CHEQUAMEGON
FOOD CO-OP
700 Main Street West
Ashland, WI 54806
Phone:
715-682-8251

Instructor Guidelines

Thank you for your interest in teaching a class with the Chequamegon Food Co-op! We're excited not only to host classes for our community, but also to offer local professionals and enthusiasts a chance to increase awareness about their skills. Part of our mission is to enhance the quality of life in our community through educational outreach on topics involving our local economy, personal wellness, and environment.

Class Proposal
Anyone interested in teaching a class at the Co-op must complete a Class Proposal Form. The Co-op event schedule is planned on a quarterly basis with the following deadlines:

Classes In	Proposal Due
Dec, Jan, Feb	October 25
March, April, May	January 25
June, July, August	April 25
Sept, Oct, Nov	July 25

When developing and proposing your class for the Chequamegon Food Co-op, please consider the following:

- Who is your intended audience?
- Can your class be specialty, vegetarian, vegan, gluten-free?
- How can you involve your participants?
- Is your material hands-on, instructional, or lecture based?
- Will you have a multi-media presentation, such as a slideshow?

Teaching Options
Classes are held in our community room or at an off-site location related to the topic (including events such as facility tours). Classes can be offered as a series or as individual one- or two-hour session. Typically, we hold classes on Monday, Tuesday, and Thursday evenings between 5:00-8:00 p.m., Saturday from 10 a.m.-2 p.m., or Sunday from 1-3 p.m.

Class Handouts Materials
Instructors are welcome to create a handout or packet that includes information relevant to the class (such as recipes, sourcing information, processes, materials list, etc.). Handouts are due 3 days prior to the class, so that we can print them for you. Handouts can be emailed to sarab@cheqfood.coop.

A budget of $50 for class materials is available. Instructors may cover additional material costs by requiring a class materials fee that will be charged in addition to the class registration fee. See the Class Proposal Form for details.

Non-Compete Agreement
Co-op classes are intended for educational purposes only. Although no direct sales can be conducted during the session, they are a great opportunity to indirectly promote your business. You are encouraged to bring business cards, samples, and any promotional materials you might have and have them available for attendees to take. However, the basic content of your presentation must focus on information rather than sales. As an instructor, you agree to only promote brands carried in our store, if certain products are suggested or presented in class.

Medical Advice Agreement
Chequamegon Food Co-op is not a medical establishment. Per government regulations, we cannot offer suggestions for diagnoses or treatments of individuals. Classes can offer support and information in a general way, but instructors cannot directly offer advice for treatment or diagnosis of a disease for an individual.

Participant Registration and Cancellations
While we encourage you to spread the word about your class, all registration will be handled through the Co-op. We require participants' phone numbers so that we can verify attendance and notify participants in case of a cancellation. We have a minimum class size of six participants for those that require a standard class fee. We do have the option to reschedule if the community shows interest and we will offer notification to those who signed up.

Promotion & Compensation
As the host, we provide the space, promotion of the class, cover any food related costs, handle any material fees, and compensate you for your teaching time. Compensation information can be found on the Class Proposal Form. We currently distribute quarterly posters, print a schedule of events in The Grapevine, and post our events in-store, on our website, in our email newsletter, and on social media.

Code of Conduct
We ask that anyone teaching on behalf of the Co-op present a neat, well-groomed appearance with good personal hygiene. We also require closed-toe footwear while you are on the sales floor or in the teaching kitchen. There is no alcohol consumption allowed on the premises. Cell phones may be used for promotional purposes only (to update social media about the event, for example). Any children that accompany you must not present a distraction to you, participants, or Co-op employees. We ask that you and class participants park on Chapple Ave or Third Street due to the length of classes. We encourage you to use the exterior Community Room entrance to transfer any materials you may need.

Please feel free to contact me with any questions.
Sara Beadle: sarab@cheqfood.coop 715-682-8251

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Chequamegon Food Co-op Class Proposal

The Chequamegon Food Co-op seeks creative, fun, and energetic instructors for its cooking, wellness, economic and environmental curriculum. The first step is to submit a course proposal and some information that lets us know about your ideas and experience. Once reviewed, we will contact you to discuss your proposal.

Name: _____ Phone: _____

Email: _____Owner Number: _____

Proposed class dates and times: _____

Submit a short, 3-5 sentence bio. Who are you and why are you an expert on your course topic?

_____
_____
_____
_____ Is this for an in-store demo? □ Yes □ No

Course name: _____ Course length (in hours): _____

Please provide a short description of what students might expect to learn through attending your class. If it is a cooking class, be sure to include the names of recipes to be created in the class._____
_____
_____

Specialty: Vegetarian Vegan Gluten-free Other:

There is a materials budget of $50 per class. If students will need to pay an additional supply fee to cover the cost of materials, please specify the recommended amount. Supply fee and description: $_____ for _____
_____

Specify if you require payment for teaching the class, or if you plan to teach the class for free as a community service. Instructors are paid as independent contractors at up to $37.50 per hour. All registrations and fees are handled through the Co-op. Suggested instructor fee: $_____

Feel free to attach any relevant information to this proposal including recipes, instruction sheets, class outline, or any other information about your proposed class.

Thanks for considering teaching a class at the Chequamegon Food Co-op!