

Criteria for becoming a Fairtrade College

1. Form a group of Fairtrade Ambassadors to oversee the process

A group of Fairtrade Ambassadors should be established, with representatives from the student body, college staff and catering or procurement department. Student representation in the group is essential.

The group has responsibility to:

- ✓ Oversee the campaign action plan;
- ✓ Ensure the progress of the Fairtrade College campaign and policy implementation;
- ✓ Group organises events during Fairtrade Fortnight (runs annually last week of February and first week of March OR for the first two weeks in March)
- ✓ Group organises launch event for the official change over to Fairtrade.
- ✓ Submit an annual progress report to Fairtrade Ireland

2. Make Fairtrade products available in Student Union and college-owned/operated outlets as well as included in third party service contracts, wherever possible.

- ✓ Each outlet must offer a minimum of two Fairtrade products; coffee and bananas. Tea, hot chocolate, and sugar should be offered where possible.
- ✓ In cases where this is not possible, a plan should be developed to introduce Fairtrade products. Product availability should be publicized and promoted.
- ✓ Additionally, Student Union/College Authorities could commit to sourcing Fairtrade cotton products in their purchasing, wherever possible. For example Fairtrade certified t-shirts/hoodies with College prints and Fairtrade certified cotton library bags.

3. Use Fairtrade products at meetings/events hosted and in offices.

- ✓ Fairtrade products should be served at all meetings/events hosted by the college and the Student Union, including internal management meetings.
- ✓ Coffee, tea and sugar should be served as standard with other Fairtrade products introduced where possible (e.g. bananas and chocolate)

4. Commit to Fairtrade awareness-raising and growth of the Fairtrade campaign.

- ✓ In order to maintain momentum, it is recommended that the college community complete at least one activity per semester to increase understanding of Fairtrade and ultimately increase consumption of Fairtrade products. This should include organizing events during Fairtrade Fortnight and could include Fairtrade coffee mornings, campaigns and raising awareness of trade justice.
- ✓ Campus publications and other media could be used to provide coverage of the campaign.

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

The Student Union (or equivalent) and the College authorities should both pass a Fairtrade policy incorporating the above goals. This policy should be reviewed annually, to see how it can be improved and developed.

