

**Oneota Community Co-op
Proposal for Class Offering**

Date: _____

Two important elements of the Co-ops mission are “Concern for Community” and “Education”. Our hosting and sponsorship of classes is part of that service to the community. Thank you for offering to help out in this work. The purpose of your presentation is to educate, not to sell. We will not accept class proposals that are specifically intended to sell a particular product or business service.

The information that you provide on this worksheet will assist as we plan for upcoming classes.

Your name: _____ Phone: _____ Email: _____

Proposed class title: _____

A brief summary of the class, which will be used as a description for advertising:

Tell us about yourself! What passions do you bring to the classroom, and what experience do you bring to this subject?

Do you have a “target audience” for this class? If so, who? _____

Is this class offered to support a business or organization? _____

Select a minimum and maximum number of participants for your class: MIN. _____ MAX. _____

Classes typically begin at 5:30 or 6:00pm on weeknights, and last from 1 ½ to 2 hours. Weekend classes can be scheduled between 2:00 and 6:00pm on Saturday, and 10:00am to 5:00pm on Sunday, contingent on availability. The latest an evening class can end is 8:00pm Monday through Saturday, or 6:30pm Sunday.

On what days of the week could you offer this class? If you have specific dates in mind, please list them as well.

When would you like to begin and end your class? _____ How much set-up time do you need? _____

What tools/supplies do you need? _____

Do you need assistance with set-up or take-down? _____

Please understand that in Co-op classes we do not allow the promotion of products not sold in the co-op, except by special written permission. Thanks for thinking of offering a class, and for taking the time to fill out this form.

Email kitchenclassroom@oneotacoop.com or call 382-4666 with questions.