

Generator Membership Orientation

Orientations are given on Wednesdays from 6:30 - 7:30pm, and every other Thursday from 6:30pm to 7:30 pm and Saturday from 4pm to 5pm. People can register online (preferred) or drop in (they should pay with the Square). The cost is \$10. Orientation is specifically for people who have just joined, are ready to start working in the space safely, where they can find what they need, and what our expectations are.

“Generator is a combination of artist studio, classroom, and business incubator at the intersection of art, science, and technology. We create a community of collaboration between artists, engineers, entrepreneurs, and artisans. Generator’s objective is to foster activity that creates a fertile environment for innovation, creativity and idea fulfillment.”

Before Orientation Starts:

- Have plenty of pencils and pens available. They will need to sign paperwork at the end of orientation. You don't want to be scrambling around trying to find utensils for everyone.
 - Have a sign in sheet ready for orientation. We need people to sign in so that if there is a question about whether or not someone has paid, we can have their name and phone number to follow up.
 - Have name tags and a marker ready (usually located in a basket behind desk on black shelf)
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- As people come in:
 1. have them sign in and make name tags
 2. invite them to set their stuff down and look around (it's okay to wait a few minutes if some people aren't there but 5 minutes after is about as late as you can start and squeeze all this in.)
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- Starting the tour:
 1. Introduce yourself and give a brief outline of tour. Explain that orientation is required to use the space. If they are already a paying member, they can begin using the space at the end of orientation. If they are not yet a paying member, they can fill out the paperwork and sign up at one of the computers. Ask each person to introduce themselves and explain what they are interested in doing at Generator. Please takes notes on the sign in sheet of anyone we'd want to talk to further about their interests.
 2. Start in the lobby/hall

1. we are Burlington's only maker space
2. we opened in March 2014 and have experienced tremendous growth
3. The hallway showcases the work of our outgoing generator-in-residence
3. At the info desk:
 1. Talk about basic membership costs:
 1. Affiliate membership: \$15/mo - \$25 a day
 2. General membership: \$75/mo
 3. Studio membership: \$200/mo
 4. Volunteer Membership: \$25/mo (dependent on shift availability)
 5. Exchange Memberships: Free memberships to Lab B members, Champlain, UVM, CCV, Vermont Tech students. Monthly membership rates and orientations are waived.
 2. Our open hours are Mon - Fri 11am - 9pm, Saturdays & Sundays 11am - 7pm
 3. point out the calendar - it displays booked time in the shops, classes and events. Explain that when they become a member they will have access to this calendar in order to book time on the machines, as well as the google group, where they will find out about opportunities and stay up to date on member news..
 4. Signing In: they must sign in when they visit Generator so we can collect data about when the space is being used
 5. talk up volunteering: Volunteering at Generator involves one 3 hour shift a week and a \$25 monthly payment. If they are interested, have them go to our website: ABOUT>>PROGRAMS and fill out the form. We will get in touch when a spot opens up.

- **The following work spaces require certification in order to access the tools:**

1. Rapid Prototyping (3D Printer and Laser Cutter - Register Online (under CLASSES & WORKSHOPS)
2. Jewelry - One on One certification is scheduled with Becky Macomber (Contact Beth to arrange)
3. Welding - Register Online (under CLASSES & WORKSHOPS)
4. Wood Shop - Register Online (under CLASSES & WORKSHOPS)
5. Machine Shop - Register Online (under CLASSES & WORKSHOPS)

- **Rapid Prototyping Station.** Point out the poster at each station (Laser Safety Rules) and the orange binders that hold the manuals.

1. **3D Printer** - uses an additive process to make a three dimensional solid object (virtually any shape) from a digital model using CatalystEX. This printer prints an additional support material that serves as an armature for your pieces.

