**BEST FAIRTRADE OFFICE - ENTRY FORM**

|  |  |
| --- | --- |
| **Organisation name:**  |  |
| **Organisation address:**  |  |
| **Contact name:**  |  |
| **Email:** |  | **Contact telephone no.** |  |
| **Website:** |  | **Twitter handle:** |  | **Facebook:** |  |
| We will not share your details with third parties | Please return your entry to awards@bristolfairtrade.org.uk attaching a high resolution file of your organisation’s logo for use in promotional materials and visuals. |

**NOTES**:

1. To enable us to credit you with the highest possible score, please include as much detail as possible in your answers, assuming that the judging panel knows nothing about your organisation
2. Please limit the amount of promotional literature you include
3. Please don’t print off web pages, just enter the web page URL
4. Please don’t exceed the word count indicated.

**\*\*\*With reference to the downloaded criteria, please complete the following sections\*\*\***

|  |  |  |
| --- | --- | --- |
| **Section** | **Please respond below *in no more than 500 words each section*** | **Leave this column blank** |
| 1. **Purchasing/Use**
 | What Fairtrade products do you use in your organisation?  |  |
| 1. **Communication**
 | How do you communicate Fairtrade to staff and customers? (Please add any website URLs)  |  |
| 1. **Management**
 | How is Fairtrade supported throughout your business? (Please include reference to a company policy which includes commitment to Fairtrade, if you have one)   |  |
| 1. **Community involvement and innovation**
 | What has your business done to promote Fairtrade in the wider community or support Fairtrade events and campaigns?   |  |
| 1. **Continued development**
 | If you entered the Awards last year, what more have you done to promote/buy/use Fairtrade since the 2017 Awards? (Please state ‘N/A’ if you did not enter in 2017)   |  |
|  | How much do you estimate your organisation has spent on Fairtrade products in the last 12 months? *(N.B. This is not used to judge your entry but for us to have an idea how much is spent regionally on Fairtrade by businesses* |  |