

HELPWCH I WNEUD  WLAD MASNACH DEG

HELP MAKE  A FAIR TRADE COUNTRY

APPLICATION FOR FAIRTRADE SCHOOL STATUS

Being awarded Fairtrade status is a great achievement for any school, but it is the journey to get there that is most important part of the process. We recommend that you spend at least a year working towards becoming a Fairtrade School. Before you make an application, please make sure you are registered by emailing schools@fairtrade.org.uk.

Once you have registered, we will put you on our database to receive the Action Guide, a poster, a power point presentation and our Fairtrade Schools e-newsletter. These will become available during the summer and autumn of 2007.

This application sets out evidence you will need to present in order to qualify for Fairtrade School status. Please do not send it until you are sure you have all the evidence you need. When you are ready to apply, please complete the form below indicating the action taken and the date the evidence was produced. Then send the form, along with the evidence, marked with the appropriate number and letter (e.g. 1A)

We hope to receive applications on-line through our new website (planned for the autumn 2007). Meanwhile please **SEND YOUR APPLICATIONS ON A CD ROM, ONE FOLDER FOR EACH GOAL. Please scan in any evidence such as photographs, examples of work or documents and send to:**

The Fairtrade Schools Coordinator
Fairtrade Foundation
Room 204
16 Baldwin's Gardens
London EC1N 7RJ

Please refer to the website at www.fairtrade.org.uk/schools for information and ideas that will help you meet the five goals, or criteria.

We will get back to you with in four weeks to let you know whether any further evidence is needed or whether you are ready to be awarded the certificate and a 'We are a Fairtrade School' banner for your website, posters, newsletters etc.

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Name of school

Number of pupils..... Age range

Name of contact.....

Email address.....

Date of application

Goals/criteria	Action taken	Evidence	Date
1. Our school has set up a Fairtrade School Steering group		1A. Name and email of contact person (adult)	
		1B. At least three sets of minutes (one for each term) with action points	
		1C. Names of steering group members and their role in the school (50% should be pupils)	
2. Our school has written and adopted a whole school Fairtrade Policy		2A. Policy signed by headteacher and at least one pupil. (See Action Guide for example)	
3. Our school is committed to selling, promoting and using Fairtrade products		3A. Sales records or invoices of products bought for the school OR	
		Evidence (e.g. letter) of attempts to introduce Fairtrade products into the canteen, staff room etc.	
4. Our school learns about Fairtrade issues		4A. Sample of pupils work 4B. either lesson plans or section of departmental development plans that indicate Fairtrade issues in two year groups and three subject areas	
5. Our school is committed to promoting and taking action for Fairtrade in School and the wider community		5A Photographs 5B Relevant evidence such as press cuttings, newsletter articles or power point presentations to indicate at least three events in the school and the community (at least one during Fairtrade Fortnight)	

Renewing your Fairtrade status

To show your ongoing commitment, you will be asked to renew your Fairtrade status after a year for the first two years and then again after 2 more years. This means doing one new thing in the school and one in the community. You'll find some ideas in the Action Guide.

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CAIS AM STATWS YSGOL MASNACH DEG

Rydym yn argymhell eich bod yn treulio o leiaf blwyddyn yn gweithio tuag at ddod yn Ysgol Masnach Deg. Cyn i chi wneud cais, dylech sicrhau eich bod wedi eich cofrestru drwy ebostio schools@fairtrade.org.uk.

Unwaith y byddwch wedi cofrestru, byddwn yn eich gosod ar ein basdata i dderbyn yr Arweiniad Gweithredu, poster, cyflwyniad pwyntiau pwer a'n e-gylchlythyr Ysgolion Masnach Deg. Bydd y rhain ar gael yn ystod haf a hydref 2007.

