

# Boise Co-op Class Instructor Contract

Thank you for your interest in teaching a class at the Boise Co-op! We strive to provide a diverse, dynamic array of workshops and classes, and our highest priority is the education and satisfaction of our customers. Please sign on the back to acknowledgement that you agree to the details outlined below. We're happy to answer any questions that you may have. Thank you!

## Class Descriptions

Descriptions are due 1 month before a scheduled class date, as per assigned by the Education Coordinator. Please let us know at that time if you would like to serve wine or beer in class.

Class descriptions include:

- Title of class
- Your full name and a short bio
- A description of techniques or recipes you will be teaching (100 words max)

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## Recipes & Packet Information

- Recipes are due 3 working days before your class
- Please submit in proper recipe format, with ingredients and instructions listed
- Any additional information on how to source special ingredients/ special techniques are appreciated
- We will print and assemble your recipe packet.

## Class Promotion

We will list your class on our website events calendar and our Eventbrite page, as well as our class posters and handouts. The posters and handouts are updated bi-monthly, so it may take up to two weeks to see your class listed. Our online signups are conducted through Eventbrite, so your class will be listed there as well. We will also post on facebook about the class, and may also include it in our weekly email news.

We are not able to offer individualized design services for class flyers. However, if you would like to design a flyer for your class, we can provide space to hang up copies in our store, pending approval of the flyer. This can be a great way to draw extra attention to your flyer.

Instructors who do self-promotion for their classes tend to see the best attendance results, so please help us spread the word!

## Non-Compete Agreement

Instructors teaching classes in our store agree to our non-compete agreement. Workshop presenters should avoid sales pitches. Workshops should provide information, not sell a product or a service. If certain products are suggested or represented in class, they must be brands that we carry in store, rather than competing brands. It is acceptable for attendees to ask for your business card, buy what you sell, or sign up for a service, so long as the basic content of the presentation is not geared toward sales.

## Wellness Classes

The Boise Co-op is not a medical establishment. Our staff adheres to strict guidelines from the FDA, and we are unable to make any suggestions for diagnoses, cures, or treatments. Our classes must adhere to these guidelines as well. We take a lot of time training our Wellness department staff, and it is very important to us that we maintain these standards both in our Customer Service from our staff, as well as in the workshops that are made available to our customers. As soon as we start talking about a potential diagnosis, cure, or treatment, we essentially expose ourselves to liability. In short, we have to avoid becoming a medical resource for customers and stick to offering support and information.

## Payment of Instructors

- Instructors are paid based on how many people take their class.
- Payment is collected either via instore signups or through Eventbrite, where we list our classes online. Instructors should not accept payment for classes from individual attendees.
- Cost of supplies will be deducted; we request that all applicable items be purchased from the Co-op. In the event that an ingredient is not available at the Co-op, you are welcome to source elsewhere, with the understanding that you must use whole-food ingredients.
- Please make arrangements with the Education Coordinator for purchase of supplies.
- The Co-op takes a **20%** rental fee for upkeep of the classroom supplies and staff time spent preparing for the class.
- The remaining **80%** is for the instructor.
- Checks will be issued within 2 weeks of completed class.
- We must have a W-9 on file for your business in order to issue payment.

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If there are any issues or questions, please contact the Education Coordinator.

Leslie Jamison  
208-472-1459  
leslie@boise.coop

## Agreement of Terms and Conditions

I have read and understand the above material, and commit to following the above protocols. I understand that failure to follow these terms and conditions in due diligence, may result in termination of my teaching privileges.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_