

# New Member Registration Form

PLEASE PRINT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Preferred Nickname (if applicable): \_\_\_\_\_

Email address: \_\_\_\_\_

BOARD MEMBER NAME: \_\_\_\_\_

## MUST COMPLETE BEFORE ORIENTATION IS COMPLETE

Initial \_\_\_\_\_ Member signed up online.

Initial \_\_\_\_\_ Initial dues paid.

Initial \_\_\_\_\_ Key fob assigned.

Initial \_\_\_\_\_ Key fob tested.

Initial \_\_\_\_\_ Added to member mailing list.

Initial \_\_\_\_\_ Added to public mailing list ([madcitymakers@googlegroups.com](mailto:madcitymakers@googlegroups.com)).

Initial \_\_\_\_\_ Invited to Slack.

Initial \_\_\_\_\_ Orientation walkthrough.

Initial \_\_\_\_\_ Taken photo of new member.

Initial \_\_\_\_\_ Sent new member announcement email to [thebodgery@googlegroups.com](mailto:thebodgery@googlegroups.com)

# New Member Tour Checklist

## SHOW

- Parking Passes/Ticket Location (also on wiki)
- Thermostats
- A/V Setup
- Front/clean room light switches
- Explain consumables cost & payment boxes
- CNC room light switches
- Dues Box
- Members Storage
- First Aid supplies locations
- Explain Vending
- Fire extinguishers locations
- Cleaning supplies locations
  - Brooms
  - Bathroom
  - Kitchen – wash/dry/put away your dishes
  - Upstairs shelves
- Shop light switches/fan
- Locking back doors
- Trash/recycling outdoor location

## POLICY

- Guest policy
- Tool color code
- Minor Policy
- Anti-harassment
- Hosting guests
- Closeout procedure
- CLEANING – Janitor
- Free supplies in zones