

Team 1389 Whitman Robotics Lab Volunteer Guidance

Thanks very much for being the responsible adult-in-lab so that the robotics team can work on their robot. Here are some basic instructions.

Beginning of Shift:

- **Check-In:**
 - If you are joining or relieving another adult lab volunteer, let them know you are present and ask for an update on status of work and where help is needed.
 - Let the student leaders know you're there (ask any team member in the lab who is a leader if you are unsure) and ask them about their plans and needs for your help. Please greet students (and introduce yourself to students you don't know!) so they get to know you.

During Shift:

- **Safety:** Monitor work to be sure everyone's using tools and equipment carefully. Anyone using any tools must ALWAYS have a spotter (another student or adult watching for safety) and wear safety goggles. If you think something looks unsafe, please ask those involved to explain the safety of what they are doing and if they need to review if the work is safe.
- **Progress Check-Ins:** If you're doing the last shift of the day, check with the student leaders about 30 minutes before the scheduled wrap-up time, to make sure they know the time. Clean-up of the lab happens for the last 15 minutes. Everything must be vacuumed, swept, put away, chairs up, trash out. The room must be ready for class the next morning.
- **Encouragement and Help:** The work should be guided by team members and mentors. Please feel free to help them, provide encouragement, ask questions, and provide friendly conversation.
- **Occupying Yourself:** We encourage volunteers to engage as much as possible with the team members and to be aware of when power tools are being used, but it's fine to bring a book or laptop; just note there's no reliable Wi-Fi in the lab.

End of Shift:

- **Tools Away:** Be sure the students put all of their tools, goggles, and parts back into their room.
- **Clean-Up:** The room should be cleaned, swept and vacuumed every night, with chairs put back in places at desks and all computers off. Keeping the team's access to the room depends on our leaving the classroom clean and ready for teaching the next day.
- **Students Picked Up:** Be sure all the students have a ride, get picked up, or can walk home. It's best to ensure that every student is safely on their way before you leave.
- **Lights off and lock up:** Be sure the lights are turned off and room locked up (both door to hallway and exterior door) when you leave. The exterior door sometimes needs a good shove.

Any questions, contact Farish Perlman (703) 589-2233 or Lacey Kurtz (703) 863-6362