

How to Apply to Become a New Member

1. Please send your completed application (via email if possible) and a letter of recommendation from your “sponsor” (an existing Cooperative Coffees roaster/member), as well as a copy of your TransFair or other accounting report of total green bean purchases during the last 12 months, and examples of promotional materials. This information is due by May 30th. Our membership committee will review all applications, request additional information as necessary and make recommendations to our board at our July meeting.
2. Following the presentation of the new members applications with the corresponding member committee recommendations, the Board of Directors will make the final decisions regarding the approval of new members.
3. New members will be accepted on a 1 year provisional basis under one of the following categories:
 - a) New business – Minimum of 3 months operating history of roasting coffee but less than 1 year. Agree to purchase through the cooperative a minimum of 80 bags of green coffee annually representing at least 50% of total green volume. Must provide a \$5,000 guarantee of the cooperative’s line of credit by the end of the year of provisional membership.
 - b) Existing business – Over 1 year of operating history of roasting coffee. Agree to purchase through the cooperative a minimum of 80 bags of green coffee or 30% of total purchases, whichever is greater, rising to at least 50% of all green coffee purchases by the third year of participation. Purchase \$5,000 of preferred stock or provide a \$5,000 guarantee of the cooperative’s line of credit via 1) the purchase of a pledged CD or 2) the establishment of a Letter of Credit.
4. Credit is extended to provisional members equal to the dollar value of their investment in the cooperative. Orders exceeding this limit must be pre-paid.
5. At the time of provisional acceptance by our board, all provisional members are required to invest in the Cooperative Coffees capital fund \$2,500 in membership fees, which will be converted to stock ownership at the end of one year of provisional membership if full membership is approved. If full membership is denied or not desired at the end of one year, \$2,250 of this fee will be refunded (\$250.00 will be retained as an administration fee).
6. All approved applicants will join as provisional members for the first year. At the end of one year, the relationship will be reevaluated. At that time, either the new member or the Board of Directors may decide that there are compelling reasons to annul the relationship. If not, the provisional member becomes a permanent member.