



## REQUIREMENTS SUMMARY

CATEGORY	REQUIREMENT	NOTES
Steering Committee	<p>A Fair Trade Campus Steering Committee must be formed to ensure continued commitment to the local Fair Trade Campus designation. The committee must:</p> <ul style="list-style-type: none"> <li>Establish and maintain a balanced membership of volunteers and administrative representatives;</li> <li>Meet a minimum of twice per year to discuss annual goals and to assess progress;</li> <li>Demonstrate an effort to increase the number and type of Fairtrade certified products available on campus beyond minimum requirements;</li> <li>Encourage independent businesses, departments, and societies on campus to meet Fair Trade Campus criteria;</li> <li>Submit an annual report to the CFTN or AQCÉ by July 1 that includes a completed renewal form, targets for the upcoming year, and progress assessment for the previous year.</li> </ul>	<p>Committee responsibilities:</p> <ul style="list-style-type: none"> <li>Monitor continued compliance with Fair Trade Campus requirements;</li> <li>Set annual goals and measure performance</li> <li>Renew the Fair Trade Campus designation annually</li> </ul> <p>The committee must include:</p> <ul style="list-style-type: none"> <li>1 top-level university/college VP or their designate,</li> <li>1 purchasing or retail manager from the university/college</li> <li>1 purchasing or retail manager from the students' union (if applicable)</li> <li>1 faculty member</li> <li>1 student representative</li> </ul>
Product Availability	<ul style="list-style-type: none"> <li>All coffee served on campus must be Fairtrade certified;</li> <li>At least three (3) Fairtrade certified teas must be available wherever tea is served;</li> <li>At least one (1) Fairtrade certified chocolate bar must be available at every location selling chocolate bars;</li> <li>All coffee and tea served at campus meetings, events, and offices run by campus administration or student unions must be Fairtrade certified.</li> </ul>	<p>Required campus locations include all those run by the administration, student unions or associations, and graduate student unions or associations.</p> <p>Requirements do not include</p> <ul style="list-style-type: none"> <li>franchises operating on campus</li> <li>businesses that rent space on campus but operate independently</li> <li>individual departments lunchrooms and lounges, university clubs and societies, and other locations not directly under control of campus- or student-run food services.</li> </ul>
Visibility and Education	<ul style="list-style-type: none"> <li>All locations selling Fairtrade certified products must have prominent signage indicating such.</li> <li>All locations selling Fairtrade certified products must have ancillary information about fair trade.</li> <li>A page on the university/college website must explicitly indicate the university/college is a Fair Trade Campus and provide information about fair trade.</li> <li>Campus administration must participate (at least) annually in a public celebration of its Fair Trade Campus status.</li> </ul>	<ul style="list-style-type: none"> <li>Signs and ancillary materials should indicate the availability of Fairtrade certified products and provide information on fair trade. Where prominent signage is not possible, there must be at least some indication of Fairtrade products availability.</li> <li>Events should be held in visible, high-traffic locations and should prioritize visibility, engagement, and participation.</li> <li>Webpage and celebration standards apply post designation.</li> </ul>