

## CLASS POLICIES

**Interested in Teaching a Class?** Our classes will be focused primarily on food and how food affects us - from farm to plate. Other health and wellness topics can be covered too. Please read through these policies to make sure this is going to work for you. Thank you for sharing your talents with the community!

**Student Cancellation Policy:** 48-hour cancellation notice is required. This allows us to give your spot to the next person on the waiting list. If for some reason the Co-op is forced to cancel a class, full refunds will be given to all registrants.

**Contact Us: 569-5704 or [wolfeborofoodcoop@gmail.com](mailto:wolfeborofoodcoop@gmail.com)**

### General Guidelines

- Classes and lectures are open to the public.
- Workshop presenters should avoid sales pitches. If instructors own a business related to the class they are teaching and would like to promote their business at the class, the Co-op encourages them bring business cards or menus, etc. However, instructors need to keep in mind that they are teaching a class, not selling a product or service.
- Classes are open to all. No one should be made to feel unwelcome due to race, religion, gender, dietary preferences, sexual orientation, etc.
- Please do not cancel once your workshop is scheduled. If you don't show up, you will not be permitted to schedule another. If you are ill we will cancel the class without penalty. Under no circumstance can an instructor who is ill teach a cooking class.
- We would like to keep our classes affordable for as many people as possible. Class fees will cover materials and space if applicable plus 30% for Co-op costs. Instructors will receive payment in the form of a gift certificate to the Co-op.
- Any foods or products used in class should be available for sale at the store - unless they are specialty items.
- All handouts/information must be turned in to the Co-op for approval **one month prior to class**. This gives us time to schedule, format and print what is needed. For cooking classes, we'd like to see a minimum of **3 recipes** completed in each class. More can be done if they fit in the designated time period.

The Co-op reserves the right to make changes, but will always respect your intent. Email class content to [wolfeborofoodcoop@gmail.com](mailto:wolfeborofoodcoop@gmail.com) or drop off a copy at the store. Be sure to site sources when appropriate.

## **Co-op Responsibilities**

We consider WCFC classes a team effort -- people from the community sharing their talent and expertise and the Co-op providing the best possible circumstances for them to do so. To assist you in creating a great experience for your students, the Co-op will provide:

- Space for your presentation, either a classroom or kitchen space if needed
- Printed material for the class - unless you have your own already (needs to be approved by the Class/Workshop committee).
- Class promotion (feel free to do your own promoting as well). Depending on how quickly your class fills up, promotion may include: flyers on the Co-op bulletin board, class information included in brochures and newsletters, posts on Facebook, Instagram and/or Mail Chimp, email notifications through our mailing lists and press releases.
- For cooking classes, we will source the ingredients unless otherwise requested by instructor.
- We will handle registration and payment for all classes. We will keep you posted about class interest and enrollment.
- The Co-op will send emails to students for class feedback.

## **Instructor Responsibilities**

- Send a written proposal with a clear description of the class and maximum attendees
- For certain types of classes, we may require proof of credentials, licenses or certifications.
- Send all recipes, a list of materials per person and the handouts needed for printing at least a month ahead of time. We will need this information so we can price the class appropriately.
- If you have logos or photos, etc. that you would like us to use in your promotional materials, please send them in at least a month ahead.
- Please arrive at your class ahead of time – generally 1 hour ahead for workshops and 2 hours ahead for cooking classes.
- Recipes (3) for cooking classes need to be tested ahead of time. Instructors must be sure that the recipe works when made in the amounts made in class.
- Please think carefully about your clothing for the class. For cooking classes: avoid clothing with strings or long sleeves, avoid jewelry that might get into food, long hair needs to be pulled back and of course wash hands prior to class.
- Please be sure to notify us about any technology needs or special room arrangements at least two weeks before class.
- Please remember that as a presenter you are representing the Co-op.
- Inform the Co-op of any individuals who will be assisting with your class.