



Membership Application

Retailer Buying from Various Wholesalers

FTF Membership Manager contact information:
screening@fairtradefederation.org
302.655.5203

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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. 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 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. In which way(s) does your business retail? Select all that apply:
 - Brick and mortar location
 - Mobile sales (fairs, festivals, trade shows)
 - Online
 - Direct sales (home parties, sales ambassadors)
 - Other (please specify):

8. Indicate which product categories your business carries:
 - Food/Drink
 - Clothing
 - Jewelry
 - Accessories (e.g. bags, hats, scarves)
 - Bath/Spa
 - Housewares (e.g. tableware, linens, baskets, décor)
 - Furniture/Rugs
 - Paper Products (e.g. cards, stationary, labels)
 - Children's Items
 - Musical Instruments
 - Do-It-Yourself Items (e.g. craft kits, fabric, loose beads, yarn)
 - Religious Items
 - Drop Shipping
 - Private Label
 - Other (please specify):

9. What is the legal standing of your Canadian/USA business?
 - For-profit corporation
 - Non-profit corporation
 - Sole Proprietorship
 - Cooperative
 - Other (please specify):

10. Describe the structure and staffing of your business. Include the number of staff/volunteers located in the USA or Canada and their roles and responsibilities.

11. If your business is a trading branch within another business, describe their relationship.

Section 2: Sourcing Fair Trade Products

1. Are at least 75% of retailed products - *as measured by wholesale value of inventory* - sourced according to fair trade principles? Note: This may include Fair Trade Federation or World Fair Trade Organization (WFTO) member products *and* any other products that *your business has vetted* for the fair trade principles.
 Yes No
 - a. What percentage of products is purchased from *businesses that are FTF or WFTO members* (measured by wholesale value of inventory)?

 - b. What percentage of products is purchased from fair trade businesses that are *not* members of the FTF or WFTO (measured by wholesale value of inventory)?

2. Does your business purchase any of the following products from wholesale suppliers:
 educational products (e.g. books, music, maps, etc.)
 products from local or small-scale producers in the USA, Canada, or Europe
 environmentally friendly products
 any other products purchased from businesses that do not follow fair trade principles
 none of the above

If none of the above, skip to Section 3. If yes:

- a. What percentage of the wholesale value of your business inventory do these products represent?

- b. Explain why your business sources these products.

- c. How does your business ensure these products do not harm people, the environment, or cultures?

Section 3: Self Assessment

1. If your business has a mission statement, provide it here.
2. Why does your business choose to operate using fair trade practices?
3. Why does your business want to be a member of the Fair Trade Federation?
4. In which areas related to the fair trade principles does your business excel and why?
5. In which areas related to the fair trade principles is your business most challenged and why?
6. What goals related to continued improvement of fair trade practices would you like your business to achieve in the next five years?

Section 4: Vetting Wholesale Suppliers

1. What does your business look for when searching for potential wholesale suppliers?
Describe in detail.
2. If your business uses FTF or WFTO membership as a tool for vetting suppliers' fair trade practices, how are memberships confirmed?
3. How often does your business confirm suppliers' FTF or WFTO memberships are up-to-date?
4. Does your business have a formal process or questionnaire for evaluating wholesale suppliers?
 Yes No
 - a. If yes, submit a copy and describe in detail here:
5. What would cause your business to decline to purchase from a potential wholesale supplier?

Section 5: The FTF Principles

5.1 Cultivate New Market Opportunities for Socially and Economically Marginalized Producers

1. Provide detailed examples of the efforts your wholesale brands make to facilitate economic opportunities for the suppliers/artisans/producers who make their products.

2. Describe *in detail* the method(s) your business uses to evaluate potential or current wholesale suppliers for fair trade practices, specifically if the supplier is not a member of the FTF or WFTO. Use examples from your business's supplier relationships and, wherever possible, relate them to the nine fair trade principles.

Cultivate New Market Opportunities
 Develop Transparent and Accountable Relationships
 Build Capacity
 Promote Fair Trade
 Pay Promptly and Fairly
 Support Safe and Empowering Working Conditions
 Ensure the Rights of Children
 Cultivate Environmental Stewardship
 Respect Cultural, Racial, and Ethnic Identity

3. How often does your business evaluate your wholesale suppliers for fair trade practices?

5.2 Develop Transparent and Accountable Relationships

1. How often do staff/volunteers communicate with wholesale suppliers?

2. What information about your business do you share with wholesale suppliers?

3. How does your business communicate changes in buying patterns or terms to wholesale suppliers?

4. If your business has ever stopped ordering from a wholesale supplier, describe why.

5. In the past year, has your business engaged in any disagreements with wholesale suppliers regarding payment?
 Yes No
 - a. If yes, explain the situation in detail and how it was resolved.

