



COMPLETING YOUR ACTION PLAN

For your FairActive Award you will need to complete an online action plan. This is a tool to help you manage your Fairtrade plans, events, tasks and activities as well as letting us know what Fairtrade activities your school is planning to do.

Don't be afraid to start with small ambitions then get much bigger!

Some schools list Fairtrade products they'd like to look at - such as investigate switching to Fairtrade cotton uniforms, or fruit juice in the canteen.

Your action plan can include any of the following:

- How often does your Fairtrade group plan to meet?
- When do you want to hold a Fairtrade assembly?
- What learning challenges do you plan to do?

These are just some ideas. Your action plan can include any and every Fairtrade activity your school plans to do.

There is a table online similar to the one below where you can fill in your plans. Just click on the '+' sign (circled in red) to add a new line.

When you have added all your planned tasks, please tick 'My action plan is complete' (this does not mean that all tasks need to be completed).



Description of the task ▲	Name of the person responsible	By when are you planning to complete this task?	Tick if this task is complete	
Give an assembly to the whole school about Fairtrade bananas.	Dylan and Katy, Year 6	2/5/2016	No	edit delete
Look into Fairtrade cotton school uniforms.	Miss Taylor	3/25/2016	No	edit delete
Organise a visit to a supermarket to look at the Fairtrade products available locally.	Mrs Hutton	2/12/2016	No	edit delete
Write a Fairtrade Policy	The Fairtrade Steering Group	1/29/2016	Yes	edit delete