Mae'r cais hwn yn amlinellu'r dystiolaeth y bydd arnoch ei hangen er mwyn cymhwyso ar gyfer statws Ysgol Masnach Deg. Peidiwch â'i dychwelyd os gwelwch yn dda nes byddwch yn sicr eich bod wedi casglu'r holl dystiolaeth angenrheidiol. Pan fyddwch yn barod i ymgeisio, cwblhewch y ffurflen isod yn nodi'r dull o weithredu a wnaed a'r dyddiad y cynhyrchwyd y dystiolaeth. Yna anfonwch y ffurflen, ynghyd â'r dystiolaeth, wedi ei nodi gyda'r nifer a'r llythyren briodol (ee 1A)

Gobeithiwn dderbyn ceisiadau ar-lein drwy gyfrwng ein gwefan newydd (ar waith erbyn hydref 2007). Yn y cyfamser **ANFONWCH EICH CEISIADAU AR CD ROM, UN FFOLDER AR GYFER POB AMCAN.** Dylech sganio unrhyw dystiolaeth megis ffotograffau, enghreiffiau o waith neu ddogfennau a'u hanfon at:

Cydlynnydd Ysgolion Masnach Deg
Sefydliad Fairtrade
Ystafell 204
16 Gerddi Baldwin
Llundain EC1N 7RJ

Dylech ymweld â'r wefan ar www.fairtrade.org.uk/schools am wybodaeth a syniadau a fydd yn eich helpu i wireddu'r pum amcan, neu feini prawf.

Byddwn yn cysylltu â chi eto ymhen pedair wythnos i adael i chi wybod a fyddwn angen unrhyw dystiolaeth bellach neu a ydych yn barod i gael eich gwobrwyo gyda'ch tystysgrif a baner 'Rydym yn Ysgol Masnach Deg' ar gyfer eich gwefan, posteri, cylchlythyrau ayyb.

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Enw'r Ysgol
 Nifer o ddisgyblion Ystod oedran
 Enw'r cyswllt
 Cyfeiriad ebost
 Dyddiad y cais

Amcanion/ meini prawf	Dull o weithredu	Tystiolaeth	Dyddiad
1. Mae ein hysgol wedi sefydlu Grwp Llywio Ysgol Masnach Deg		1A. Enw ac ebost yr unigolyn cyswllt (oedolyn)	
		1B. O leiaf tair set o gofnodion (un ar gyfer pob tymor) gyda phwyntiau gweithredu	
		1C. Enwau aelodau'r grwp llywio a'u rôl yn yr ysgol (dylai 50% fod yn ddisgyblion)	
2. Mae ein hysgol wedi ysgrifennu a mabwysiadu Polisi Masnach Deg ysgol gyfan		2A. Polisi wedi ei arwyddo gan y prifathro ac o leiaf un disgybl. (Gweler yr Arweiniad Gweithredu am enghraifft)	
3. Mae ein hysgol wedi ymrwymo i werthu, hyrwyddo a defnyddio cynnyrch Masnach Deg		3A. Cofnodion gwerthiannau neu anfonebau o gynnyrch a brynwyd ar gyfer yr ysgol NEU	
		Tystiolaeth (ee llythyr) o ymgeisiadau i gyflwyno cynnyrch Masnach Deg i'r cantîn, ystafell staff ayyb.	
4. Mae ein hysgol yn dysgu am faterion Masnach Deg		4A. Sampl o waith disgyblion 4B. un ai cynlluniau gwersi neu rhan o gynlluniau datblygu adrannol sy'n nodi materion Masnach Deg mewn dau grwp blwyddyn a thri maes pwnc	
5. Mae ein hysgol wedi ymrwymo i hyrwyddo a gweithredu dros Fasnach Deg yn yr Ysgol ac yn y gymuned ehangach		5A Ffotograffau 5B Tystiolaeth berthnasol megis toriadau o bapur newydd, erthyglau cylchlythyr neu gyflwyniadau pwyntiau pwer i nodi o leiaf tri digwyddiad yn yr ysgol a'r gymuned (o leiaf un yn ystod pythefnos Masnach Deg)	

Adnewyddu eich statws Masnach Deg

I ddangos eich ymrwymiad parhaol, gofynnir i chi adnewyddu eich statws Masnach Deg wedi blwyddyn ar gyfer y ddwy flynedd gyntaf ac yna unwaith eto wedi dwy flynedd arall. Bydd hyn yn golygu gwneud un peth newydd yn yr ysgol ac un yn y gymuned. Cewch hyd i rhai syniadau yn yr Arweiniad Gweithredu.