

2020 QL INSTRUCTOR COVENANT

By agreeing to the 2020 QL Instructor Covenant, I understand that I am committing to:

INSTRUCTOR CONDUCT

1. Conduct myself in accordance with KW culture and serve as an advocate of QL.
2. Be on the QL journey and continually strive to live QL at a higher level.
3. Adhere to the *Basic QL Instructor Requirements* found on the following page.

EVENTS

4. Hold a minimum of two (2) QL events each year.
5. Schedule all QL events through KWKC's web platform a minimum of 15 days in advance so KWKC doesn't incur fees to schedule the event on the backend.
6. Schedule ALL QL events through KWKC's web platform, including events for which books are not needed and events for audiences outside the target age range of 14-28.
7. Record attendance on my Instructor Dashboard within 3 days of each QL event I hold.

CONTENT AND MATERIALS

8. Present the QL material and concepts as they are written and designed by KWKC.
9. Adhere to copyright requirements of all materials and never allow the copying of printed materials without express permission from KWKC. *
10. Not order excess books.

DONATIONS AND SPONSORSHIPS

11. Hold QL events without direct financial profit (no instructor fee).
12. Work to raise a minimum of \$25 per student. **
13. Remit any cash or check donations I receive to KWKC within seven days of receiving the funds.
14. Require a minimum donation of \$25 per book anytime I teach QL to audiences outside the target age range of 14-28. ***

NOTES:

*KWKC will work directly with instructors teaching outside of the U.S. and Canada to provide print files so that QL manuals can be printed in country.

**QL events will ALWAYS be made available at no cost to students ages 14-28. Where appropriate, QL instructors are encouraged to advertise their events as free because someone else paid it forward and invite registrants to pay it forward for someone else. Materials for one student are value at \$25 and the event itself is valued at \$150 per student.

***QL events may be held for audiences outside of the 14-28 age range ONLY if all three of the following criteria are met: 1) the purpose of the event is to garner support for future events for those ages 14-28, and 2) KWKC's registration system is used and attendance is taken, and 3) a minimum of \$25 is donated for every attendee.

INSTRUCTOR LEVELS

Becoming a QL Instructor is a self-led, online learning process. Registrants must have taken Train the Presenter or Train the Trainer advanced within the past 2 years. Registrants obtain the title of **QL Instructor** once they complete the onboarding requirements and gain access to their instructor dashboard.

BASIC QL INSTRUCTOR REQUIREMENTS

New QL Instructors will become “active” in the system and eligible to hold an event after completing onboarding. To remain active in the system all the following requirements must be met.

1. Actively affiliated with Keller Williams as an associate, leader, or staff member
2. Onboarding requirements met:
 - Completed registration
 - Watched 6 foundational videos
 - Ordered instructor kit/s
 - Completed mission statement and bio
3. Adheres to the QL Instructor Covenant
4. Holds a minimum of 2 QL events annually

QL FOR HIGH SCHOOL INSTRUCTOR REQUIREMENTS

While all QL Instructors who have met the Basic QL Instructor requirements are eligible to hold QL for High School events, these events are currently intended to be held in collaboration with an organization, group, or individual who already works with a specific group of high school aged students.

Please email support@kwkc.org prior to scheduling your first high school event to share the details of the group you will be working with as well as your scheduling plan (i.e. 10 90-min sessions over the course of 5 weeks, 2 half-days, etc.).

The High School Instructor Kit can be ordered during onboarding or from the Instructor Dashboard.

CERTIFIED QL INSTRUCTOR REQUIREMENTS

QL Instructors will be awarded the title of **Certified QL Instructor** after meeting the following requirements:

1. Meets all the *Basic QL instructor Requirements*
2. Has 50+ registrations annually (includes events for which you are a co-instructor)
3. Raises an average of \$25 per student
4. Utilizes the student survey/star rating system
5. Attends a live QL Instructor Workshop or Regional QL training event

MASTER QL INSTRUCTOR REQUIREMENTS

Certified QL Instructors will be awarded the title of **Master QL Instructor** after meeting the following requirements:

1. Meets all *Certified QL Instructor Requirements*
2. Has 80+ registrations annually (includes events for which you are a co-instructor)
3. Holds four or more QL events annually (includes events for which you are a co-instructor)
4. Takes Train the Presenter or Train the Trainer Advanced annually