

Timeline and Checklist for Membership in Cooperative Coffees

By May 30th, send the following to our US or Canada office:

- Completed and signed application via email is possible.
- Letter of Recommendation from Cooperative Coffees member.
- Copy of your TransFair report or accounting report indicating total green coffee purchases during the last 12 months.
- Examples of promotional materials addressing your public communication of your organization's mission, particularly with regards to "fair trade:.(4 copies – electronic if possible).

Membership Committee will review all applications and may require additional information from applicant. A telephone interview with the chair or full committee will be held.

At Cooperative Coffees July board meeting, all applicants will be presented to the board of directors for discussion and vote.

If approved for provisional membership, applicant must then provide the following:

- \$2,500 membership fee which later converts to one share of stock.
- \$5,000 for purchase of preferred stock – or another financial instrument to guarantee the cooperative's line of credit.
- Booking for at least 80 bags of green coffee – or 30% of total annual green purchases – whichever is greater.

Some coffee may be available for immediate purchase. However, most bookings will begin during the following spring.

Consideration for full membership after one year of provisional membership – which typically coincides with 6-8 months of actual participation through green purchases.