



# Class Proposal

Thank you for your interest in presenting a class, lecture, or workshop for Linden Hills Co-op. We offer classes to the public as a way to support our End Policies, which are:

Linden Hills Co-op is a cooperatively-owned business that:

- Provides and promote healthful choices for members and other shoppers;
- Uses and promotes earth-friendly and sustainable products;
- Encourages activism on sustainability, health, and nutrition-related issues; and
- Builds community among members-shoppers and within Linden Hills and surrounding neighborhoods.

Classes also must meet the following criteria:

- Be not-for-profit
- Not affiliate with or promote any specific political party or candidate
- Not discriminate on any basis
- Not use the classroom for direct religious activities

Classes are held in the co-op's classroom, generally on Tuesday and Thursday evenings and Saturday mornings. If your proposal is accepted, we will promote your class in our bimonthly member newsletter, our website and through social media. The co-op will also handle class registrations, basic room set-up, and provide you with copies of evaluation forms after the class.

Our Community Room is equipped with a dry erase board, PowerPoint Projector, laptop and screen. The classroom seats 14 people at tables or up to 20 people without tables. There is a stovetop and prep area available and presentations involving cooking or baking can be accommodated. The classroom is located by the main entrance with windows on three sides and doors that close for privacy.

## General Guidelines:

- Linden Hills Co-op charges class participants a base fee of **\$3 members and \$5 non-members**. You may charge an additional fee to compensate your time and supplies. Most classes run between \$10-\$30 per person, with low-cost classes seeing higher registration.
- We publicize our classes on our website, through various newsletters & in-store signs. Please select your date carefully and **do not cancel if at all avoidable**.
- As part of our efforts to build a strong & well-attended class program, Linden Hills Co-op prefers not to cancel classes. **We therefore require all instructors to run classes with as few as two registrants**. If classes do not have at least two registrants as of 12noon on the day of the class, we will cancel the class at your request.
- Please do your part to promote your class through any means available to you: email lists, web site, personal contacts. Please direct people to RSVP to our customer service desk: 612-922-1159.
- We make reminder calls to all sign-ups one day before the class. Please bear in mind that, even with reminder calls, public ed. classes tend to have significant "no-show" rate, averaging 20% or so.
- Linden Hills Co-op asks that you be willing to allow up to three co-op staff members to attend your presentation free of charge. Co-op staff may be allowed to register for any open seats on a first come, first served basis as part of our on-going efforts to educate staff about products, ideas, and issues relevant to our business.
- You must arrive at least a half hour before your class start time and any specific set-up requirements must be communicated to co-op staff at least two weeks before the date of your class.
- Presentations may be anywhere from a half-hour up to 3 hours in length; however, all classes must end and all participants must have left the classroom no later than 8:30pm to accommodate our store closing at 9pm. We recommend classes begin no earlier than 6:30pm.
- Please follow the course description you provide to the co-op during your presentation.
- If your class involves sampling or food preparation, please **follow proper sanitation** practices: wash hands frequently and wear latex gloves if applicable.
- If you will be using the kitchen for your class please know that **it is the instructor's responsibility to bring or purchase ingredients**. Therefore please set class fees accordingly. We offer a 5% discount for any purchases the instructor needs to make, valid only on the day of the class.

- Class participants seem to enjoy ample time for discussion, plus 1-2 good handouts or perhaps a PowerPoint presentation. **The cost and creation of handouts are the instructor's responsibility.**
- When appropriate, the co-op sometimes arranges special promotional prices on related products for class participants, but the purpose of classes is honest information, not a sales pitch. We will not accept class proposals that are specifically intended to sell a particular product or business service.

Please sign and date to show you have read and understand the class policies:

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Class Proposal

Your name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Suggested Title for your presentation:

Description of your presentation:

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Your bio, including your full name, any professional titles or qualifications, education, experience, publications, etc. (50 words or less):

We try to schedule most classes for *Tuesday, Thursday or Saturday*. Please provide a list of dates when you would be able to present:

When you think about how much time you'll need for your presentation, remember to include time for introductions at the beginning and questions at the end. All classes must disperse by 8:30pm, in order to allow for a timely store closing. Please indicate your preferred time slot:

Arrival and set up: \_\_\_\_\_ Class Begins: \_\_\_\_\_ Class Ends: \_\_\_\_\_

Linden Hills Co-op charges participants a base fee of \$3 members and \$5 non-members for all classes. Funds go towards paying for classroom upkeep and supplies. If you like, you may charge an additional fee to compensate you for your time and supplies. **Please indicate your take home portion only—do not include the co-op's fee in your calculations.**

Suggested per person fee: \_\_\_\_\_

Will you need any special equipment for your presentation? For example, a projector for a Power Point presentation.

Linden Hills Co-op will promote your class online and through various publications. Feel free to promote your class via your own routes, but be sure to have people RSVP to 612-922-1159.

