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*"Everyone can be an artisan of peace."*

-Pope Francis

Dear Fair Trade Supporters,

Thank you for your interest in hosting a CRS Community Order! As you may have noticed, we changed our name to CRS Ethical Trade but that has not changed our commitment to fair trade. We will continue to offer CRS Community Orders in partnership with Serrv and hope that new elements of our program, like additional prayers and resources, will help you bring fair trade to your faith community.

When you organize a CRS Community Order, you will receive a **20% discount plus free shipping** to one address for orders over \$300, and free catalogs and educational materials to help your community understand the importance of fair trade. Simply set up an account, gather the individual orders of your friends and family, then submit one order as a group. For example, you could collect orders when you host a chocolate tasting at your parish, or at celebrations in your own home.

We offer everything you need to host a successful CRS Community Order, from the step-by-step guide and resources inside this packet, to the additional information and free resources available online at [ethicaltrade.crs.org](http://ethicaltrade.crs.org). You can also ask questions or place your order by calling 1.800.685.7572. CRS Community Orders allow you access to every product Serrv sells online and in the catalog, so be sure to check the current product inventory at [serrv.org/inventory](http://serrv.org/inventory) before placing your order to make sure the products are still available.

**Remember, Serrv makes a donation to CRS with every purchase! So, the purchases that YOU make happen, count twice!** Hosting a CRS Community Order is an amazing way to stand in solidarity with our most vulnerable brothers and sisters around the world, and we sincerely thank you for your participation.

Faithfully,

Erin Mackey and Simone Blanchard  
Catholic Relief Services Ethical Trade  
[ethicaltrade@crs.org](mailto:ethicaltrade@crs.org)

## *Step-by-Step Guide to hosting a*

# **CRS Community Order**

Thank you for hosting a CRS Community Order! Please contact Serrv if you have questions at **1.800.685.7572** or **orders@serrv.org**.

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### **STEP 1: PLAN**

- > Fill out the Account Information and Sales Agreement Form that comes with your packet and mail, fax, or email it to Serrv. Be sure to indicate how many free catalogs you would like!
- > Decide how you will use your 20% discount and share this information when you promote your event—it makes a great fundraiser for your parish or group!

### **STEP 2: PLACE YOUR ORDER**

- > Invite friends, family, neighbors, ministry leaders and coworkers to a catalog shopping event. For example, you could organize a fair trade chocolate sampling, an economic justice movie night, or a fair trade coffee tasting. **This is perfect for a youth group, young adult group or women's fellowship.**
- > Orders of more than \$300 at retail price will receive a 20% discount on all items and free shipping to one address.
- > Give your friends a deadline for submitting their orders and payments, which should be made out to you. (After the event, submit one check to Serrv for full payment).
- > Whether crosses, nativities or religious ornaments, there are a variety of gifts for Confirmation, First Communion, Easter, Christmas and more!
- > Before placing your order, check the current product inventory online at [serrv.org/inventory](http://serrv.org/inventory) to make sure the products are available.
- > Submit your combined, single order to Serrv online, by email or by phone. Payment is not required at the time you place your order if you have a sponsoring organization!

### **STEP 3: RECEIVE PRODUCTS**

- > You will receive your order within 2 weeks. Please note that any out of stock items will not be backordered.
- > Check off everything received on the Shipping Document enclosed with your items to ensure the order is complete.
- > Use the Host Packet enclosed with your order and visit [ethicaltrade.crs.org](http://ethicaltrade.crs.org) to download the resources and prayers listed below. Your Host Packet will include a catalog, promotional tools and educational materials about fair trade and the artisans your CRS Community Order will help support.

### **STEP 4: GATHER YOUR COMMUNITY**

- > Pray for farmers and artisans around the world using the Prayer for the Dignity of Workers.
- > Include prayer cards or Fair Trade Gift Message Cards (CRS) with each customer's order.
- > Use our online faith formation resources to complement your ministry.

**We'd love to help! Please reach out to Serrv with any questions.**  
**1.800.685.7572 • [orders@serrv.org](mailto:orders@serrv.org)**