**Class Proposals**

* Classes are chosen based on their likelihood for success with Grow It Forward’s supporters, the instructor’s expertise and references, and evaluations from classes previously taught (if available).
* Ingredients must be locally sourced when possible. We will work with instructors to help identify local sources.
* Instructors are encouraged to submit their proposals 3 months in advance.
* Grow It Forward will book, at most, 4 classes per month.
* Classes are held at 1501 Marshall Street or at our community garden. Indicate preferred location on form below.

**Registration**

* Grow It Forward handles all registration of students and collection of fees.
* Instructors determine participant minimum for class to be held, and class size limit.
	+ Classroom Capacity: 10 with tables and chairs.
	+ Commercial Kitchen Capacity: 6 at stainless work benches
	+ Lecture Hall: 150 with tables and chairs, 300 with chairs only.
* We will determine 3 days before the class if there are enough participants registered.
* Students need to register and pay for the class through Grow It Forward’s online class listing or in person at Grow It Forward before the class starts. Grow It Forward is not responsible for tracking down payment after a class ends.

**Instructor Payment**

* Grow It Forward retains registration fees from lectures and classes (covers facility rental, staff time, set-up of space, clean-up, online event booking, printing).
* Instructors are provided a $15 stipend per hour up to 4 hours per class.
* Class fees should be enough to cover all materials needed and the instructor’s time.

**Class Materials**

* All paid lectures should provide a written handout. Black/white copying services available at no charge (please send file).
* Cooking classes should provide samples.
* All ingredients for cooking classes should be locally sourced when possible.
* 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.
* Grow It Forward 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 Amber Daugs of all tools needed for the class, provided this is done well in advance of the class.
* We provide: classroom kitchen with gas cook top, convection oven, sinks, dishwasher, refrigerator/freezer, basic kitchen utensils and place settings. Projector and laptop is available upon request. -OR-community garden with gardening tools available (power is available, as is greenhouse).
* Grow It Forward also holds a beer and wine license and has licensed bartender should any class call for pairing with alcohol. Please contact Amber Daugs at 920-645-9467 for further details.

**Class Proposal Form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Organization name (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Website (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why do you want to teach classes at Grow It Forward?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed class title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class format:

* Lecture
* Demonstration/Tasting
* Hands-on

Class location:

* Classroom
* Lecture Hall
* Commercial Kitchen
* Community Garden
* Greenhouse
* No preference

Preferred class day & time:

* Morning
* Evening
* Monday
* Tuesday
* Wednesday
* Thursday
* Friday
* Saturday
* Sunday

Class length: \_\_\_\_\_

Class summary (20 words or less):

Proposed class description (2-4 sentences):

Instructor bio:

References:

1.

2.

Any additional information you'd like to add?: