

# Mississippi Market Natural Foods Co-op Education Program



Mississippi Market  
Natural Foods Co-op

Mississippi Market Natural Foods Co-op strives to provide educational opportunities that appeal to our members and shoppers and support our mission to promote natural foods, health and wellness, and a sustainable environment.

## Class Proposals:

- Classes are chosen based on their likelihood for success with Mississippi Market's members/shoppers, the instructors' expertise and references, and evaluations from classes previously taught at Mississippi Market.
- Instructors are encouraged to submit their proposals in advance of submission deadlines
- Classes are held at Mississippi Market 1500 West 7<sup>th</sup> street location and new 740 East 7<sup>th</sup> Street location. Indicate preferred location on form.
- You may email, fax or deliver your proposal to our Education & Events Specialist, Katie Campbell, at [kcampbell@msmarket.coop](mailto:kcampbell@msmarket.coop) or fax: 651-310-9498. If you have any questions, please call 651-310-9482 during regular business hours.

Submission Deadline	Classes for time period:
October 31	January
November 31	February
December 31	March
January 31	April
February 28	May
March 31	June
April 30	July
May 31	August
June 30	September
July 31	October
August 31	November
September 30	December

## Registration

- Mississippi Market handles all registration of students and collection of fees
- Instructors determine participant minimum for class to be held, and class size limit. Room capacity: 16 with tables and chairs, 30 with chairs only
- Two seats per class are reserved for Mississippi Market staff at no charge. (This is not included in your minimum or maximum participant count)
- Instructors may visit [www.msmarket.coop](http://www.msmarket.coop) or call 651-690-0507 at any time to check on registration levels.
- 3-5 days before the class you will need to determine if the class has enough participants. Contact the Education Specialist to cancel or change a class.
- Students need to register and pay for the class on Eventbrite or at Customer Service before the class starts. Mississippi Market is not responsible for tracking down payment after a class ends.

## Instructor Payment

- Mississippi Market retains 25% of class fees from lectures and classes.
- Mississippi Market provides a 20% discount on food purchased at Mississippi Market for use in classes
- Instructors determine what to charge per participant. We ask that Co-op members be charged \$3-5 less than non-members, so please price class accordingly.
- Class fees should be enough to cover all materials for the class and the instructor's time.
- Instructors will be sent a check and statement of account for any class(es) taught within ten days of teaching.

## Class Materials

- All paid lectures should provide a written handout. Cooking classes should provide samples.
- **All ingredients for cooking classes should be available at Mississippi Market.** Mississippi Market will provide a 20% discount on food purchased for a class.
- Instructors may provide information about their business or area of expertise, but our classes are meant to spread knowledge, not advertise. Excessive advertisement often results in poor evaluations.
- Mississippi Market does not allow distribution of recruitment or campaign literature.
- Class evaluations will be provided. Instructors should facilitate completion of these and have students return them to the box provided.
- Instructors are responsible for notifying the Education Specialist of all tools needed for the class, provided this is done well in advance of the class. We are able to provide: Classroom kitchen with electric cook top, convection/radiant oven, sinks, dishwasher, and refrigerator/freezer. Basic kitchen utensils and place settings are included. Projector is available upon request.

## Class Proposal

Please type or print clearly and provide all information requested.

**Your name:**

---

**Address** (This is where checks will be mailed):

---

**Phone** (please indicate day, evening, messages):

---

**Email:**

---

**Class Title:**

---

**Select class format:**      Lecture      Demonstration/Tasting      Hands-On

**Select class location:**      West 7<sup>th</sup>      East 7<sup>th</sup>

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

**Class length:** \_\_\_\_\_ hours

**Class summary** (20 words or 140 characters or less, please):

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

**Instructor's biography** (may be used in promotional materials if space allows):

**Class size minimum** \_\_\_\_\_

**Class size maximum** \_\_\_\_\_

*(Please refer to room size description above)*

**Price for Non-Members** \$ \_\_\_\_\_

**Price for Members** \$ \_\_\_\_\_

*(Co-op members must get a \$3-\$5 reduced price):*

**References:** Have you taught this particular class before? Please list where and when you most recently taught the class, and give names and phone numbers of two references we could contact:

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

***If we are interested in hosting your class, we will contact you to set up a specific date and time.***