



# Membership Application

Café Network

FTF Membership Manager contact information:  
[screening@fairtradefederation.org](mailto:screening@fairtradefederation.org)  
302.655.5203

Last updated: January 2022

## Prepare for Screening

*Before spending time on the application, read the [Fair Trade Federation Code of Practice](#) to become familiarized with eligibility and sourcing requirements and the nine fair trade principles.* Applying to the Fair Trade Federation (FTF) is a rigorous self-reporting process during which applicant businesses must demonstrate outstanding work in all nine of the fair trade principles. A high level of transparency and detail is required on the FTF Membership Application. The onus is on applicants to demonstrate due diligence in ensuring fair trade partnerships.

*The FTF Membership Manager acts as liaison to the FTF Screening Committee and guides applicants through the screening process.* The FTF Membership Manager reviews submissions for missing components and information. Applicants will receive follow-up questions to clarify information before an application is reviewed by an FTF Screening Committee. It takes approximately 2 to 4 months from the time all components of the application are submitted to receipt of a final membership decision. However, no amount of time is guaranteed.

*Application materials are confidential.* By submitting application materials, the applicant affirms all information provided is true and presents business practices for review by FTF Screening Committee members and FTF employees. The applicant acquiesces to the FTF Screening Committee's decision about FTF membership. The applicant maintains the right to appeal the decision through established procedures.

## Application Checklist

Submit application materials to [screening@fairtradefederation.org](mailto:screening@fairtradefederation.org). All application components may be submitted separately and at different times, as reasonable. Where possible, please submit documents in pdf file formats.

- Narrative Questions** – Please send this document electronically.
- Financial Statement** - Please submit a profit & loss statement for your business's most recent fiscal year. It may be unaudited, but must show a complete breakdown of gross sales and operating expenses.
- Producer List** - Please include a complete list of your business's producer partners (including both artisan partners and wholesale suppliers as applicable). Include any affiliation a producer partner may have with a fair trade organization (e.g. membership in FTF, World Fair Trade Organization, Fair Trade Forum India, etc). Whenever possible, also include how many people employed by each producer partner and how long your enterprise has worked with them. For all producers/suppliers that are not FTF or World Fair Trade Organization members, please include direct contact information.

**References** - Each individual who agrees to serve as a reference must complete a reference form (download forms [here](#)) then submit it directly to the FTF. Applicants who source directly from any producers are responsible for contacting one producer and two general references and ensuring they submit the completed forms; applicants who only source wholesale must submit at least three general references. General references should not be employed by or currently volunteering for the applicant business. The FTF may contact individuals who submit a reference if additional information is needed.

**\$85 (USD) Screening Fee** - Please mail a check payable to Fair Trade Federation or pay with a credit card [here](#). The screening fee is not refundable.

**Non-discrimination Policy** – Please send this document electronically.

**Supporting Documentation** – Applicants are encouraged to submit documentation illustrating fair trade practices or other information about the business (e.g. cost analyses, contracts, impact assessments, contracts, continued improvement plans, news articles, product tags, annual reports, photos, etc.). *If you use PO's, you are required to upload a copy.* Electronic submission is required. Questions can be directed to the Membership Manager at [screening@fairtradefederation.org](mailto:screening@fairtradefederation.org) or 302-655-5203.

**Thank you for applying; we look forward to learning about your work.**

**PLEASE NOTE: This version is for reference ONLY. All applicants must submit through the online application form for their category, available on the [FTF website](#).**

## Section 1: Business Information

Registered legal name of business:

Public name of business:

Business website:

Contact person for this application:

Name:

Phone:

Email:

Business address:

City:

State/Province:

Postal Code:           Country:

Mailing address:  same as address above

Mailing address:

City:

State/Province:

Postal Code:           Country:

Preferred *public* telephone:

Preferred telephone for FTF contact:

Preferred *public* e-mail:

Preferred e-mail for FTF contact:

Please provide mailing addresses for all permanent physical retail spaces (if different from/additional to the address provided above):

1. How did your business learn about the Fair Trade Federation?
  
2. Does your business purchase products via (check all that apply)
  - Direct relationships with artisans/farmers
  - Wholesale suppliersComments:
  
3. Does your business report sales to a taxing authority in Canada or the USA?
  - Yes            No
  
  - a. If no, explain.

4. How long has your business been in operation? Note: Businesses must be in operation for *at least 365 days and experience a full production and sales cycle* before applying for FTF membership. Retail applicants may apply after 180 days of active trading if they only buy from importers (not buying direct) and have reached at least \$20,000 in sales.
  
5. How much did your business earn in gross sales of merchandise (in USD) during the last fiscal year?
  
6. When is your business's fiscal year (ex. Jan-Dec)?
  
7. What is the legal standing of your Canadian/USA business?
  - For-profit corporation
  - Non-profit corporation
  - Sole Proprietorship
  - Cooperative
  - Other (please specify):
  
8. Describe the structure and staffing of your business. Include the number of employees/volunteers and their roles and responsibilities.
  
9. If your business is a trading branch within another business, describe their relationship.

## Section 2: Vetting Suppliers/Self Assessment

1. Indicate which items are ***sold*** in your business:
  - Clothing
  - Gift items (candles, baskets, cards, etc.)
  - Educational products (e.g. books, music, maps, etc.)
  - Environmentally friendly products
  - Any other products that do not follow fair trade principles
  - Coffee
  - Tea
  - Wine/Beer/Liquor
  - Chocolate
  - Pastries/Baked goods
  - Packaged food
  - Sandwiches
  - Soups
  - Salads

- Fresh/dried fruit
- Other (please specify):

2. Indicate which items are **used** in your business:

- Aprons
- Flowers
- Reusable napkins
- Table linens
- Dinnerware (bowls, plates, cutlery, etc.)
- Tea accessories
- Shirts/Uniforms
- Soaps/Spa Products
- Other (please specify):

3. If your business has a mission statement, provide it here.

4. Why does your business choose to operate using fair trade practices?

5. Why does your business want to be a member of the Fair Trade Federation?

6. In which areas related to the fair trade principles does your business excel and why?

7. In which areas related to the fair trade principles is your business most challenged and why?

## **Section 3: The FTF Principles**

### **3.1 Cultivate New Market Opportunities for Socially and Economically Marginalized Producers**

1. What does your business look for when searching for potential wholesale suppliers? Use examples from your business's supplier relationships and, wherever possible, relate them to the nine fair trade principles.
2. How often does your business confirm suppliers' memberships are up-to-date?

3. What does your business expect from suppliers that are not FTF or WFTO members?
  - a. How are these expectations communicated and confirmed?
4. What would cause your business to decline to purchase from a potential wholesale supplier?
5. Does your business have a formal process or questionnaire for evaluating wholesale suppliers?  
 Yes       No
  - a. If yes, submit a copy and provide any comments here:

### **3.2 Develop Transparent and Accountable Relationships**

1. How often do you communicate with your suppliers?
2. What information about your business do you share with suppliers?
3. If you have ever stopped ordering from a supplier, please describe why.
4. In the past year, have you engaged in any disagreements with suppliers regarding payment?  
 Yes       No
  - a. If yes, please explain the situation and how it was resolved.
5. *If your business has a contract or agreement with your suppliers*, please describe in detail what the contract/agreement includes. Alternatively, submit a copy of the contract/agreement.
6. Include the ways in which suppliers offer their own input on the contract/agreement.

### 3.3 Build Capacity

1. What market data, product feedback, or other information does your business share with wholesale suppliers?
2. Provide examples of the capacity building efforts of your suppliers.
3. What information about your business is shared with other current and potential fair trade businesses?
4. What goals related to continued improvement of fair trade practices would your business like to achieve in the next five years?

### 3.4 Promote Fair Trade

1. Provide examples of ways in which your business partners with other groups, companies, or individuals in the local community.
2. Describe the public education and advocacy activities your business participated in over the last year. If possible, provide a list of recent public events.
3. Describe future plans for similar activities.
4. Do your business' suppliers collect and share information about individual farmers/artisans/producers who grow/harvest/make the products sold?  
 Yes       No
  - a. If yes, do your suppliers explain the different methods and media by which an individual farmer/artisan/producer's information could be shared, the potential reach it may have, and the amount of time for which that information may be publicly available, when obtaining consent to share personal stories, images, etc.? If yes, describe how. If not, explain why.
5. What methods does your business use to share this information with your community?
6. How does your business share information about *fair trade* with your customers?

### 3.5 Pay Promptly and Fairly

1. When does your business pay wholesale suppliers?
2. How do you ensure that your supplier/producer partners pay individual farmers/artisans/producers promptly and fairly?

### 3.6 Support Safe and Empowering Working Conditions

1. Describe how your business's employees/volunteers participate in decision-making.
2. Describe opportunities your business offers for employee/volunteer advancement and growth.
3. Describe or provide photos of where employees/volunteers work.
4. Describe how your business ensures a healthy and safe workplace for employees/volunteers.
5. Describe established procedures for all staff to securely address concerns and grievances.
6. Does your business have a written non-discrimination policy?  
 Yes       No
  - a. If no, please note this is a requirement per the FTF Code of Practice; please create one and attach a copy with your application.
  - b. How is this shared with employees/volunteers?
7. Does your business require participation in and/or incorporate into the work day or work-related events any religious activities (participation in prayer, study/discussion of religious texts, participation in religious services) for employees/volunteers?  
 Yes       No
  - a. If yes, describe in detail.

- b. If yes to #10, how is the invitation to participate communicated to individual employees/volunteers? Include both the method(s) of communication and the wording used.

### **3.7 Ensure the Rights of Children**

1. Does your business purchase from any wholesale suppliers who work with individuals younger than age eighteen?
  - Yes       No
  - a. If yes, explain what role children have in production with those suppliers.
  - b. If yes to #1, how does your business confirm that work does not conflict with educational opportunities?
  
2. Does your business employ anyone under the age of eighteen in Canada/USA?
  - Yes       No
  - a. If yes, explain how your business meets national, state/province, and local laws regarding the rights of children.

### **3.8 Cultivate Environmental Stewardship**

1. How does your business impact the health of the natural environment in your Canadian/American community?
  
2. How does your business incorporate sustainability into its facilities and operations?
  
3. What challenges to a healthy natural environment are identified in your business's operations and how are they addressed?
  
4. Does your business incorporate recycling, reuse, and post-consumer recycled supplies into its operations?
  - Yes       No
  - a. If yes, describe. If no, explain.

5. Does your business currently participate in a green certification program?  
 Yes       No
  - a. If yes, describe.
  
6. How does your business promote environmental stewardship among your suppliers and customers?

### **3.9 Respect Cultural, Racial, and Ethnic Identity**

1. Describe the efforts of your business' supplier/producer partners to respect cultural identity.
  
2. Does your business have conversations with suppliers about concerns regarding cultural appropriation? If yes, describe.
  
3. How does your business learn about and share information on the traditional techniques and cultural heritage of the people making the products?
  - a. Does your business ever share resources created by educators from the same community where the products are sourced? If yes, describe.
  
4. How does your business work to build understanding of local traditions and customs of the communities from which products are created?

## **Section 4: Additional Comments**

I, on behalf of my company/business/enterprise, verify that all of the information contained in this application is true, commit to following the Fair Trade Federation principles in all business transactions, and agree to follow these same criteria with any new trading partners.

Signed:            Date: