

# 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](https://wiki.hackrva.org/index.php/On_boarding_members)

- Verify Membership on the member server
  - Verify ID
  - Sign Waivers and Agreement
    - Cover this in depth these cover important processes
  - Assign RFID & Test
  - Provide 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
- Meetup
  - Encourage Attending workshops/classes/events
  - Encourage Hosting workshops/classes/events
- 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
- Cover Thermostat
- Safety
  - Lock doors if you are alone
  - Cover location of safety equipment -- Ear/Eye/Gloves
  - 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 trash on tables, clean up after yourself, etc)

x:

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

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