

## **“Bring Your Own” Campaign – Bring Your Own Water Bottle to O’Camps**

### **Terms and conditions of the offer of sponsorship including but not limited to the following:**

1. The sponsorship is offered as a subsidy towards the production cost of reusable water bottle to be distributed in the O’ Camp in 2014 summer;
  2. To be eligible for the sponsorship, O’ Camp OC must agree to the following:
    - print the slogan of " Bring Your Own!" and the logo of "CPSO of CUHK" on the water bottles to be produced and in accordance with the design guidelines specified in the design guidelines as appended to this document;
    - send an indication of interest to apply for sponsorship to CPSO before **20 June 2014** (by email to [cpsoc@cuhk.edu.hk](mailto:cpsoc@cuhk.edu.hk) or any staff member of CPSO). The message must contain the name of the contact person in OC, contact person phone number, and must list the estimated number of bottles needed for two categories: 1) new students, and 2) ‘jobamas’ and OCs.
    - As the subsidy is mainly for purchasing bottles for new students: the number of bottles purchased for ‘jobamas’ and OC members must be no more than 20% of the number of bottles purchased for new students. In fact, OC members and ‘jobamas’ are encouraged to bring their own bottles (e.g. the BYO bottles produced for the O’ Camp last year) for use in O’ Camp.
    - The bottles to be produced must **not contain bisphenol A (BPA)**; this must be supported by a typed/written description (e.g. product type: BPA-free bottles) on the bottle or on the invoice or receipt issued by the supplier;
    - fulfill **at least 7** of 15 green O’ Camp actions (two of which are required) in the ‘Green O’ Camp Action List’ below; and
    - Fill in an [‘O’ Camp Action List’ e-survey](#) after O’ Camp to let us how many green actions your O’ Camp has fulfilled. The submission deadline is **5 September 2014**. We encourage OCs to study the e-survey form **before O’ Camp** so as to make preparations to capture the photos related to green actions and take note of the resources you might need to complete the actions.
- Link to ‘O’ Camp Action List’ e-survey form: <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=78623>
- OCs that share photos of their freshmen using the reusable bottles with BYO message will receive specially-designed green souvenirs (one souvenir for each OC member, and up to 25 souvenirs for each OC), so feel free to upload your photos when you submit the [‘O’ Camp Action List’ e-survey!](#)
3. Due to budget constraint and to avoid duplication of resources, preference will be given to application from O’Camp OC at faculty level.
  4. Sponsorship per bottle shall not exceed \$18 or the actual production cost per bottle, whichever is lower; and
  5. The total sponsorship for each OC is subject to a maximum to be defined by CPSO.
  6. Subsidies will be paid in the form of reimbursement for the cost of producing the bottles. To support the claim for reimbursement, OC should produce to CPSO the relevant original receipt. Invoice will not be accepted. In circumstances where the cost exceeds \$10,000, a minimum of two quotations must be provided.

### **Greenest O’Camp Award**

An award of **\$3000 book coupons** will be given to the OC demonstrating the successful implementation of the largest number of green actions during O’ Camp this year. Any O’ Camp that submits the online survey will be entered into our ‘Greenest O’ Camp Award’ Competition and will have the opportunity to win prizes for outstanding green performance! Please check out the details here:

[http://www.cuhk.edu.hk/cpsoc/documents/2014%20Greenest\\_OCamp\\_Award.pdf](http://www.cuhk.edu.hk/cpsoc/documents/2014%20Greenest_OCamp_Award.pdf)

For enquiries, please contact Flora Lee (3943 3925/ [floralee@cuhk.edu.hk](mailto:floralee@cuhk.edu.hk)) or Eliza Mok (3943 3924/ [elizamok@cuhk.edu.hk](mailto:elizamok@cuhk.edu.hk)) of the Campus Planning and Sustainability Office.

## **O' Camp Action List**

**(sponsored OC must fulfill at least 7 of the 15 items below, including two mandatory items)**

For items marked with ‘\*’, please check the ‘Resources’ section below for supporting information and resources!

### **My OC has fulfilled the following actions:**

1. **(Mandatory action)** We have forbidden water flinging in O'Camp.
2. \* **(Mandatory action)** We have presented the Powerpoint “**Like**” our Earth- **Bring Your Own Bottle!**” to freshmen and encouraged them to bring their own bottles and use water dispensers on campus, OR, we have conveyed the message in the Powerpoint to them by electronic communication (i.e. by sending them the web link to the said Powerpoint file).
3. We have not distributed single-serving plastic bottled water (i.e. 500ml or below) to freshmen, or, we have made efforts to minimize the distribution of single-serving plastic bottled water.
4. \* We have shown freshmen how to access the location map of water dispensers in the CUHK Mobile App.
5. \* We have asked all organizers and ‘jobamas’ to read the ‘**Guidelines for Sustainable O' Camps and Promoting the University's Green Guidelines to Freshmen**’ for tips on how to make our O' Camp greener.
6. \* We have taken freshmen on a walk along the University MTR – Yasumoto International Academic Park (escalators) - Nursery Path – Ho Sin-Hang Engineering Building – University Mall fast walking trail (either uphill or downhill direction).
7. \* We have asked freshmen to separate their recyclable waste (i.e. paper, plastic and metal) and dispose of them properly recycling bins.
8. We have encouraged OC members and Jopamas to bring their own bottles so that no new bottles are produced and provided to them.
9. We did not use disposable dishware (e.g. plastic or paper plates, cups) or cutlery (e.g. plastic forks, chopsticks, knives, etc.)/We have reduced the use of disposable dishware or cutlery to the minimal by minimizing the need to order take-away food and appropriate arrangements with the caterers.
10. We accepted as few sponsored items as possible unless they were necessary for freshmen.
11. We have minimized food waste with careful planning such as ordering food portion as appropriate to the number of participants and in anticipation of no-show of participants
12. We have encouraged freshmen to request ‘less rice’ when dining at canteens to keep food waste to a minimum.
13. We set the thermostat temperature of air conditioning at our event venues to 25.5°C +/- 2°C and remind new students to observe the temperature range for air conditioning in their own rooms.
14. We together with the freshmen have taken the stairs instead of the lifts as far as practicable.
15. \* We have encouraged freshmen to register as ‘CU Green Buddies’.

