



CLASS PROPOSAL FORM

Education is a huge component of our mission - it helps The Co-op become the center of a vibrant and inclusive community and an educational resource on food issues. We strive to build Community Education - providing a space to grow new and aspiring teachers, to utilize the passion and skills of our community, and to offer high quality learning opportunities.

Join in!

Fill out this Class Proposal Form and email it back to cheryl@sugarbeetcoop.com or drop off at the register in the store. Someone will be in touch with you once your proposed class has been evaluated.

YOUR INFORMATION:

Name: _____

Address: _____

Primary Phone #: _____

Email Address: _____

CLASS INFORMATION:

Name of proposed class: _____

Class length: _____

Ideal class size: ____ (Classes are capped at 10 for cooking/hands on and 20 for lecture classes)

Type of Class:

- Lecture class**
- Demonstration class**
- Cooking class (note: our space is limited but we can be creative!)**
- Other:** _____

Class description (as it will appear in promotional materials, 50 words max):

Description of materials/ ingredients needed (instructors will be reimbursed for materials/ ingredients purchased - see below for more info)

Location for Class: For now, our classes will be in the middle of the store at a large table with 10 stools around.

Other relevant information

Instructor's biography (this information might be used to help promote the class):

PAYMENT:

Lecture class \$30

Demonstration class \$40

Reimbursement:

Sugar Beet Food Co-op will NOT be providing materials or food for classes. However, for classes that require demonstration materials (like food for a cooking class), Instructors may be reimbursed an additional \$10-\$80, depending on class size & the cost of ingredients. Materials reimbursement must be approved by the Education Coordinator prior to the class. No reimbursement will be issued without prior agreement AND receipt submission. Receipts must be turned in within 10 days of the class.

Approximate class budget: \$8 Per person (or) Total (\$80 max)

Class schedules are created and released on a monthly basis. Turn in proposal forms a month before the month you are interested in teaching.

While we are working towards a schedule of:

Wednesday - 7-8 pm

Sunday 2- 3pm

We are open to other dates and times.

What dates and times would you prefer to teach this class?

Please provide three different dates and times:

Dates further into the month give more time for promotion in the newsletter and in store.

Admission

Sugar Beet Food Co-op may charge an admission for your class. The fee is intended to cover costs and not to make money from your services.

Policies

If the class does not meet the minimum (usually 4 people) 24 hours before the class is to begin, the class will be cancelled and registrants will be refunded their fees. For cooking classes the class may be cancelled up to 48 hours in advance if the minimum is not met.

Feedback

Feedback Forms are provided by Sugar Beet Food Co-op. Distribute Feedback forms at the beginning of the class to all participants. They are to be completed and submitted to the staff attendant.

Instructor Conduct

By teaching Sugar Beet Food Co-op classes, instructors act as representatives of Sugar Beet, and should behave appropriately. Language, discussion, and clothing must be class-appropriate. Instructors must treat participants, customers, and property in a respectful manner, and can expect to be treated with the same respect. Instructors should be familiar enough with Sugar Beet to answer participants' questions about the Co-op, or to direct them to more information. Have questions about the Co-op? Contact the Education Coordinator for answers. Any instructor who behaves in a way unbecoming a representative of Sugar Beet may be required to forfeit their payment and/or future classes at the discretion of the Education Coordinator.

Registration, Payment, Materials

Sugar Beet manages class registrations, payments, reimbursements, etc. Customers may sign up for classes online or at the store at the Register. Co-op Owners receive a reduced price on classes, as a benefit of ownership. Customers may cancel their attendance and request a

refund for their payment up to 48 hours before any given class. Class registration closes 24 hours before a cooking class, but otherwise registration is open until the class begins. Part of building Community Education is valuing the hard work of our talented community educators. As stipulated page

I have read and understand this class policies/proposal form.

Printed Name:

Signature:

Date: