Questions requiring answers are marked with an asterisk*

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**FTF Member Information**

*Your First & Last Name:
*Public business name:
Registered business name (only if drastically different):

*How many people does your organization employ in the USA/Canada (please use whole numbers)?

*How many volunteers work for your organization in the USA/Canada (please use whole numbers)?

*Does your business report sales to a taxing authority in Canada or the USA?
  □ Yes    □ No
  (if no) Please explain:

*Update the FTF staff: Has your organization undergone any major changes in the last year (ex. moved, major staff changes, introduced e-commerce, etc.)?

*Please indicate which of these **fair trade** items are sold in your business:
  □ Clothing/accessories
  □ Jewelry
  □ Miscellaneous gift items
  □ Coffee
  □ Tea
  □ Food/drink items
  □ Other (please specify):

*In addition to fair trade products, do you sell any of the following:
  □ Educational products (e.g. books, music, posters, etc.)
☐ Products from local or small-scale producers in the US or Canada
☐ Environmentally sustainable products
☐ Any other products that are not sourced according to the fair trade principles
☐ None of the above

*What percentage of your annual purchases are fair trade products?

*What additional research do you do when considering sourcing from a supplier?

*Which, if any, certifications or memberships does your café use to vet suppliers?

*Does your business purchase any products directly from the producer, farmer, or artisan?
  ☐ Yes ☐ No
  *(if yes) please explain.
Cultivate New Market Opportunities for Economically and Socially Marginalized Producers

PRINCIPLE: Fair Trade is a strategy for poverty alleviation and sustainable development through trading partnerships. Members collaborate with marginalized communities to nurture equitable social and economic opportunities by growing market access. Members place the interests of producers and their communities as the primary concern of their enterprise.

*Describe the method(s) your business uses to independently evaluate suppliers for fair trade practices.

*Provide at least one example of how your suppliers participate in poverty alleviation and sustainable development.

*Describe any collaborative work your café undertook in the past year, particularly with other organizations involved in fair trade.
Support Safe and Empowering Working Conditions

PRINCIPLE: Fair Trade means a safe and healthy working environment free of forced, exploitative, or underpaid labor. Throughout the trading chain, Members cultivate inclusive workplaces that encourage individuals to participate in the decisions that affect them. Members seek to eliminate discrimination based on religion, race, caste, national origin, disability, gender, sexual/affectional orientation, union membership, political affiliation, age, marital, or health status. Members support workplaces free from physical, sexual, psychological, or verbal harassment or abuse.

*Does your organization have a non-discrimination policy for employees/staff/volunteers in the US or Canada?
   □ Yes   □ No

   *(if yes) How does your organization communicate this policy?

   *(if no) Explain why. Please note, all member organizations—regardless of size—are required to have a non-discrimination policy in place per the FTF Code of Practice.

*Describe how your business empowers employees, volunteers, and others to participate in decisions that affect them.

*Describe your business’s procedure for employees, volunteers, or others to safely report unfair treatment, discrimination, abuse, and other complaints.

*Please provide one example of how your suppliers ensure individual suppliers/artisans/producers have a safe, empowering place to work.

Additional comments:
Goals for Continuous Improvement:

*Which principle(s) align most with the work your organization *has been focusing on this past year* to improve your fair trade practices? Describe in detail.

*Which principle(s) align most with the work your organization *will be focusing on in 2023* to improve your fair trade practices? Describe in detail.

*Please confirm renewal contact email address: