***NOTE*:** *We have updated the Annual Reporting Process to reflect the goals for earning Fair Trade Designation. This new format aims to track and measure the continued commitment of your group to social justice and sustainability through Fair Trade efforts on campus.*

**(Enter your Institution’s Name Here)**

**2016-17 Fair Trade College/University Report**

**Goal 1: Build Your Team**

We know that lead organizers graduate and/or leave your campaign and that new faculty members come on board from year to year. With such a high potential for turnover, it’s important that we have the most up to date contacts for your campaign’s committee.

*For each of the following responses, please include the name, phone number, email address, and graduation year or title of the individual.*

***Lead Student Organizer / Contact –*** Will your campaign have the same lead organizer for the 2017-18 academic year (Yes/No)? If no – please provide new lead organizer’s name and contact info.

* (Yes / No)
* Enter information here

***Lead Faculty and/or Staff Organizer / Contact:***

* Enter information here

***Committee Members (please submit names and contact info for any members of your team who were new in the 2016-17 academic year including students, dining services, campus ministry, etc.):***

* Enter information here (add more bullet points as needed)

***Is there one campus department or group that permanently houses your campaign (i.e. Sustainability Department, Student Engagement/Student Life Office, Campus Ministry, Catholic Relief Services Ambassadors, etc.)?***

* If so, where?
* How has that helped your campaign succeed?

***How frequently do you meet?*** (Once a week/month/quarter?)

**Goal 2: Reach Out To Campus Outlets**

**In the last academic year, have any new outlets opened on your campus (Yes/No)? If yes, please list the name of the outlet and FT products:**

***List of New Campus Outlets (dining halls, a la carte locations, cafes, bookstore, etc.):***

* (Yes / No)
* Enter information here (add more bullet points as needed)

***List of new Fair Trade food and beverages found on campus* in the 2016-17 academic year:**

* Enter examples here (add more bullet points as needed)

**Do you know of any Fair Trade products that are no longer being served on campus?**

* (Yes / No)
* List products

***Do you have Fair Trade products in the bookstore?***

* (Yes / No)

 ***If yes, what products?***

* Enter examples here (add more bullet points as needed)

***Does your institution currently track overall Fair Trade purchases (sales report)?***

* (Yes / No –if yes, please add a brief explanation and info)

***Who is your current food service provider (Aramark, Sodexo, Bon Appetit, Chartwells or Independent) and when does your campus current food service contract end?***

**Goal 3: Source Fair Trade at Events & Meetings**

**For the 2016-17 academic year, *please list departments/events using Fair Trade products. (This might include catering, academic offices and annual events held on campus)***

* Enter information here (add more bullet points as needed)

**Goal 4: Commit to Fair Trade Education**

**Were there any academic courses offered this academic year that focused on Fair Trade? *If yes, attach syllabus (if available) to this report when submitting.***

* (Yes / No - if yes provide more info)

***List education and advocacy events from this academic year, including date, description and campus partners engaged, and impact numbers (how many people attended)***

1. Enter title of event, and date here

Add description, campus partners, and impact numbers here.

2. Enter title of event, and date here (add more as needed)

Add description, campus partners, and impact numbers here.

***List links to any social media platforms or campus websites that share media on your campaign efforts:***

* Add hyperlink to platform/website here (add more bullet points as needed)

***Have you received any recognition in the media in the past academic year (newspaper, television news, and social media)? If yes, provide a URL or attach to a complementary document to this report.***

* (Yes / No if yes provide more info)

***Have you developed any new Fair Trade-focused promotional materials (point of sale signs, brochures, videos, PowerPoint presentations)? If so, provide a URL below or attach to this report when submitting.***

* (Yes / No, if yes provide more info)

**Goal 5: Develop a Fair Trade Resolution**

***Is your resolution posted online? If yes, provide URL.***

* (Yes / No, if yes provide more info)

***What projects and programs have you been working on to deepen your commitment to Fair Trade since?***

* Enter information here (add more bullet points as needed)

***Have you passed a procurement policy to deepen your commitment to Fair Trade? If yes, please attach copy of policy and/or include URL link to policy online. If not, please indicate your level of interest in working on passing a Fair Trade procurement policy from 1-5 (1 = very interested, 5 = not interested)***

* (Yes / No
* If yes – provide more info and attach copy, if no – please indicate interest level (1-5)

***What are your plans to continue to grow Fair Trade at your college/university OR in your local community in the 2016-17 academic year? Please provide at least three goals and strategies to meet them.***

**Goal:** List goal #1 here

* Strategy: Describe how you are working to meet the above goal.

**Goal**: List goal #2 here

* Strategy: Describe how you are working to meet the above goal

**Goal:** List goal #3 here

* Strategy: Describe how you are working to meet the above goal

**Additional Questions re: Post-Designation Engagement**

***A new strategy that Fair Trade Campaigns is exploring is the opportunity for Fair Trade Colleges & Universities to engage with the off-campus community. Outside of your Fair Trade campaign, have you worked with (or are aware of) departments / offices on campus that engage with the larger community?***

1. Yes/No
2. If yes, what departments / offices?

***If you were to move your Fair Trade advocacy efforts off campus into the larger community, what tools and resources would you need?***

* 1. Toolkits / guides
	2. Introductions to contacts within the community
	3. Funding
	4. Volunteers
	5. Other (please list):

***Permanency on campus is an important goal for Fair Trade Campaigns. One strategy for this is to ensure that campaigns continue with smooth leadership transition when leaders graduate. Another strategy is finding a structure, department, office, or other “home” on campus for the campaign. What barriers do you see to ensuring permanency for your campaign on campus?***

Please select as many of the following that apply:

* + 1. Inability to get recognition as an official club
		2. Lack of faculty / admin / staff involvement
		3. Lack of support / awareness among student body
		4. Lack of resources from Fair Trade Campaigns to address permanency
		5. Other (please list here):

***During the 2016-17 academic year, did you partner with other initiatives on campus?***

1. Yes/No
2. If yes, which ones?

***What would make it easier for you to keep us updated on your activities / successes / challenges over the course of the year?***

***What ideas do you have for expanding your campaign's impact next school year? What are your goals for the 2017/18 academic year?***

***Any other feedback or information that you’d like to share with Fair Trade Colleges & Universities? If so, please provide it here or contact National Organizer, Kylie Nealis (******knealis@fairtradeusa.org******)***