



302 Irvine Avenue NW Bemidji, MN 56601

(218) 751-2009 harmonyfoods.coop

Instructor Guidelines Updated 10/14/25

Welcome to Harmony Co-op's Community Classes!

We're so excited to have you share your skills and passion with our community. Our classes are designed to be **fun, engaging, and accessible** while showcasing **ingredients available at Harmony Co-op**. To make sure everything runs smoothly, here's what you need to know:

- **Everyone is welcome at Harmony Co-op.** Everyone should be made to feel welcome at a workshop regardless of **religion, race, gender, sexual orientation, physical or mental disability, veteran status, public assistance status, or any other status protected by law.**

Harmony Co-op Provides:

- **A fully stocked community kitchen** with standard cooking tools and equipment.
- **A class ingredient and supply budget up to \$100 for ingredients and supplies.** (utilizing Harmony Products & Supplies)
- **Ingredients used are products carried by Harmony Co-op.** This allows participants to then purchase and make the recipe for themselves.
- **Marketing & Outreach Specialist** – Handles class logistics, setup, and coordination to ensure everything runs smoothly.
- **Marketing & outreach support** to help fill your class!

Equipment & Supplies:

Our goal is to keep classes **accessible and replicable at home**. We ask that **recipes don't require expensive or uncommon kitchen equipment**. We encourage **using what we already have** in our community kitchen. **Any tools and equipment must be practical for future use in our community kitchen.** Specialty equipment **must be provided by the instructor.**



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Instructor Expectations & Day of Class Info

Instructor Expectations

- **New Instructor Orientation:** New instructors **must schedule a meeting** with our Marketing & Outreach Specialist 1 month before their first class.

Class Flow & Engagement:

- Our goal is to help participants **feel confident trying new recipes at home.**
- Classes should be **hands-on and interactive**—not just a demo!
- As an instructor, you'll **inspire others, share your expertise, and show how easy and enjoyable it is to cook with Harmony's ingredients.**

Ingredient & Supply Lists – Due One Month Before Class

- Final lists must be submitted one month before class. (This is encouraged to help the class run smoother)
- If changes are needed, communicate with the **Marketing & Outreach Specialist ASAP.**

Sustainability & Intentionality:

- **Plan for class flow.** Using **pre-prepped or pre-made ingredients** when possible keeps things smooth and engaging.
- **Use ingredients wisely.** Choose **versatile, budget-friendly, and locally available** ingredients.

Class Timing & Store Policy:

- **Classes start at 5:30 PM** and must **end by 7:00 PM (7:30 at the latest)** for cleanup.
- Instructors **must arrive at least 60 minutes before class** to set up.

Final Thoughts

We're so grateful to have you as part of our class program! Thank you for sharing your passion and skills with our community. If you have any questions, **reach out—we're happy to help!**