

環保迎新營贊助計劃 Green O'Camp Sponsorship 2015

Aim

To encourage O'Camp organizers (OCs) to incorporate green elements in their O'Camp to reduce the environmental impact of the event, and make O'Camp an educational event for freshmen so that they are aware of ways to make events green as well as learn about green resources they can use during their academic life on campus.

Green O'Camp Sponsorship

Types of items sponsored: (Each O'Camp can select only **one item type** to be sponsored)

1. T-shirts
2. Towels
3. Reusable water bottles: the bottles to be produced must not contain bisphenol A (BPA)

Rules of sponsorship:

- Maximum sponsorship of **\$20** per item. Sponsorship per item shall not exceed \$20 or the actual production cost per item, whichever is lower
- Reusable water bottles sponsored this way can only be distributed to freshmen (not organizers or 'jobamas').
- The total sponsorship for each O'Camp may be subject to a maximum to be defined by the Campus Planning and Sustainability Office (CPSO).
- Subsidies will be paid in the form of reimbursement after production.
- Due to budget constraint and to avoid duplication of resources, preference will be given to application from O'Camp OC at faculty level.

Green O'Camp Sponsorship Requirements

To be eligible for the sponsorship, the O'Camp must:

1. Apply on or before **19 June 2015** (see 'How to apply for the sponsorship').
2. Incorporate one of the green messages and the logo 'CPSO of CUHK' into the design of the sponsored items* in accordance with the design guidelines as appended to this document (see Appendix 'A').
3. Submit the item design to cpsoc@cuhk.edu.hk for checking and approval prior to production.
4. Fulfill at least **11 of the 22 actions** listed in the '**Green O'Camp Action List**' (see Appendix 'B'), including the first 4 actions labelled as '**mandatory actions**'.
5. Take photos during O'Camp as **proof of fulfilling the actions** (see Appendix 'C'). Each O'Camp must also submit a group photo (featuring 10 or more members of the O'Camp) holding/wearing the sponsored item.
6. Fill in a '[Green O'Camp Action List](#)' e-survey after O' Camp to let us how many green actions your O' Camp has fulfilled. Submission deadline: **4 Sept 2015**
(link: <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=78623>)

7. O' Camps that meet the requirements of the sponsorship will be asked to bring **original receipts*** to the Campus Planning and Sustainability Office (Rm 328, Pi Ch'iu Building) to be reimbursed. Invoice will not be accepted. In circumstances where the cost exceeds \$10,000, a minimum of **two quotations** must be provided.

*The reusable water bottles sponsored 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.

How to apply for the sponsorship

Please send the following details about your O' Camp to cpso@cuhk.edu.hk latest by **19 June 2015** with the subject 'Application for Green O'Camp Sponsorship':

1. Name of your O'Camp
2. Number of OC members (approximate)
3. Number of freshmen (approximate)
4. Number of 'Jobamas' (approximate)
5. Type of item (T-shirt/towel/water bottle) and number of items seeking sponsorship
6. Name of contact person
7. Phone number of contact person
8. Email of contact person

Personal Information Collection (PIC) Statement

- The personal data collected will be used for
- The Campus Planning and Sustainability Office (CPSO) to contact you and send you information related to the Green O'Camp Sponsorship activity.
- The personal data will not be kept or used for other purposes apart from the above.

'Greenest O'Camp Award' (Open to all CUHK O' Camps)

The O'Camp that has **fulfilled the highest number of actions** in the 'Green O'Camp Action List' (See Appendix 'B') will be acknowledged as the **'Greenest O' Camp'**, and each OC member will receive a recycled plastic shopping bag featuring a CUHK landmark as a prize!

All O' Camps are welcome to compete for the Award. O' Camps applying for the 'Green O'Camp Sponsorship' will be entered into the competition automatically when they submit their ['Green O'Camp Action List' e-survey](#) forms online.

For details, click on the link below:

<http://www.cuhk.edu.hk/cpso/documents/2015%20Greenest%20O'Camp%20Award.pdf>

Enquiries

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

APPENDIX

A. Design Guidelines

1. The design must include **one of the green messages below** as well as the logo ‘**CPSO of CUHK**’ (available online).
2. Please check the requirements below for displaying the slogan and the logo.
3. The words must be legible and clearly visible (Not distorted or blurry and of a size no smaller than stated in the requirements below).
4. The reusable water 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.
5. All final design of the sponsored item should be submitted to CPSO (cpsocuhk@cuhk.edu.hk) for approval before order of production 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.

Green messages

- OCs can use one of the Chinese AND/OR the English messages below.
- Please check the table below to see which messages are applicable to which type of sponsored item.
- OCs are free to use any colour, font type and graphic design for the green message.
- Please check the table below for the minimum height of each letter / character.

Chinese	English	Applicable to item type	Minimum height of each letter / character
減碳救地球 從慳電着手	Save Energy for a Greener Future	T-shirts	15 mm (Chin text) / 10 mm (Eng text)
分類回收用心做 消滅廢物無難度	Got Trash? Sort and Recycle	T-shirts	15 mm (Chin text) / 10 mm (Eng text)
慳錢又減廢 自攜水樽最實際	Bring Your Own!	Reusable water bottles	10 mm (Chin text) / 5 mm (Eng text)
樂步健行 環保又醒神	Walk to Cut Carbs and Carbon	T-shirts	15 mm (Chin text) / 10 mm (Eng text)
珍惜樹木 減少用紙最綠	Like Trees? Save Paper	Towels	10 mm (Chin text) / 5 mm (Eng text)

CPSO logo

- The “CPSO of CUHK” logo (featured below) **MUST** be used (file can be downloaded from: www.cuhk.edu.hk/cpsocuhk/documents/CPSO-CUHK-words.eps)

CPSO of CUHK

- 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.

