



Lecture, Class & Workshop Proposal

Please type or print clearly, and provide all information requested. For cooking classes, please enclose a sample recipe. For other types of classes, you may enclose a brochure or other supporting material about your area of expertise.

Your Name: _____ **Co-op Owner Number:** _____

Phone #: _____ **E-mail Address:** _____

Company/website (*if applicable*): _____

Class Title: _____

Select class format: Lecture Demonstration/Tasting Hands-On Workshops Other: _____

Select preferred class date: Tues PM Wed PM Thurs PM Sat AM/PM

Class length: _____ hours **Class size minimum:** _____ **Class size maximum:** _____

Class description (2-4 sentences only, please. We reserve the right to edit as needed for space restriction):

The attendees to my talk will gain an understanding of:

The attendees to my talk will gain the ability to:

Instructor's biographical info (as it applies to the class, may be used in promotional materials if space allows):

Have you taught this or any other class locally? (Please list where and when.)

Please list the names and phone numbers of two professional references we can contact:

Any other comments you'd like to make that are relevant to the consideration of this class:

Thank you for your interest in participating in our Education and Outreach program!

Class Proposals:

- Classes are chosen based on their likelihood for success with Common Market's Owners/customers, the instructor's expertise and references, and evaluations from classes previously taught at Common Market.
- Application processing can take up to two weeks. If we have not contacted you after that amount of time, please follow up via email at education@commonmarket.coop.
- If accepted and scheduled, please let us know at least 3 weeks in advance if you are unable to fulfill your commitment.

Class Schedule Cycle	Proposal Deadline
Nov/Dec 2016	Sept 16, 2016
Jan/Feb 2017	Nov 18, 2016
March/April 2017	Jan 20, 2017
May/June 2017	March 17, 2017
July/Aug 2017	May 19, 2017
Sept/Oct 2017	July 14, 2017
Nov/Dec 2017	Sept 15, 2017

Instructor Payment:

- Instructors are paid \$50 for lectures, and \$75 for demonstrations or hands-on workshops. After 3 classes, instructors can negotiate instructor payment options.
- Common Market will cover the cost of all food needed in classes, if list is provided at least 1 week prior to the class.
- Instructors will be sent a check to the address provided within 2 weeks of class.

Registration:

- Common Market handles all registration of students and collection of fees.
- Scheduled instructors receive promotional support for their events: We will promote your class through our website, our newsletter, in the store, and through targeted emailing based on the class description you provide.
- All classes must have a minimum of 6 students signed up 48 hours in advance for the class to take place.
- Instructors may visit <https://www.commonmarket.coop/community/community-room-events/> or email education@commonmarket.coop to check on registration levels.

Class Materials

- All lectures must provide a handout. All demonstrations/tastings should provide samples.
- **All ingredients for cooking classes should be available at Common Market.** Common Market will cover the cost of food purchased for the class if list is provided at least 1 week prior to class.
- Instructors may provide information about their businesses or areas of expertise, but our classes are meant to spread knowledge, not to advertise. Excessive advertisement will result in poor evaluations and cancelation of future classes.
- Common Market does not allow distribution of recruitment or campaign literature.
- Instructors are responsible for notifying the Education Manager of special needs/tools at least three days prior to class.

Our Requirements:

- You and your organization do not advocate, support, or practice unlawful discrimination based on race, religion, national origin, sex, disability, or sexual orientation.
- Once a class has been added to the schedule, instructors will be required to sign and submit an Instructor Agreement Form (*to be provided at interview or via email*).

The Common Market reserves the right to refuse any engagement, with or without reason, and cannot assume any liability for either your satisfaction with any engagement you take, nor that of the attendees'.

Signature *(not applicable if submitting form electronically)*

Date

You may drop completed forms at the Co-op Service Desk, email to education@commonmarket.coop, or mail to: The Common Market, Attn: Education & Outreach, 5728 B-1 Buckeystown Pike, Frederick, MD 21704