

# **LifeBeam Technology Club**

**2012-2013 Member Handbook**

Thank you for becoming a member of the LifeBeam Technology Club! This document will include comprehensive information regarding our policies, member policies, representative policies, and different club functions. Please familiarize yourself with this information and keep this packet in a reachable place.

## **Mission Statement**

The LifeBeam Technology club always proudly aims towards satisfaction of students whilst offering beneficial increments of modern technological education to students. At LifeBeam Technology club, we strongly encourage and emphasize on innovative ideas and intuitive projects. We offer tutorials on pretty much anything you can think of. Being a member of LifeBeam Technology club, we value your opinion and your ideas. We operate the club similar to a community. We honor the thought of democratic leadership and will always be open to any members' ideas or suggestions. We **want** you to let us know what you desire to better accommodate the whole club!

## **Our motto: Teamwork and Professionalism**

By being a member of the club, you agreed to volunteer your best cooperation and support for our development. The strategy of teamwork is very important because it not only helps our club be successful; it also gives you good experience for working at a company in the future. This means that it is important you should stay on-task when at our Club Meetings, especially the first 10 minutes.

Finally, professionalism is essential to our entire club because it makes us not only successful, it makes us look unified and serious. By being professional, you agree to dress nicely and appropriate and to **always** bring your Club ID badge. In addition, the most important factor of being professional is **being on time**.

## **Club ID Badge**

LifeBeam Technology club is different from other clubs because we appreciate and honor each and every single one of our members. You are our priority, and we respect your identity. We want you to be prideful of yourself. Therefore, we have a new addition to our club this year, which is **Club ID Badges**.

All Club Representatives (officers of the club) have already received their Club ID badges. The Club ID is a plastic ID tag that helps other people (and our computer database) identify you. The badge is attached with our complimentary lanyard to you. We recommend you wear it when going to our Club EXPOs or meetings.

If you signed up as a **Member**, you will receive your Club ID Badge after we verified that you attended our club meetings for **2** times. We do this to verify your dedication to our club.

The Club ID badge is used for taking **Attendance** and for **Getting Free Pizza** at our monthly club EXPOs.

## **Club Meetings**

Our club meetings are subject to change, but **with** notice. Typically, our club meetings take place during lunch on Tuesday (block day) at room **763**. But sometimes, when we have alternate plans, this may change.

We highly recommend you to check the club website to check club meetings at <http://lifebeam.net>

You may also connect with our club on FaceBook at <http://facebook.com/groups/lifebeam>

## **Attendance**

We take attendance very seriously. This is because we value every members' opinion. If some members do not come or attend late, we are unable to carry on with our Club Agenda. Therefore, we set up a few policies to ensure that all our club members are coming.

- Since our Club Meetings take place during lunch, members have a **10-minute** grace period to come
- Members must get their lunches, or do any errands within that time
- If we have a Club EXPO (free pizza), members are advised to **not bring lunch**

Remember, we only meet once a week, so we don't have much time to collaborate if there are distractions. We also have set other policies for long term membership, in appreciation that our members will be loyal.

These policies are:

- We will only offer free pizza to members on a Club EXPO **if** they have signed up before the **EXPO**
- Members are not allowed to sign-up or register on the day of a Club EXPO.
- If members are **not present** (to any club meeting or EXPO) within the allowed 10-minute grace period, then they are considered **absent** from that club meeting.
- Club Members and Representatives who are **absent** or do not come for two months (8 meetings) forfeit their position and are permanently removed from the club. We cannot tolerate total absences!

We need your help and support to run our club properly. We want to give members as much freedom as possible, but things like attendance are very important. Attendance = Respect

## **Signing In**

This year, LifeBeam Technology club is taking a better approach at taking attendance for members. For members who attended our club meetings at least twice, you will receive your Club ID badge.

If you **have** your Club ID badge, then scan your ID on our computer "kiosk" as soon as you walk in.

If you **do not** have your Club ID badge, but have signed up for the club, you need to look for your name on the "New Members" chart (which will be near the computer) and scan the barcode on that paper.

## **Signing In (Continued)**

As for signing in at **Club EXPOs** to get free pizza, we have a more strict policy. All members who would like to get pizza **must** have their own Club ID badge with them. Any member or representative who did not bring their Club ID badge will **NOT** be able to obtain any pizza, unfortunately.

We will start Club EXPOs after a month or two (to make sure everyone has received their Club ID badge).

We are sorry, these are the club policies. The policies help differentiate those who are loyal members versus those who are careless members who just come to get pizza. We do not respect those who sign up just for the pizza. Being a member of the club is a **privilege** and free pizza should not be taken for granted when you sign up for our club.

In conclusion, these are the two rules of thumb: **bring your Club ID** and **be on time**.

## **Club EXPO**

Every one or two months, we launch an event known as a Club EXPO. As mentioned before, we raise Club EXPOs mainly as our appreciation to the members and representatives of a club. We will almost always serve pizza free of charge during this event, for club members and representatives only.

