

# New Member Onboarding Process

## Application & Welcome Process

When a resident requests to join the club, the following procedure will be followed:

- Prospective member completes the Application Form and Waiver Release Form, provides proof of residency (valid HOA card), and signs both documents in the presence of the Monitor.
- Prospective member writes the payment check (US Bank) to the SCF Woodcrafters Club.
- Monitor places the witnessed application and check in the Member Management basket in the office.
- Member Management enters the new member's name into GroupWorks and creates a RED BADGE for that member.
- Member Management sends the new member an email invitation to create their profile in GroupWorks and asks the new member to sign up for the next available Orientation and Core Training events. Refer to the following pages for more information on the training events.

## Training Process

New Member Training is composed of three segments: Orientation, Core Training and Mentoring. New members MUST complete all segments prior to having open access to the Woodshop.

- Members in training are identified by a RED BADGE. **A RED BADGE member is only allowed in the Woodshop when attending the Orientation or Core Training events or when accompanied by their assigned Mentor.** The Mentor must remain with the RED BADGE at all times.
- After successfully completing all three segments of training, the member's status is changed to a YELLOW BADGE which grants the member full access to the Woodshop during operational hours.

# SCF Woodcrafters New Member Onboarding

## Orientation

Orientation is one 1-hour session performed by a Club Executive Board (CEB) Member. This session briefs the new member on the club organization, club policies, and general shop safety rules, and familiarizes the new member with the shop layout.

**The New Member should RSVP for the next available New Member Orientation event in Groupworks.**

Orientation is typically conducted at 8am on the first Monday of the month but is subject to change so note the date and when you RSVP.

## Core Training

Core Training is a hands-on detailed explanation and demonstration of how to safely use the Core Equipment. Core Training is divided into two 2-hour sessions. Session 1 covers jointers, thickness planer and table saw. Session 2 covers chop saws, band saws, sanding machines, router table, and drill press.

**The New Member should RSVP for the next available New Member Core Training event in Groupworks – the RSVP covers attendance for both sessions. Core Training has a capacity of 5 participants per event. GroupWorks will automatically waitlist participants 6+ and the Safety Director will schedule another event for that month dependent on trainer availability.**

Core Training is typically conducted at 5pm on the first Wednesday and Thursday of the month but is subject to change so note the date when you RSVP.

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## **Mentoring**

The Mentoring process is the final stage of new member (RED BADGE) training. It is designed to have the RED BADGE demonstrate their understanding and safe use of the core equipment by completing a club assigned project. In special situations, a RED BADGE may select an alternate project, but it must involve all of the core equipment.

The Safety Director will email the RED BADGE with the Mentor's contact information. It is the responsibility of the RED BADGE to make the initial contact with the mentor and the responsibility of the RED BADGE to make accommodations for the mentor's availability.

The mentoring project should be completed within thirty days after completing Core Training. A RED BADGE cannot be in the woodshop without their mentor. A RED BADGE may not work on other projects while being Mentored. Mentors may not work on other projects while assisting the mentee.

## **Non Core or Skills Training**

Non Core Machine training (Timesaver, wood lathes, milling machine, dove tail jig, etc) is available to YELLOW or GREEN BADGES. Simply request assistance from a GREEN BADGE/Monitor and he/she will connect you with a woodworker that has experience with that tool.

CNC Router training is available to YELLOW or GREEN Badges. Register for a CNC Training event in GroupWorks

Skills and advanced skills training classes are offered periodically during the winter months. RSVP for these classes in GroupWorks.