

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:

- Provide and promote healthful choices for members and other shoppers;
- Use and promote earth-friendly and sustainable products;
- Encourage activism on sustainability, health, and nutrition-related issues; and
- Build 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 **\$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.
- By teaching classes, **instructors act as representatives of Linden Hills Co-op (LHC)**, and should behave as befits that role; language, discussion and clothing must be class-appropriate. Instructors must treat participants, customers and property in a respectful manner. Instructors should be familiar enough with LHC to answer participant's questions about the co-op or to direct them where to find the answers.
- 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.
- Presentations may be anywhere from a half-hour up to 3 hours in length; however, all classes must end by 8:30pm to accommodate our store closing at 9pm. We recommend classes begin no earlier than 6:00pm.
- 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.

Class Proposal

Your name: _____ Today's Date: _____

Daytime Phone: _____ Cell Phone: _____

Email: _____

Suggested Title for your presentation:

Description of your presentation:

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.

Please sign and date to show you have read and understand the class policies (listed on the reverse side):

Your signature: _____

Questions? Contact Sarah Damlo, Promotions & Education Coordinator (612-279-2460 or sdamlo@linden hills.coop).