

Seward Co-op

GROCERY & DELI



Seward Co-op Classroom Guidelines

Seward Co-op hopes to provide fun, educational opportunities reflecting the culturally diverse community in which we live. Generally, classes should be focused in the areas of natural food, nutrition, health, sustainable agriculture and cooperative education. It is within this framework that we wish to devote our classroom as a service to our members.

Proposals for future classes may be found online at www.seward.coop or at our Customer Service desk. For more information, please contact crhodes@seward.coop or call 612-436-4058.

About Workshops:

1. Presenters must have credentials in the area about which they are instructing.
2. Workshop presenters should avoid sales pitches. Workshops should provide information, not sell a product or a service. It is acceptable for attendees to ask for your business card, buy what you sell, or sign up for a service, so long as the basic content of the presentation is not geared toward sales.
3. No one should be made to feel unwelcome at a workshop due to religion, race, gender, sexual orientation, etc.
4. Classes must end with ample time for everyone to exit the building by our 10 p.m. closing time.
5. Once your workshop is scheduled, please do not cancel. If you fail to come to your workshop, you will not be permitted to schedule another.
6. Seward Co-op retains 25 percent of the fees that are collected for lectures and classes where attendees are charged. Store vouchers maybe used as an enrollment enticement when store products are incorporated into the curriculum.
7. Any food product used in a class at Seward Co-op must also be available for sale at the store. We give a 15% discount on all food purchased at Seward Co-op and used in cooking classes.

Seward Co-op Will Provide:

1. Classroom space and its content of equipment
2. Enrollment of students and collection of fees where required
3. Advertisement of the class in the **Sprout!**, the **Mix**, in-store flyers and postings

Flyers and Publicity:

1. Workshops are generally scheduled *at least* eight weeks in advance in order to advertise the workshop effectively.
2. Presenters should provide the following information for flyers and ads.
 - Title – short titles are more effective visually
 - Text – a description of the workshop; maximum of 100 words
 - Bio – a couple of sentences about yourself (remember to mention if you are a co-op member)
 - If you have a logo or photo that you would like to incorporate into the flyer, it must be in the form of a jpeg or tiff, NOT an "internet document" and NOT a graphic within a Word document. (Graphics available on the web may be jpegs or internet docs.)

Seward Co-op reserves the right to edit text.

3. Instructors are encouraged to bring literature, recipes, etc., to hand out to class participants. The co-op can often help with this.

All events are open to the public, co-op members and non-members alike.

Day of Presentation:

1. Please arrive at least 30 minutes before the workshop in order to welcome early arrivals and make sure the room is open and set up as you need it. Please come earlier as needed for cooking classes. If no one is there to attend the workshop when it is scheduled to begin, please wait 30 minutes after the scheduled start time to make sure there are no late-comers.
2. All classroom equipment is available for instructor use. Please notify us in the week before the event about any specific needs.
3. All presenters are asked to spend a few minutes welcoming people (especially non-members) to the co-op. Co-op membership information pamphlets are readily available.
4. Please remember that, as a presenter, you are representing the co-op to potential members.

Thank you! Please let us know if there is anything else you need.