6. *If your business has a contract or agreement with wholesale suppliers*, describe in detail what the contract/agreement includes or provide a copy.
 - a. Describe the ways in which wholesale suppliers participate in creation of the contract/agreement.

7. Have employees/volunteers visited any of the people who make the products your business sells?
 Yes No
 - a. If yes, describe. If no, does your business have plans to visit in future?

8. Describe the way(s) in which your wholesale suppliers build transparent and accountable relationships with suppliers/artisans/producer groups.

9. How does your business collaborate with your community and/or other businesses and organizations to address systemic inequities locally, domestically (within the US/Canada), and globally?

5.3 Build Capacity

1. What market data, product feedback, or other information does your business share with wholesale suppliers?

2. What information about your business is shared with other current and potential fair trade businesses?

3. What goals related to continued improvement of fair trade practices would your business like to achieve in the next five years?

4. Explain the ways in which your wholesale suppliers work to build capacity for the suppliers/artisans/producers they employ and their communities.

5.4 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 fair trade-related 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. What method(s) does your business use to share information about *fair trade principles* with customers?
5. How does your business obtain information from wholesale suppliers about the *individual suppliers/artisans/producers* who make the products ?
 - a. How does your business ensure that wholesale suppliers receive informed consent from individual suppliers/artisans/producers before sharing that information with your company?
 - b. 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.
6. What information does your business share with customers about the processes and techniques used by suppliers/artisans/producers to create products?
7. What method(s) does your business use to share this information with customers?

5.5 Pay Promptly and Fairly

1. What are the payment terms your business has with suppliers? If this varies depending on the supplier, describe for *each*.
2. Are payment terms mutually agreed upon with wholesale suppliers?
 Yes No
 - a. If yes, describe. If no, explain in detail how terms are decided upon.
3. How do your wholesale suppliers ensure individual suppliers/artisans/producers are paid promptly and that wages are fair?

5.6 Support Safe and Empowering Working Conditions

1. Describe the efforts of your supplier/artisan/producer partners to support safe working conditions and agency within *their* workplaces.
2. Does your business employ volunteers (unpaid staff) and/or contractors regularly?
 Yes No
 - a. If yes, how many of each?
 - b. If yes, how does your organization take into account the ethical considerations of regularly using volunteers and/or general contractors?
 - c. If your business works with independent contractors, briefly describe their role(s).
3. Describe how your business' employees/volunteers participate in decision-making.
4. Describe opportunities your business offers for employee/volunteer advancement and growth.
5. How does your business ensure it offers fair wages to its employees?
6. Describe or provide photos of where your employees/volunteers work.

7. Describe how your business ensures a healthy and safe workplace for employees/volunteers.
8. Describe established procedures for all staff and volunteers to securely address concerns and grievances.
9. Do you have a non-discrimination policy? Please note, having a non-discrimination policy is a requirement for all members per the FTF Code of Practice, regardless of enterprise size or number of staff. You will need to upload it as one of the supporting materials for your application; if you do not yet have one, please create one.
 Yes No
 - a. How is this shared with employees/volunteers?
10. 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.

5.7 Ensure the Rights of Children

1. Does your business purchase from any wholesale suppliers who work with individuals younger than age 18?
 Yes No
 - a. How is this confirmed?
 - b. If yes, how does your business ensure that any supplier/artisan/producer partners who do employ individuals under the age of 18 also make sure this does not interfere with their educational opportunities as well as play?
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.

5.8 Cultivate Environmental Stewardship

1. Describe the efforts of your business' supplier/artisan/producer partners to cultivate environmental stewardship.
2. How does your business impact the health of the natural environment *in your Canadian/American community*?
3. How does your business incorporate sustainability into its supplier choices, facilities and day to day operations?
4. What challenges to a healthy natural environment are identified in your business's operations and how are they addressed?
5. Does your business incorporate recycling, reuse, and post-consumer recycled supplies into its operations?
 - Yes No
 - a. If yes, describe. If no, explain.
6. Does your business currently participate in a green certification program?
 - Yes No
 - a. If yes, describe.

5.9 Respect Cultural, Racial, and Ethnic Identity

1. Describe the efforts of your business' supplier/artisan/producer partners to facilitate and support efforts to preserve traditional techniques and/or elements of cultural heritage.
2. What conversations does your business have with suppliers about concerns regarding cultural appropriation?

3. Does your business source/sell any items of spiritual or cultural significance and/or incorporate culturally significant items/designs into your products?
 Yes No
 - a. If yes, how do you ensure that sourcing these items will not result in the objectification or appropriation of a community or culture?

4. 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.

5. How does your business work to build understanding of local traditions and customs of the communities from which products are created?

Section 13: 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: