***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 in your school.*

**(Enter Your School’s Name Here)**

**2015-16 Fair Trade School 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 the following responses, please include the name, phone number, email address, and grade level or title of the individual.***

**Will your campaign have the same lead organizer for the 2016-17 academic year? If not, please provide the new lead organizer’s name and contact info.**

* (Yes / No)
* Enter information here

**Lead Faculty and/or Staff Organizer / Contact (if different from above)**

* Enter information here

**Are any parents or other community members active in your school’s campaign? Is so, please provide their names and contact information.**

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

**Please submit names and contact info for any members of your team who were new in the 2015-16 academic year (including students, faculty, dining services, campus ministry, etc.)**

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

**Which of the above individuals do you expect to be involved with your campaign in the 2016-17 academic year?**

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

**How frequently does your group meet?**

* (Once a week/month/quarter?)

**Goal 2: Commit to Fair Trade Education & Events**

**Did any classes incorporate Fair Trade education into their curriculum or other classroom activities? If so, what class(es) and how was Fair Trade included?**

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

**What events did you participate in or host in the 2015-16 academic year? Please include date, description, partners engaged (school clubs or offices, outside community groups, etc), and how many people attended.**

1. Enter title of event and date here

Add description, partners, and attendance numbers here

2. Enter title of event and date here

Add description, partners, and attendance numbers here

3. Enter title of event and date here

Add description, partners, and attendance numbers here

(add more as needed)

**List links to any social media platforms or school 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 so, provide a URL or send a copy of the media coverage along with this report when submitting.**

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

**Have you developed any new promotional materials (point of sale signs, brochures, videos, PowerPoint presentations)?If so, provide a URL or send a copy of the material(s) along with this report when submitting.**

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

**Goal 3: Source Fair Trade Products**

**What Fair Trade food, beverages and other products were available in your school in the 2015-16 academic year?**

* List of products (add more bullet points as needed)

**Do you know of any Fair Trade products that are no longer available in your school?**

* (Yes / No)
* (If yes, list products – add more bullet points as needed)

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

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

**For the 2015-16 academic year,please list departments/events using Fair Trade products. (This might include catering, academic offices, teachers’ lounges, and annual events held on campus.)**

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

***For the following two questions, please mark N/A if they do not apply to your school.***

**Do you have Fair Trade products in your school bookstore? If so, what products?**

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

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

* Enter information here

**Goals for 2016-17 Academic Year**

**Question for Teachers - *If you are a student filling out this report, please ask a teacher that is involved in your campaign to respond to this question.***

**Would you be interested in incorporating Fair Trade into classroom activities? If so, what resources would be most valuable to you (curriculum, activities, lesson plans, games, videos, etc)? Please indicate your level of interest on a scale of 1 to 5 (1 = very interested, 5 = not interested).**

* + Level of interest (1 to 5)
  + If interested, provide more info

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

**Goal:** List goal #1 here

* Strategy: Describe how you will work to meet the above goal.

**Goal**: List goal #2 here

* Strategy: Describe how you will work to meet the above goal.

**Goal:** List goal #3 here

* Strategy: Describe how you will work to meet the above goal.

***Any other feedback or information that you’d like to share with Fair Trade Universities? If so, please provide it here or contact National Organizer, Suzi Hiza (***[***shiza@fairtradeusa.org***](mailto:shiza@fairtradeusa.org)***)***