Girl Develop It
don't be shy. develop it.

NEW INSTRUCTOR ONBOARDING

Welcome to the GDI family!

This is a brief list of what we need from you to get started and schedule your first class.

Getting paid:
- Fill out Payee Setup Form so we can get you in the system.
- Send a W9 to payments@girldevelopit.com.
- Payments are sent via paper check using U.S. Mail on the first Friday of every month.

Class listing:
- Your description, pictures, and questions must be completed a month prior to launch. We will send a draft Meetup for you to fill in the information. Once you are happy with it, please send it to your organizers for approval and we will notify you when it launches. See below for Meetup description template.
- Once the listings are up, you can view the answers to the questions you specified in the Meetup at any time after the first registration by going to your Meetup -> Tools -> See Answers.
- Please make sure to respond to questions on the class by students within 24 hours or as soon as possible.

Class preparation:
- You can print out the class roster from the meetup listing.
- Please read through the Teacher Handbook.

Official website:
- We'd love to put your teacher bio on girldevelopit.com! Could you please send us a photo of yourself and a small paragraph about your background and/or why you are inspired to be a GDI teacher? (Example: gdiboston.com)

We'll send reminders along the way and we're always here if you have any questions/concerns. Again, don't hesitate to reach out with questions.

On behalf of Girl Develop It, thank you.

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Meetup Description Template

- **Title**
- **Date**
- **Time**
- **Venue Details**
- **Additional details**. Follow this rough template.

[What this workshop will cover] This workshop will cover.

[Who this workshop is taught by] This workshop will be taught by ..... If you're interested in helping out as a teaching assistant, please let us know.

[Event schedule]

[Prerequisites] You should be familiar with X and Y.

[Required installs] Please install X and Y before the event.

[Thank you to sponsors] Thank you to X for the great food and location.

- **Price**: Typically about $10/hr.
- **Limit Attendees**: Typically aim for 10-20% more than capacity, since attrition is typically 80-95%. Make sure you have a teacher-TA/student ratio that's reasonable (like 1 for every 10).
- **RSVP Questions**: If the venue requires a full name, ask them for that, since some people don't use full names on Meetup profiles. It's also nice to ask them about their prerequisite knowledge and what they hope to be getting out of the event.