

July 22, 2015

## How to host a Fair Trade Event In 4 Easy Steps

1. Order Products from Equal Exchange or SERRV.
  - a. Either set up an account for your parish
  - b. Or share an order with another parish (ie, St. Bernard)
  - c. Guatemalan goods available through [KarenCastellon@optonline.net](mailto:KarenCastellon@optonline.net)
2. Order free Fair Trade literature, including posters from [www.CRSFairTrade.org](http://www.CRSFairTrade.org)
3. Pick a date and create a Schedule for parishioners to be present at the Fair Trade table. (We request students/confirmation candidates and an adult to accompany them. This also helps to “spread the word.”)
  - a. Create a Price list (see sample) and price tags.
  - b. Offer a one-page info sheet to “Sellers” for the day of the Fair Trade event. (See sample)
4. After sale: Pay supplier invoices & store/return leftover goods.



Left: *Minion*  
Right: *Scarf from  
Guatemala*

Questions? Contact Fair Trade Ambassadors:  
Jean Gorczyca ([jean.gorczyca@gmail.com](mailto:jean.gorczyca@gmail.com)), 732-499-9634  
Karen Castellon ([KarenCastellon@optonline.net](mailto:KarenCastellon@optonline.net)), 908-240-9941

# On the “Day of” the Fair Trade event

Thank you for serving in the Fair Trade ministry. The goal is to support farmers and producers around the world to earn a fair wage and to be in solidarity with the poor. You are doing that by being here today.

- **Goods & Prices.** We have a selection of coffee, tea, chocolate and some crafts from Guatemala. Please see the Price List. **If there is a missing price**, then take a guess or agree on a fair price with the buyer, rather than miss an opportunity to sell the product.
- **Cash.** There is a purse with cash (\$20-\$30 in singles) to provide change. Please tuck it away or hand to the next ministers.
- **Checks.** To pay by check, write check payable to CASH.
- **Greetings **\*\*Really Important\*\*****
  - Please make eye contact & GREET parishioners: “Good Evening” or “Good Morning.”
  - Share with them: “These are Fair Trade goods; all proceeds support the Guatemala Scholarships/ (or whatever the program supports)
- **Take Away Brochures.** Catholic Relief Services (CRS) provides a few different brochures. Folks are free to take them.
- **Information Sheets.** There are information sheets on Fair Trade and the Guatemala Scholarship Program, supported by Catholic Charities Solidarity Team. They are in plastic sheets so folks can touch them and read them. We hold on to these.
- **Catholic Charities Guatemala Scholarship program.** To sponsor a scholarship (in any amount), checks are to “Catholic Charities” with a note for “Guate Scholarship.” [Checks can be sent to: Catholic Charities, ATTN: Ernie Revoir, 56 Throop Ave., New Brunswick, NJ 07901]
- **Break-down at the start of (last) Mass** on Sunday. Please re-pack any remaining goods in the boxes and containers available. Leave them by the Fair Trade table for pick-up. At other times, goods may be left on the table for the next ministers.
- Have fun!

If you or others have any questions, please make a note for follow up. Thank you again for contributing to this Fair Trade Ministry.

	Price
Coffee/ K Cups	\$8
Chocolate Bars	\$3
Tea	\$3
Hot Cocoa	\$5
Olive Oil (500ml) organic	\$12
Honey	\$5
Guatemalan Goods:	
Scarves/ Shawls	\$20
Bracelets	\$2
"Little Dolls"	\$2
Key Chains	\$5
Table Runners	\$15
Booties	\$5
Minions	\$5
Checks to: CASH	