## **Resources**

1. “Like” our Earth - Bring Your Own Bottle! 「Like」環保 - 自備水樽!
  - Pdf (English version): [http://www.cuhk.edu.hk/cpsa/documents/BYOppt\\_Eng.pdf](http://www.cuhk.edu.hk/cpsa/documents/BYOppt_Eng.pdf)
  - Pdf (Chinese version): [http://www.cuhk.edu.hk/cpsa/documents/BYOppt\\_Chin.pdf](http://www.cuhk.edu.hk/cpsa/documents/BYOppt_Chin.pdf)
2. Accessing the locations of water dispensers in the CUHK Mobile App
  - A non-exhaustive list of locations of easy-to-access water fountains on campus is available in the CUHK mobile app's campus map under Facilities> Living Essentials> Water Dispensers.

3. Guidelines for Sustainable O' Camps and Promoting the University's Green Guidelines to Freshmen 《迎新營的環保須知及環保意識推廣》
  - Pdf (English version): <http://www.osa.cuhk.edu.hk/orientation/en-GB/orientation-camps/ocamp-green-tips>
  - Pdf (Chinese version): <http://www.osa.cuhk.edu.hk/orientation/zh-TW/orientation-camps/ocamp-green-tips>
4. University MTR – Yasumoto International Academic Park (escalators) - Nursery Path – Ho Sin-Hang Engineering Building fast walking trail Map (the red and purple line on the map) – University Mall  
Map (English version): [http://www.cuhk.edu.hk/cpso/documents/walking\\_routes\\_eng.pdf](http://www.cuhk.edu.hk/cpso/documents/walking_routes_eng.pdf)  
Map (Chinese version): [http://www.cuhk.edu.hk/cpso/documents/walking\\_routes\\_chi.pdf](http://www.cuhk.edu.hk/cpso/documents/walking_routes_chi.pdf)
5. A poster with waste separation tips: [http://www.cuhk.edu.hk/cpso/go!/resources/recycling\\_tips-Poster.pdf](http://www.cuhk.edu.hk/cpso/go!/resources/recycling_tips-Poster.pdf)
6. CU Green Buddies – Become a CU Green Buddy by pledging to take 6 simple green actions in daily life. CU Green Buddies receive updates about CUHK's green events/news and also invitations to exclusive events.  
Registration (English): <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=48024>  
Registration (Chinese): <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=47140>  
Posters on the CU Green Buddies Scheme will be available from CPSO upon request.

### Design guidelines for O' Camp bottle with 'Bring your own!' message:

1. The slogan of both 'Bring your own!' and the logo 'CPSO of CUHK' must appear on the bottle. Please check the guidelines below for displaying the slogan and the logo.
2. The words must be legible and clearly visible (Not distorted or blurry and of a size no smaller than the guidelines given below).
3. **All final design of the slogan together with the logo should be submitted to CPSO ([cpso@cuhk.edu.hk](mailto:cpso@cuhk.edu.hk)) for approval before order of production of the reusable water bottles is placed or confirmed.** If the final design is considered in line with these design guidelines, approval will be given normally within one-week time.
4. **Once the finished bottles have been received, please send one bottle and a photo featuring one or more of your OC members together with the bottle to our office (Campus Planning and Sustainability Office, Room 328 Pi Ch'iu Building; [cpso@cuhk.edu.hk](mailto:cpso@cuhk.edu.hk)) before commencement of your O'camp. Specially-designed souvenirs will be given to those OCs which could share photos of your O'camp participants using the bottle with us via the online 'O' Camp Action List' e-survey!**

### Guidelines for displaying the slogan 'Bring your own!'

***Bring your own!***

- A sample design is provided for OCs' use (file can be downloaded from: [www.cuhk.edu.hk/cpso/documents/BYO-words.eps](http://www.cuhk.edu.hk/cpso/documents/BYO-words.eps)). **OCs are free to come up with their own design of the slogan 'Bring your own!' which could be in any colour, any font type and may come with graphic design.**
- If own design is used, each letter (in lower case) should be at least 5mm in height.
- If the 'Bring your own!' design we provided is used, please ensure that it is at least 50mm in width.

### Guidelines for displaying the logo 'CPSO of CUHK'

**CPSO of CUHK**

- The "CPSO of CUHK" logo provided must be used (file can be downloaded from: [www.cuhk.edu.hk/cpso/documents/CPSO-CUHK-words.eps](http://www.cuhk.edu.hk/cpso/documents/CPSO-CUHK-words.eps))
- The logo must be at least 25mm in width and 2.7mm in height
- The logo should not be amended or distorted in any way.
- The logo should be shown against a background of uniform colour. The logo itself can be in any colour.

For easy reference, a diagram of a sample bottle design can be found at the end of this document. For enquiries, please contact Eliza Mok (3943 3924) or Flora Lee (3943 3925).

Campus Planning and Sustainability Office  
28 May 2014



demo: 16cm

***Bring your own!***

at least 50mm width

**CPSO of CUHK**

at least 25mm width

demo: 7cm