

Notes on Referencing Procedure when applying for Individual Associate Membership with IFAT

Please read these notes carefully before you commence with your application.

1. You **MUST** be able to provide a reference from an IFAT member, if there are any in your country. A list of members can be found on our website www.ifat.org under 'members list'.
2. If there are no IFAT members in your country you must be able to provide references from people who can vouch for your commitment to Fair Trade.
3. We expect all applicants to have contacted their referees in advance to request permission to use them as a referee before giving us their name.
4. We will contact your referees **ONCE ONLY** on your behalf, by email, and we will give them one month in which to respond. After the month is up, an email will be sent to you, the applicant, to tell you the status of each of the references. Any outstanding references will from that point onwards be the responsibility of the applicant.
5. If it transpires that a referee does not know that they are meant to be providing a reference for you, IFAT will not pursue with obtaining the reference.