



**galileo**  
Innovation camps for kids

# SUMMER STAFF FAQs

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Congratulations and welcome to the Galileo team! Wondering what happens between now and summer? Look no further. Below are answers to commonly asked questions about what to do and who to contact at Galileo HQ after you've received an offer.

## How should I “sign” my offer letter?

It's simple! Your offer is sent to you in an email, and is an online form. You'll access your offer by logging in with the same username/email and password that you used to complete your application. After reading each section of the offer, enter your initials to agree to the information and guidelines throughout. After reading the entire offer and when you are ready to accept, type your full name in the appropriate space at the bottom of the offer. Click “Submit” and you're done!

## What if I have questions about my offer before accepting?

Read your offer letter thoroughly to make sure you understand and agree to all of the salary and schedule commitments prior to signing. If you have any questions about the terms, or if you have an update about your availability for staff training or set up days, contact your supervisor. Remember, the offer letter is considered a signed agreement and the terms should be as you discussed with your supervisor.

## Where do I access my online paperwork and other onboarding tasks?

We will (if we haven't already) send you an email detailing the steps of your onboarding process. You will find your online paperwork and track completion of tasks through the [Galileo Onboarding Portal](#), which uses the same username/email and password you used to sign your offer. When you begin, take a close look at the list of required paperwork; it includes a W-4 so we can pay you, an I-9 so we can be sure you're eligible to work in the U.S., a general onboarding form where you can provide emergency contact and medical information, and important reading material. From start to finish, this process should take about 60-75 minutes. Depending on your site and role however, you might have some additional tasks to complete. We recommend sitting down to complete this once, rather than completing it in stages, which can take more time. We also recommend having access to your social security number before beginning.

## What are all these tasks for?

- **W-4:** Provides Galileo with your income tax preferences, and lets us know how much to withhold from each paycheck. It must be completed annually in order for us to issue you a paycheck.
- **I-9:** Verifies your eligibility for employment in the United States, and essentially confirms that you are who you say you are.
- **Onboarding form:** This one is a little more obvious once you start filling it out. We'll ask for basic info like your t-shirt size so we can order your camp shirts and emergency contact info (just in case). (Continued on next page.)

- **Background check:** This is a required step of the hiring process, and it helps to keep you and your campers safe.
- **Payroll form:** Provides our People Services team with more information on your social security number (if it is temporary, for instance), and indicates if you need a visa to work in the US (for international staff).

## What additional paperwork do I need if I'm under 18 years old?

If you will be under 18 as of the first day of on-site training, and you will be working at a Galileo location in **California**, you have 2 additional requirements; if you'll be working in **Illinois**, you have one:

- **All staff under 18:** Have a parent or guardian sign the Parent or Guardian Signature Form to confirm that they have read your Galileo Staff Onboarding Information, and upload the signed form to the employee portal.
- **California staff only:** You will need to obtain a work permit if 1) you will not have graduated high school AND 2) you will not be 18 years old by the first day of staff training. If you will have graduated high school by your first day of on-site training, you do not need to obtain a permit.

## How do I prepare for staff training?

Your training will include a combination of engaging online training tailored to your role and in-person training with your Camp Director at your camp location, or if you are a Substitute staffer, whichever camp location you are assigned to. You can expect to receive specific information three weeks before your start date; before then, the best way to prepare is to complete your onboarding tasks, and to get excited!