

How to become a Fairtrade University/College!



The Five Steps to Change Your College Over to Fairtrade

1. A Fairtrade Steering Group is established in order to maintain momentum for the Campaign*

- *Ideally should consist of both Staff & Students.*
- *It is also possible to join your local Fairtrade Town/City Campaign instead.*
- *Group organises events during Fairtrade Fortnight.*
- *Group organises the launch for the official change over to Fairtrade.*

2. Get the college authorities to adopt a Fairtrade Purchasing Policy, in order to commit to staying with Fairtrade with all catering tenders.

- *Fairtrade tea & coffee is served at management offices and at all meetings hosted by both the university/college and the Student Union.*
- *See example of motion below!*

3. FAIRTRADE Mark Coffee is exclusively served in all cafés/restaurants/bars on campus. Fairtrade Tea, Cocoa & sugar are welcome additions.

- *Talk to the catering manager and ask if they have heard of Fairtrade, suggest a coffee morning serving Fairtrade tea and coffee and showing a short video about Fairtrade.*
- *Ask the catering manager to contact the coffee company they deal with and place the Fairtrade order, there are now 20 companies in Ireland offering Fairtrade coffee, so changing over has never been easier.*
- *Where this is not possible, there must be a commitment to begin to use FAIRTRADE coffee in these establishments as soon as it becomes possible to do so.*

4. At least 2 FAIRTRADE Mark products are available in all retail outlets on campus.

- *Examples are chocolate, biscuits, flapjacks, bananas, jam, coffee, tea, rice, juice....and many more.*
- *FAIRTRADE Mark products in vending machines are welcome additions.*

5. There is a commitment to campaign for increased Fairtrade consumption on campus and to promote Fairtrade during Fairtrade Fortnight, which runs annually for the first 2 weeks in March.

**Register you steering group with Fairtrade Mark Ireland (see registration form below) so that you do not miss out on any support or Fairtrade updates! Once all of the 5 goals have been achieved you can apply for your Fairtrade College Status by filling in Fairtrade College Application form available from our website!*

Example of a Motion supporting Fairtrade

Why

[Name of college, school, organisation], as an important consumer and opinion leader, should research, develop, and support a strategy to facilitate the promotion and purchase of foods with the FAIRTRADE Mark as part of its commitment to **[document/advise paper]** and in pursuit of sustainable development and to give marginalised producers a fair deal.

Aim

To be recognised by the students and staff of **[Name of college, school, organisation]**, and the wider community as a **[college/school/organisation]** that actively supports and promotes Fairtrade and to increase the sale of products with the FAIRTRADE Mark.

[Name of college, school, organisation] resolves to contribute to the campaign to increase sales of products with the FAIRTRADE Mark by striving to achieve Fairtrade status for **[Name of college, school, organisation]** as detailed in Fairtrade Mark Irelands Campaigns Initiative.

The initiative involves a commitment to:

- Widely offer FAIRTRADE Marked food and drink options internally and make them available for internal meetings.
- Promote the FAIRTRADE Mark using Fairtrade Mark Ireland's materials in refreshment areas and promoting the Fairtrade Towns initiative in internal and communications and external newsletters.
- Use influence to urge on campus retailers to provide Fairtrade options for residents.
- Use influence to urge various departments to offer Fairtrade options to their staff and promote the FAIRTRADE Mark internally.
- Allocate responsibility for progression of the Fairtrade College initiative to a member or group of staff.
- Assist in the organising of events and publicity during national Fairtrade Fortnight - the annual national campaign to promote sales of products with the FAIRTRADE Mark.

Fairtrade College/University

Registration Form



College/University Details			
Name:			
Address:			
President:			
Date of first meeting	Day	Month	Year

Main Contact: <i>Chairperson of Steering Group</i>			
Name:			
Address:			
Telephone:		Mobile:	
Email:			

Secondary Contact: <i>Member of Steering Group</i>			
Name:			
Address:			
Telephone:		Mobile:	
Email:			