

# CLASS PROPOSAL FORM & POLICIES

Education is a huge component of our Ends - it helps the Co-op become the center of a vibrant and inclusive community and an educational resource on food issues. We strive to build Community Education - providing a space to grow new and aspiring teachers, to utilize the passion and skills of our community, and to offer high quality learning opportunities.

## Join in!

CO-OP TEACHERS first fill out a teacher application form, available on our website and in store. Teachers function as "casual status" employees of Common Ground Food Co-op. Once you go through the application and are on boarded as a teacher here at the Co-op fill out this Class Proposal Form to propose classes and turn it in at the to the Education Coordinator, who will be in touch with you once your proposed class has been evaluated.

## YOUR INFORMATION:

Name: \_\_\_\_\_

Co-op Owner/Employee Number: \_\_\_\_\_

## CLASS INFORMATION:

Name of proposed class: \_\_\_\_\_

Class length: \_\_\_\_\_

Ideal class size: \_\_\_\_\_ (Classes are capped at 10 for cooking and 22 for lecture classes)

MAX/MIN Enrollment: Class maximums are determined based on the capacity of the classroom space. If the class does not meet the minimum (usually 4 people) 24 hours before the class is to begin, the class will be cancelled and registrants will be refunded their fees. For cooking classes the class may be cancelled up to 48 hours in advance if the minimum is not met.

- Type of class:
- Lecture class (non-participatory)
  - Demonstration class (non-participatory)
  - Participatory class (non-cooking)
  - Cooking class (non-participatory)
  - Cooking class (participatory)
  - Other: \_\_\_\_\_

Class description (as it will appear in promotional materials, 50 words max):

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Location for class:

- Common Ground Flatlander Teaching Kitchen/Classroom
- Other (Please Specify) \_\_\_\_\_

**Any other relevant information (such as required skill level or items participants need to bring):** \_\_\_\_\_  
\_\_\_\_\_

**Instructor's biography (this information might be used to help promote the class):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PAYMENT:**

**Teachers:** Teachers Employees will be compensated for their participation in Common Ground's Educational Programming. As employees of Common Ground Food Co-op you will be compensated at an hourly rate of \$20. To account for additional prep time the following pay structure will apply:

- ▶ **Lecture class/Demonstration class (non-participatory) -- \$20/hr**
- ▶ **Participatory class (non-cooking) -- \$20/hr +\$10**
- ▶ **Cooking / DIY class (participatory) -- \$20/hr + \$20**

**Reimbursement:**

Attend the next Common Ground teacher orientation to learn about materials and reimbursements.

**Approximate class budget:**  Per person (or)  **Total (\$80 max)**

Description of materials: \_\_\_\_\_

**What dates and times would you prefer to teach this class?**

Please provide **three** different dates and times: \_\_\_\_\_

Classes do best on mid afternoons on Saturdays or in the evenings on Thursdays. Dates further into the month give more time for promotion in the newsletter and in store. The classroom functions as a community space during all times when classes are not in session and is not available for classes between 11am and 1pm daily for the lunch hour.

# Policies

Ideally, please turn in proposal forms a month and a half before the date you are interested in teaching. The Education Coordinator may modify class names and descriptions for promotional purposes.

## Orientation

Teaching at the Co-op is FUN! To ensure that you are prepared and comfortable with the space, equipment, and expectations **all teachers are required to attend an orientation session, annually**. Teachers must understand and comply with local Health Codes.

## Feedback

Feedback Forms are provided by Common Ground Food Co-op. Distribute Feedback forms at the beginning of the class to all participants. They are to be completed and submitted to the Feedback Forms Box in the classroom. If a class is taught off-site the instructor is to collect feedback forms and return them to the Education Coordinator within 7 days of the class. The Education Coordinator will compile feedback and send it to the instructor.

## Registration, Payment, Materials

Common Ground manages class registrations, payments, reimbursements, etc. Customers may sign up for classes online at [commonground.coop](http://commonground.coop) or at the registers. Co-op Owners receive a reduced price on classes, as a benefit of ownership. Customers may cancel their attendance and request a refund for their payment up to 48 hours before any given class. Class registration closes 24 hours before a cooking class, but otherwise registration is open until the class begins.

Part of building Community Education is valuing the hard work of our talented community educators. As stipulated page 2. instructors employees will be compensated at a rate of \$20 per hour of teaching plus a tiered additional pay for prep time based on the class type. Reimbursement will be covered in CGFC Teacher Orientations.

Common Ground will provide classroom space, projector, and a health code certified kitchen, free of charge. The kitchen includes four commercial induction burners, a half-sized commercial convection oven, a fridge, a sink for rinsing and one for hand washing, pots and pans, and some cooking utensils. Common Ground also provides a white board, markers, pens, paper, name tags, etc. Instructors should discuss materials with the Education Coordinator prior to the class. Instructors are required to provide hand-outs/recipes/etc for the participants. Common Ground can provide printing/copying for teachers, materials must be submitted to the Education Coordinator 3 business days in advance of the scheduled class time. Materials will be discussed during teacher orientation. The Co-op does not allow distribution of recruitment or campaign literature.

## Instructor Conduct

All Common Ground employees, including teachers, act as representatives of Common Ground, and should behave appropriately. Language, discussion, and clothing must be class-appropriate. Instructors must treat participants, customers, and property in a respectful manner, and can expect to be treated with the same respect. Instructors should be familiar enough with Common Ground to answer participants' questions about the Co-op, or to direct them to more information. Have questions about the Co-op? Contact the Education Coordinator for answers. Any instructor who behaves in a way unbecoming a representative of Common Ground may be required to forfeit their payment and/or future classes at the discretion of the Education Coordinator.

## Cancellation

Common Ground encourages instructors to consider their own health and wellbeing as well as the health and wellbeing of participants of the class. If you are ill please contact us and we will cancel your class. In the case of emergency/illness Common Ground will cancel or reschedule classes. If an instructor chooses to cancel a class for other reasons Common Ground reserves the right to terminate the working relationship with that instructor.

You may mail, email, or deliver your proposal to Common Ground Food Co-op Attn: Education Coordinator, 300 S. Broadway Ave., Suite #166, Urbana, IL, 61801. If you have any questions, please call 217 239 8108 or email [anna.barnes@commonground.coop](mailto:anna.barnes@commonground.coop).



***I have read and understand this class policies/proposal form.***

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_