



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: _____

Date Submitted for Review: _____ Submitted by (Pick 1) Mail: _____ Email: _____ Drop Off: _____

Phone #: _____ E-mail Address: _____

Company/website/social media (if applicable): _____

Class Title: _____

Select One or More:

Class Format	Description	Class Length	Class Size	Select
Lecture	Informative session that provides expertise and knowledge regarding specific subject matter. Discussion and resources to be provided to attendees. All topics must meet the standards of the Common Market's education principles (attached)	1 hour	6-25	
Lecture w. Product Promotion (offered by CM)	Informative session describing the use(s) and benefits of a product that the <i>Common Market carries currently</i> . Answer questions and provide attendees with resources to better understand why your product is beneficial. Prepare to discuss your business practice and ingredients sourced for your product. *Specials on in-store product, can be advertised during month of class on request	1 hour	6-25	
Demonstration	Using informative techniques and visuals, attendees are provided with a "how-to" experience that can be achieved using resources that are provided.	1-1 ½ hours	6-16	
Demonstration w. Tasting	Using informative techniques and visuals, attendees are provided with a "how-to" experience, followed by an opportunity to taste and discuss the finished product. Informative resources are provided to participants to take with them.	1-1 ½ hours	6-16	
Demonstration and Hands-On Workshop	Using informative techniques and visuals, attendees are provided with a "how-to" demonstration, followed by an opportunity to make and take home their finished product. Informative resources are provided to participants to take with them.	1-2 hours	6-16	
OFFSITE	Local businesses who can host and instruct a workshop providing information and hands-on experience to further attendees' development of knowledge and skills.	2+ hours	6-TBD	

Select preferred class day and time: (select all that apply)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM <input type="checkbox"/>	AM <input type="checkbox"/>	AM <input type="checkbox"/>	AM <input type="checkbox"/>	AM <input type="checkbox"/>	AM <input type="checkbox"/>	AM <input type="checkbox"/>
PM <input type="checkbox"/>	PM <input type="checkbox"/>	PM <input type="checkbox"/>	PM <input type="checkbox"/>	PM <input type="checkbox"/>	PM <input type="checkbox"/>	PM <input type="checkbox"/>

Select category: (can be based on any class format)

- Food or Beverage Preparation
- Nutrition
- Health and Wellness
- Environmental
- Backyard Agriculture
- Kids (food/beverage prep, environmental, backyard agriculture)

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

Your class description (2-4 sentences only, please. Description should be written as it would be advertised in the Common Market newsletter. We reserve the right to edit as needed):

The attendees will gain an understanding of:

The attendees will gain the ability to:

Relevant instructor's biographical info (as it applies to the class, may be used in promotional materials):

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

What would you need to conduct your class at the Common Market? (supplies, handouts, technology, etc.)

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

<i>Name of Reference</i>	<i>Contact Information</i>	<i>How do you know this reference?</i>

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

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

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 or by phone at (301)663-3416 ext.112.
- 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
March/Apr 2020	January 2020
May/June 2020	March 2020
July/August 2020	May 2020
Sept/Oct 2020	July 2020
Nov/Dec 2020	September 2020
Jan/Feb 2021	November 2020
March/April 2021	January 2021

Instructor Payment:

- Instructors are paid \$50 for lectures and demonstrations, or \$75 for hands-on workshops. After 5 classes, instructors can negotiate instructor payment options.
- There will be no payment to the instructors for lectures with product promotion. Discounted sales in the store for the week of the class upon request.
- Common Market will cover the cost of needs for classes based on approved rate. If cost exceeds negotiated limit, the instructor will be deducted based on any overage of expenses.
- 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 social media based on the class description you provide.
- All classes must have a minimum of 6 participants 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 or access to class resources (link) and have a prepared presentation.
 - Lectures with Product Proposal should additionally provide samples of their product that are carried at the Common Market.
- All demonstrations should provide a handout or access to class resources for all attendees.
- All hands-on opportunities should provide attendees with a product to take home in addition to a handout or access to class resources.
- **All ingredients for cooking classes should be available at Common Market.** Common Market will cover the cost of food purchased for each class if shopping list is provided at least 3 weeks 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 Coordinator of special needs/tools at least 1 week 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 (*submitting this form electronically confirms signature*)

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 & Events, 5728 B-1 Buckeystown Pike, Frederick, MD 21704