



**FAIR TRADE**  
Association  
of Australia and New Zealand

## Fair Trade Association Australia and New Zealand

### FAIR TRADE COMMUNITIES Universities Application

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**Contact name** \_\_\_\_\_

*This person may be contacted by the Fair Trade Association in case of any queries about this application.*

**University Name** \_\_\_\_\_

**Address** \_\_\_\_\_

*This is where we will send the certificate, poster and information*

**Telephone** \_\_\_\_\_

**Email Address** \_\_\_\_\_

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# Minimum Requirements

*Minimum requirements* must be met in order for the community to receive its initial Fair Trade Communities recognition.

## **1: Student Union / University Council Resolution.**

*Date of Student Union and University Council resolution:*

*Details (Please state the exact wording of the resolution, this may be attached if appropriate):*

## **2: Establish Steering Group.**

*Details of Steering Group (names, organisations of members, roles within Steering Group):*

*Dates of meetings:*

### **3. Fair Trade products made readily available on campus.**

*Number of outlets (cafes, shops etc) selling Fair Trade products:*

*Details of outlets (name, contact details and type and brand of Fair Trade goods provided)*

### **4: Use Fair Trade products in SU /UC meetings, department and student union offices, kitchenettes and staff rooms.**

*For each of these on-campus areas, what percentage use Fair Trade products?*

*List each area using Fair Trade products and what products are used in each of these areas (type and brand).*

*If possible, please list the amount that is spent over a 6 month period on purchasing Fair Trade products in each area (this figure can be used as a progress measure).*

## **5: Promotion of Fair Trade.**

*List details of promotional plans and achievements. Please attach copies of any relevant documents, articles or other media coverage if possible.*

*Details should include:*

*Activities & events that have taken place and are scheduled.*

*Promotional materials used, and details of where & how they've been used.*

## **Suggested Initiatives.**

*Suggested initiatives are not necessary for obtaining or maintaining recognition. However, the community is encouraged to pursue the additional suggestions as a means of broadening the influence of Fair Trade products and principles, as an organisation and within the broader community.*

*Please provide details of the proposed suggested initiatives you have used or plan to use*

## **Progress Reporting.**

*Provide a timeline of suggested initiatives and goals, including details of strategies to meet the goals, and progress already made.*

## **Costs of Participation.**

*To be decided according to sliding scale based on university budget.*

*Please indicate annual fee payment method (cheque, direct deposit, online payment).*

This form should be signed by: a Student Union representative, a University Council representative, and one member of the Fair Trade Steering Group.

|                        | 1. Student Union | 2. University Council | 3. Steering Group |
|------------------------|------------------|-----------------------|-------------------|
| Signed:                | _____            | _____                 | _____             |
| Name:                  | _____            | _____                 | _____             |
| Position/organisation: | _____            | _____                 | _____             |
| Date:                  | _____            | _____                 | _____             |

## Privacy and Consent Information

The name (but no other details) of your organisation will be displayed on our listings (print and web) of organisations that have signed up to Fair Trade Communities. PLEASE TICK this box to be listed. ☐

Your recognition as a Fair Trade Community can be announced on the Fair Trade Association's [Facebook page](#). PLEASE TICK this box to be on our Facebook page. ☐

The Fair Trade Association can inform you about local events, including Fair Trade Fortnight. If you'd like to be informed they may periodically contact you. Only your name and email address will be passed to official Fair Trade Network coordinators. PLEASE TICK this box to be listed. ☐

The Fair Trade Association may send an E-Newsletter to all Communities to give updates on the Association and the Fair Trade movement. This will be sent to the email address provided on your application form.

PLEASE TICK this box to be put on the mail list. ☐

## Please complete this form and submit:

**ONLINE:** <http://www.fta.org.au/fair-trade-communities.html>  
<http://www.fta.org.nz/fair-trade-communities.html>

### BY EMAIL:

Australia: [kitty@fta.org.au](mailto:kitty@fta.org.au)

New Zealand: [fairtrade@fta.org.nz](mailto:fairtrade@fta.org.nz)

### BY POST:

PO Box 1711  
Strawberry Hills  
NSW, 2012  
Australia

***Thank you for applying to become a Fair Trade Community.***