



WHOLESOME HARVEST FOOD CO-OP

30 West Main Street, Frostburg, MD
wholesomeharvestcoop.com

Class Proposal Application

Please type or print clearly, and provide all information requested. You may enclose a brochure or other supporting material about your area of expertise.

Contact Information

Name: _____

Are you a Member of the Co-op? Y/N If so, what is your Member Number? ____

Phone #s: Work: _____ Cell: _____ Text? Y/N

E-mail Address: _____

Company/Website (if applicable): _____

Class Info:

Class Title: _____

Maximum available seats in class: _____

Class Description:

Class attendees will gain an understanding of:

Class attendees will gain an ability to:



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Instructor's Biographical Info (as it applies to the class being taught):

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

Please include the name and phone numbers of two professional references we can contact:

(1) _____

(2) _____

Class Proposals:

- Classes are chosen based on their compliance with guidelines set forth in Wholesome Harvest Co-op's LFPP Grant outline, the instructor's expertise and references, and evaluations from class attendees.
- Application processing can take up to two weeks. If you have not been contacted after two weeks, please follow up via e-mail at: hello@wholesomeharvestcoop.com.
- If accepted and scheduled, please let us know at least 2 weeks in advance if you are unable to fulfill your commitment.



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Instructor Payment:

- Instructors will receive a stipend for classes, which will be detailed in the instructor agreement.
- Classes should include a lecture, handout, and a hand-on demonstration. Please notify the Co-op of special needs/tools for any digital presentations at least one (1) week prior to class.
- Wholesome Harvest Co-op will cover the cost of all food and other supplies needed in class, if a list of supplies 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

- Wholesome Harvest Co-op will handle all registration of students.
- Scheduled instructors receive promotional support for their events. We will promote your class through social media, print materials, etc.
- All classes must have a minimum of 8 students signed up 48 hours in advance for the class to be held.

Class Materials

- Instructors may provide information about their businesses or area of expertise, but classes are meant to spread knowledge, not advertise. Excessive advertising could result in poor evaluations and cancellation of future classes.
- Wholesome Harvest Co-op does not allow distribution of recruitment or campaign literature.

Requirements

- You and your organization to 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 e-mail)

Signed: _____

Date: _____