1. Material Costs:

1. 3D Printer Filament: \$5 per cubic inch (the software keeps track of the amount of material you use but you must put your name on each project you set up). Members are billed at the end of the month.
 2. Build plates. \$5 a plate. They can pay by Square at the front desk. Plates are located in the black cabinet.
 2. Discuss how members use the 3D Printer and the types of projects that can be made using this tool:
 1. Adam Karl's prototypes for athletic equipment
 2. **Laser Cutter** - Cuts softer materials (acrylic, cardboard, wood) etches harder surfaces (stone, glass) brings designs from vector files into software, capable of great detail.
 1. Members are not charged a fee to use this machine.
 2. Discuss how members use the laser cutter and the types of projects that can be made using this tool:
 1. Cardboard Teck Instatute's Pinbox 3000
 2. Alix Klein (AB Designs) - recycled bicycle tire jewelry
 3. Jim Wick's puzzles
 4. Eric Roy's leather masks
- **Electronics Lab** - design, test, and build your electronics projects here.
 1. Soldering Irons and ventilation system
 2. circuits, resistors, capacitors, LED etc. free for member use
 3. microscope for small work
 4. microcontroller library - can be checked out to use in house.
 5. Arduino kits are available for purchase.
 6. Leisa Faring is available on Wednesdays from 4-8pm to help and assist with electronics projects
 - **Safety**
 1. point out where the first aid kits are:
 1. At the front desk
 2. On the wall between the Machine Shop and kitchen
 3. There are large red cross decals on the wall near to where the first aid kits are located
 2. Goggles and earplugs
 1. On the wall between the Machine Shop and kitchen
 3. Eye Wash
 1. Located in the kitchen sink, attached to regular faucet

4. While working please be aware of what's happening around you
5. After you have finished using a space or working on a project you must clean up, return tools to their original location
6. Although we do occasionally host social events where alcohol is served, use of ANY machinery while under the influence is strictly prohibited. A member will be asked to leave if found violating this rule.
7. Do not use machines you're not certified to use.

- **Jewelry Station**

1. donated by UVM, owned by BCA
2. Equipment: Hydraulic press, Rolling mill, Drill press, 3Flex shafts, B tank acetylene torches, PMC kiln, Buffing wheel
3. classes are listed on our website under CLASSES & WORKSHOPS and registration is processed through the BCA website.
4. Contact Beth (info@generatorvt.com) to schedule a certification

- **Kitchen**

1. Available for all members to use:
 1. coffee, frig to store food, microwave, toaster oven, dishes
2. No food can be left out because of our mice problem, toss any food you see that is left out
3. Help us keep it clean

- **Wood Shop**

1. Available tools: CNC Wood Router, StopSaw; 10" Table Saw, Makita; 10" Compound Miter Saw, Delta; 14" Band Saw, Powermatic; 15" Planer, 6" Jointer, 12" Drill Press, Dust Collection and Air Filtration Systems, CNC Router
2. You must be certified to use this space. Sign up online under "CLASSES & WORKSHOPS"

- **Metal Shop**

1. Tools: Miller Diversion 180; Tig Welder, Jet; 6" Bench Grinder, Jet; 16 1/2" Floor Drill Press, Jet; 5" x 6" Horizontal Band Saw, Sand Blast Cabinet, Air Compressor, 12' Disk Sander
2. You must be certified to use this space. Sign up online under "CLASSES & WORKSHOPS"

- **Machine Shop**

1. Tools: Vertical Milling Machine, First Operations Engine Lathe, 13" Swing Mill Drill, Brake/Shear/Roll Combo
2. You must be certified to use this space. Sign up online under "CLASSES & WORKSHOPS"

- Point out Bathrooms, and reboot (or lounge)

- Member meetings are held the second Tuesday of every month. Pot luck. Members must be present to vote on agenda items. In-coming and out-going Makers-In-Residence present their projects.

- **Studios**

1. Studio memberships are \$200/mo. Includes 24/7 keyed access.
2. There is a waitlist. If interested in a studio, go to our website to the "Sign Up" page and fill out the form. We will be in touch as spaces open.
3. Point out the Maker-In-Residence studio

- 1. Maker-In-Residence Program**

1. \$1000 stipend
 2. Free studio space for 2 months
 3. At the end of the residency, the work goes up in our exhibit space in our hallway
 4. How To Apply: Fill out the form on our website under ABOUT>>PROGRAMS. Applications are reviewed by a committee (which is the director, a staff member, and any Generator members who want to be involved)

- **Classroom**

1. when there are no classes members are welcome to use the computers
2. lots of the software you would need is available on these computers:
 1. Adobe Creative Suite
 2. CorelDraw
 3. Rhinoceros
 4. Inkscape
 5. Solidworks

- **Membership Agreement**

1. The Membership Agreement contains our General Policies and Procedures and Liability Waivers. This paperwork must be signed at the end of orientation. The forms are

located in Beth's office, in a box on top of the black file cabinet. Place signed paperwork on her desk.

2. everyone must sign one in order to be a member and use the space.
3. It is important that this be the last step in the process. One time someone showed up, signed the paperwork and left.