Club EXPOs usually take the place of a Club Meeting. We meet on the same schedule (Tuesdays) at the same room and at the same time (lunch), unless further specified. Members and representatives are expected to "sign-in" using only their given **Club ID badge**. Those who do not have a Club ID badge will **NOT** be able to participate in the event or receive any free pizza. They *can*, of course, buy pizza for a **fee**.

Furthermore, due to the large activities and numerous electronics during the Club EXPOs, we will require members to show their Club ID badge when they try, "play", or experiment with any equipment.

## **Members' Liability**

With great privilege comes great responsibility. LifeBeam Technology is trusting **YOU** to make the best out of the club and to properly maintain our current equipment in good condition.

Unauthorized people (visitors and non-members) may **NOT** use any electronic equipment or disturb any structure, invention, project under the direct property of any representative in LifeBeam Technology club, unless under explicit exception permitted by the Club President. Members or guests who misuse, damage, vandalize, or steal property of LifeBeam Technology will be permanently removed from the club and will be reported to the school authorities for disciplinary action.

## **Our Liability**

Upon your "sign up" process of becoming a member, you have already accepted our **Terms of Use, Privacy Policy**, and our **Liability Policy**. By being a member of LifeBeam Technology Club, you agreed to these statements upon registration. The following statements describe our liability policies below:

- We (representatives of LifeBeam Technology Club), are not responsible for ideas or communication which spreads through the world-wide-web. We cannot control students who **choose** to do this at their own will, and thus will **not** be responsible for occurrences including but not limited to cyber bullying, online offense, online privacy issues, etc.
- Our Club (LifeBeam Technology Club) does **not** use the school's network or internet for communication, social networking, viewing media, or other non-educational activity.
- We are not liable for any students who use their mobile phones to access the web at any time.
- We are not liable for any photos taken by any students during our Club sessions or events.

## **Privacy Policy**

We take privacy very seriously and do our best to keep our members protected at all times. Your privacy is very important to us. The information we collect during your registration will not be distributed to any source other than the head representatives of the club.

For content that is covered by intellectual property rights, like photos and videos (your content), you specifically give us the following permission, subject to your privacy and application settings: you grant us a non-exclusive, transferable, sub-licensable, royalty-free, worldwide license to use any content that you post on or in connection with our club, LifeBeam Technology.

By being a member, you also agreed to the following commitments to uphold our policy:

- You will not bully, intimidate, or harass any member or representative of LifeBeam Club.
- You will not post unauthorized commercial communications (such as spam) on our computers/kiosk systems.
- You will not distribute personal information belonging to someone else.
- You will not facilitate or encourage any violations of our policies.
- You will not take any action that infringes or violates someone else's rights or otherwise violates the law.
- You will comply with all applicable laws and school rules when at our club.

## **Make it Clear: References**

Throughout this document and sometimes in our communication throughout the club, words or references are used interchangeably to describe our policies. Therefore, we want to specify the exact words that vary throughout the year which are identical synonyms.

- Club Officer = Club Representative
- Club Member = Member
- Liable = Responsible
- Terms of Use / Rules = Policies
- Club ID badge = Club ID
- Absent = Late
- Club Functions = Club EXPO, Club Day, projects, etc.
- Head representatives = Club President and Vice-President
- LifeBeam Technology = LifeBeam Technology Club
- LifeBeam Club = LifeBeam Technology Club
- Computers/data kiosk = Computer System used to manage our Club
- LifeBeam Kiosk = Computer System used to manage our Club
- Visitor/Guest = Non-member; Regular student

## **Member Email**

Long term members who have stayed more than 3 club sessions will receive a free complimentary professional email with their name (e.g. john@lifebeam.net). Once you receive your personal email, this signifies that you are a highly honored member. We do this to show support to our members in return to the support they gave us.

Member emails can only be administered by the head representatives of the club. We have the right to revoke email privileges in case of any abuse of the email or any violation of the terms of privacy.

## **Community Service Hours**

Our club offers Community Service Hours for those volunteering to help our society. The amount of community service our club accomplishes will depend on your dedication and request. If you are a student in urgent need of Community Service Hours, please let us know ahead of time, so we can plan early. Services that we will be doing this year include helping clean the campus, making websites for teachers and organizations, fixing computers, and photography/video work.

## **Club Contact**

If you have any questions, concerns, ideas or suggestions, please don't hesitate to contact us.

Our club contact is available 5 days a week (Mon-Fri) during certain hours. Please avoid calling during school hours (between 8am to 3:30pm). If calling, we are best available from 4pm to 6pm. If you choose to email us, we will usually reply within 1 to 6 hours depending on the urgency of the situation. Please feel free to contact us with the information below:

Email: [club@lifebeam.net](mailto:club@lifebeam.net)

Hotline: +1 (641)-715-3900 **Ext.** 40328

Texting or SMS: (510)-463-1214

Again, we sincerely thank you very much for joining LifeBeam Technology Club and wish you and your friends a memorable year of knowledgeable experiences!!!

Warmest Regards,

**Dominick Lee**  
*LifeBeam Club President*

**Chuck Chung**  
*LifeBeam Club Vice-President*

