



## Class Guidelines

Good Foods Co-op believes in educating our community about important food, family, health and environmental issues. Thank you for your interest in joining us to make this happen. Please review this document carefully. Good Foods considers a complete Class Proposal Form as acceptance of these guidelines.

**Restrictions:** Classes that promote or sell any products (including multi-level marketing) are not allowed. Classes with a religious or political theme will not be permitted. No offensive language may be used or subject matter discussed during class. Instructors may not diagnose, prescribe or treat individuals during class.

**Room & Amenities:** The room measures 13' x 24' and can comfortably seat about 28 people. There is a DVD player, mounted projector, and 108" pull down projector screen. If you wish to use the mounted projector, you must supply your own laptop computer. If you are using the DVD player or projector, you must set up a time prior to your meeting for instructions on how to use the equipment, just email [merrickj@goodfoods.coop](mailto:merrickj@goodfoods.coop) to find a time that works.

**Class Proposal Form:** A Class Proposal Form must be submitted for each class. Verbal or written requests not in the form of a proposal will not be considered.

**Scheduling & Deadlines:** Classes can be scheduled on Wednesday evenings any time after 6 pm. All classes must end by 8:00 pm. Classes must be scheduled at least 4 weeks in advance to allow time for promotion and to ensure Community Room availability.

**Registration:** Participants may sign up online through Eventbrite or in person at our Hospitality Desk.

**Fee:** The instructor determines the student fee for the class - usually between \$10 and \$25. The more reasonable the fee, the more students are likely to attend. Co-op Owners receive a \$2 discounted class fee. Good Foods reserves 2 spaces for staff members to attend the class free of charge. The fee must include the cost of any materials the instructors needs. If you are teaching a cooking class, we can offer you a \$40 gift card you can use toward the cost of groceries. Please make sure to request this in your Class Proposal Form.

**Class Size:** The instructor will decide the minimum and maximum number of students. The Community Room's capacity is about 28 people if they are seated at tables. Tables can be moved around to make more room for seating, if needed.

**Care of Classroom:** Please schedule enough time to set up before and clean up after your class. The instructor is responsible for leaving the classroom clean and in order. Notify our Hospitality Desk (ext. 226) if there is a problem with the room when you arrive. Instructors are responsible for any damage to the equipment and/or the room.

**Attire:** All instructors should wear clean, neat clothing. A clean apron should also be worn if the class involves food.

**Payment:** Good Foods will pay instructors a rate of \$30 an hour for instructional time plus 50% of any student fees past the amount that covers the instructor's hourly fee. If more than one person teaches the class, the instructors will need to share that rate. The instructor will take attendance at the beginning of the class. You will only be paid for the number of students who registered and paid at Customer Service or on Eventbrite. If a student has not prepaid, send them to Customer Service before the class begins. Your check should be mailed within 30 days of your class.

**W-9 form:** Good Foods must have a completed W-9 form on file for you before payment can be made.

**Class Promotion:** Class information will be posted on social media and on our website [www.goodfoods.coop](http://www.goodfoods.coop). We also encourage instructors to promote the class - the bigger the attendance, the better the pay!

**Questions?** Contact Merrick Johnson at (859) 278-1813 ext. 231 or e-mail [merrickj@goodfoods.coop](mailto:merrickj@goodfoods.coop).