Welcome to i3Detroit!

As a community-run organization, we place a lot of trust in each other, and we all help keep things running around here. There's a lot to learn, and this page is meant as a guide. Hang on to it.

Here are some very knowledgeable members who would love to help you get started. Call or email any of us with questions. We were all new, once...

1. Nate Bezanson, 248-379-3614, myself@telcodata.us

2. Maddy Winans, 248-821-0798, madalyn.winans@gmail.com

3. Matt Oehrlein, 651-261-9747, matt@i3detroit.com

4. Your mentor, see other side of this page...

As a new member:

- Please accept all the Google Groups invitations in your email – this is our primary communication method. If you didn't get them, email contact@i3detroit.com! (Check your spam box...)

- Go to http://groups.google.com/group/i3detroit and post a "Hi I'm new" message. If you're unable to log in, get in touch with your mentor, or email contact@i3detroit.com.

- If you don't know how to use a tool, feel free to post to the group above, asking to learn. Someone will be happy to set up a time to teach you, but you have to ask! Be bold!

- There's a box of T-shirts under the front counter. Want one? Slip ten bucks in an envelope, write "T-shirt" on it, and slip it into the dues drop-box. (The cup in the fridge can usually make change.)

- There's a tremendous amount of information collected in the Wiki. Find it at http://www.i3detroit.com/wiki. Try searching for the name of any tool, for instance.

- If you see something that needs fixing, bring it up and help fix it. If you see someone doing something unsafe, speak up and help them do it safely. If you need help, ask for it.

- You have the same rights and responsibilities as every other member, new or "seasoned".

  - Some of those rights:
    * Give tours, interviews, and stuff.
    * Use every tool you've been checked out on. Check with the owner, listed on the wiki.
    * Get involved at meetings and via email, and help shape the community.
    * Host guests, hold events, and share your own interests with the group.
    * Have your projects featured on the i3detroit.com front page blog. Ask how!
  - Some of those responsibilities:
    * Take out the trash when it's full. You're now one of dozens of part-time janitors!
    * Uphold the group's spirit and image, especially on i3detroit-public@googlegroups.com.
    * Help your fellow members keep after our various messes.
    * Make sure every guest signs a waiver and gets signed in by a member, perhaps you.
    * If you just took the last copy of this page, find the original on the wiki and print more.

- When talking about i3Detroit, remember to say "we". You're one of us now, welcome!

i3Detroit Keyholder Responsibilities

(Treat this as a learn-the-community scavenger hunt)

1. Every member may host _____ in the space.
2. Guests must complete a _____ on their first visit.
3. Guests must sign in on the _____ every time they visit.
4. Members should check each guest's name against the list of _____, and follow the posted procedure.
5. Members are responsible for making sure their guests follow the _____ and _____.
6. Bylaws and standing rules are located _____.
7. Any member who wishes to, may invite guests by throwing the _____, located _____.
8. If you're the second-to-last person in the space, check that the remaining individuals are _____ (by asking to see their keyfob).
9. When leaving, each member should _____ after themselves and let the remaining members know they're leaving. (Also, figure out whether to leave the twitterbot on.)
10. If you're the last one out, follow the _____ located _____.
11. Most tools in the space are owned by _____.
12. In case of tool damage, or simply questions, post to _____.
13. Information about tools may be found, or should be put, _____.
14. Trash cans should be emptied by _____.
15. New trash bags are kept in the _____.
16. We recycle through SOCRRA. Recycling guidelines are on _____.
17. The recycling bin goes out _____ night.
18. Sweeping, vacuuming, and mopping should be done by _____.
19. Personal items brought into the space should be _____.
20. Large objects/projects should have a _____ completed for them.
21. Member storage is restricted to one _____ per dues-paying member.
22. Items in member storage must be _____ with name and contact info.
23. Items in member storage must not protrude into the aisle, lest the _____ hit them.
24. Items in the space are available for everyone to use, unless they're in _____ or have a completed _____ attached.
25. When cleaning up, if you don't know where something goes, contact the _____ or post to _____.
26. The front hallway is a _____ and must always be kept clear.

Mentor name: Phone:

Mentor email:

First followup date: Second followup date:

New member name: Phone:

New member email:

Mentor and new member: Add these dates to your calendar and touch base even if things are going well. Maybe take a picture of this section to remind yourself?