



Application Form

The document should be completed electronically using Microsoft Word (or a compatible platform). All required fields are formatted as cells and can be customized to meet the needs of the applying institution.

Completed application forms with supporting documentation should be submitted via email to ***communications@fairtrade.ca***, ***info@cftn.ca*** and ***info@assoquebecequitable.org***

Supporting documentation checklist

- Administration Contract and 1-year Plan
- images of fair trade signage for visibility and education purposes
- images of campus events, including images of promotional materials

Additional attachments

While there are specific requirements for Fair Trade Campus designation, many campus activities will produce a number of additional materials and resources that will help communicate an institution's support for fair trade. If applicable, please submit the following:

- URLs for university or college content related to fair trade
- images of brochures, posters, point-of-sale materials, or other print materials
- URLs for online videos

- presentation summaries or other related media
- outreach letters
- speaking notes or handouts

- press releases
- campus publications
- public service announcements

- policy resolutions
- procurement statements
- petitions



Campus contact information

Name of Institution			
Date of submission			
Preferred date of declaration			
Fair Trade Committee Lead	name	phone	email

Fair Trade Campus Steering Committee

Requirement

A Fair Trade Campus Steering Committee must be formed to ensure continued commitment to the local Fair Trade Campus designation. The committee must commit to the following:

- establish and maintain a balanced membership of volunteers and administrative representatives
- meet a minimum of twice per year to discuss annual goals and to assess progress
- demonstrate an effort to increase the number and type of Fairtrade certified products available on campus beyond minimum requirements
- encourage independent businesses, departments, and societies on campus to meet Fair Trade Campus criteria
- submit an annual report to the CFTN or AQCE by July 1 that includes a completed renewal form, targets for the upcoming year, and progress assessment for the previous year

Forming a steering committee ensures that a cross-section of stakeholders have been involved in the designation process. It is important that the steering committee meet regularly to continue the ongoing development and support of fair trade on campus.

Details of committee

Please include a list of members with contact details, roles, and any organizations they may represent.

Name	Affiliation	Committee role	Contact

How often does the committee meet?

Describe the committee's main activities.

Steering committee goals

Please include a list of goals for maintaining and increasing commitments beyond minimum requirements to the awareness and availability of Fairtrade certified products if awarded Fair Trade Campus designation.

Goal	Details	Timeline

To achieve designation, the campus administration must agree to ongoing commitments in increasing the awareness and availability of Fairtrade certified products on campus. ***Please include a signed copy of the Administration Contract and 1-year Plan with your application.***

Identify independent businesses, departments, and societies on campus that are not included in the availability requirements but will be good targets for future engagement.

Businesses, department, society	Target

Availability

Requirement

- All coffee served on campus must be Fairtrade certified
- At least three (3) Fairtrade certified teas must be available wherever tea is served
- At least one (1) Fairtrade certified chocolate bar must be available at every location selling chocolate bars
- All coffee and tea served at campus meetings, events, and offices run by campus administration or student unions must be Fairtrade certified.

Required campus locations

The campus must ensure that all food service locations under its direct control offer a range of Fairtrade certified products. This applies to locations operated by campus administration, student unions/associations, and graduate student unions/associations, including (but not limited to) cafeterias, catering, vending (including instant coffee machines), campus-run “We Proudly Brew” arrangements, stores, restaurants, coffee shops, lounges, events, and administration offices.

Please attach a completed version of the Product Availability Template found at cfn.ca/fair-trade-campus-resources

Meetings, events, offices serving Fairtrade Certified coffee and tea

Meeting/event/office	Product offered	Brands offered

Visibility and Education

Requirement

- All locations selling Fairtrade certified products must have prominent signage indicating such.
- All locations selling Fairtrade certified products must have ancillary information about fair trade.
- A page on the university/college website must explicitly indicate the university is a Fair Trade Campus and provide information about fair trade.
- Campus administration must participate (at least) annually in a public celebration of its Fair Trade Campus status.

While offering Fairtrade certified products is a crucial step in campus designation, it's important to communicate about fair trade issues and the availability of Fairtrade certified products.

- Signs and ancillary materials should indicate the availability of Fairtrade certified products and provide information on fair trade.
- Events should be held in visible, high-traffic locations and should prioritize visibility, engagement, and participation.

Identify signage on campus.

Location	Description of signage

Identify and describe campus events that provided information on fair trade and the availability of Fairtrade certified products.

Event	Description of venue/estimated attendance	Description of informational materials

Additional questions

Please share any valuable lessons you learned in your campaign. Information provided here will help to improve the Fair Trade Campus program and support other campaigns.

- **What strategies were most effective?**
- **What aspects were most challenging?**
- **What resources were most helpful?**

Additional comments

We, the undersigned, believe the facts stated in this document are true.

This form should be signed by: two (2) members of the Fair Trade Campus Steering Committee, including one (1) representative from the campus administration participating in the committee.

	Committee member	Administration
Signature		
Name		
Position/organization		
Phone number		
Date		

For Fairtrade Canada, CFTN and AQCE administration purposes only

Fair Trade Town designation approved: Yes No

Signed	(Fairtrade Canada)	(Date)
	(CFTN)	(Date)
	(AQCE)	(Date)