 - Discuss which tools need training
- Project Parking Tickets
 - Discuss Parking Ticket/Parking Pass System
- Leave the place better than you found it (empty trash, don't leave tools or trash on tables, clean up after yourself, etc)

Member Name (print): _____

Signature: _____

Date: _____

(If you make a significant change to this document, please increment the version)

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