B. Green O’Camp Action List

(Requirement: fulfill at least 11 out of 22 items, including first 4 mandatory actions)

For items marked with ‘*’, please feel free to check the ‘**Resources**’ section below (see Appendix ‘D’) for supporting information and resources!

Mandatory actions

1. **(Mandatory action)** We have forbidden water games.
2. **(Mandatory action)** We have forbidden the use of toys that pollute the campus landscape like: crackers with paper streamers (花炮), helium balloons, confetti (五彩纸屑) and glitter (閃光粉).
3. **(Mandatory action)** We have not distributed or we have minimized the distribution of drinks in disposable packaging. We have requested all members of O’Camp to bring their own reusable water bottles where possible.
4. **(Mandatory action)** We have consulted canteen and restaurant management prior to ordering meals to find out which dishes are most well-liked and generate the least food waste.

Learn about green resources on campus

5. *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).
6. *We have shown freshmen how to access the location map of water dispensers in the CUHK Mobile App.
7. *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).
8. We have given freshmen tips on how to obtain second-hand textbooks.
9. *We have encouraged freshmen to register as ‘CU Green Buddies’.

Green event planning

10. *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.

Carbon footprint reduction

11. We have set the thermostat temperature of air conditioning at our event venues to 25.5°C +/- 2°C and reminded new students to observe the temperature range for air conditioning in their own rooms.
12. We together with the freshmen have taken the stairs instead of the lifts as far as practicable.
13. We reduce our carbon footprint from commuting by visiting places within walking distance or accessible by MTR.
14. We reduce our carbon footprint from food consumption by not ordering any dishes that contain beef.
15. *Help plant trees - We have joined '[Action 2 - Green! O Camp Awards](#)' of the ‘Green! O’ Camp’ programme of ‘Friends of the Earth’ and obtained bronze (prize: sponsor planting of 1 tree), silver (prize: sponsor planting of 2 trees) or gold certificate (prize: sponsor planting of 3 trees).

Waste reduction

16. *We have asked freshmen to separate their recyclable waste (i.e. paper, plastic and metal) and dispose of them properly in recycling bins.
17. We did not use disposable dishware (e.g. plastic or paper plates, cups) or cutlery (e.g. plastic forks, chopsticks, knives, etc.).
18. We accepted four or fewer types of sponsored items for freshmen.
19. If we had any excess or unwanted sponsored items left after O’Camp, we donated them to a charity organization.

20. *We have signed up for '[Action 1 - B.Y.O. Bottle](#)' of the 'Green! O' Camp' programme of 'Friends of the Earth'.

Love food hate waste

21. 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
22. We have encouraged freshmen to request 'less rice' when dining at canteens to keep food waste to a minimum.

C. How to prove that my O'Camp has fulfilled the actions?

O'Camp can be creative with ways to prove that they have fulfilled the actions. Examples of valid proof can include:

- Actions 1 and 2: Photos of all O'Camp members holding a 'No water games' sign, a 'no paper streamers' sign, etc.
- Action 3: Email announcement, or a photo of all O' Camp members holding their water bottles
- Action 4, 14: Menu and name of caterer
- Actions 5, 6, 8, 9, 10: Email correspondence
- Action 16: One or more O' Camp members putting recyclable materials in the recycling bin
- Actions 7, 12, 17: Photo of one or more O'Camp members taking part in the green actions
- Action 11: A photo of the room thermostat
- Action 13: Itinerary of O'Camp
- Action 18, 19: List of sponsored items received, or receipt from charity organization.
- Action 15, 20: Confirmation from Friends of the Earth
- Action 21, 22: A photo of empty plates after a meal.

If you are unsure whether your O'Camp's proof for an action is valid, please contact Flora Lee of Campus Planning and Sustainability Office for enquiries at: floralee@cuhk.edu.hk / 3943 3925.

D. Resources

Action 5:

- ' "Like" our Earth - Bring Your Own Bottle!' 「Like」環保 - 自備水樽！
- Pdf (English version): http://www.cuhk.edu.hk/cpsso/documents/BYOppt_Eng.pdf
 - Pdf (Chinese version): http://www.cuhk.edu.hk/cpsso/documents/BYOppt_Chin.pdf

Action 6:

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.

Action 7:

*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/cpsso/documents/walking_routes_eng.pdf

Map (Chinese version): http://www.cuhk.edu.hk/cpsso/documents/walking_routes_chi.pdf

Please also support CUHK's 'Walk for Green' Campaign – simply record walking trips by tapping CU Link cards at card readers at the designated start and end points of walking trails. Participants can receive prizes for walking credits:

<http://www.iso.cuhk.edu.hk/english/publications/sustainable-campus/news.aspx?newsid=105>

Action 9:

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.

Action 10:

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>

Action 15:

'Action 2 - Green! O Camp Awards' of the 'Green! O' Camp' programme of 'Friends of the Earth':
<http://www.foe.org.hk/GOC/chi/actiontwo.html>

Action 16:

Poster with waste separation tips 「回收分類指引」海
報: http://www.cuhk.edu.hk/cpsogo!/resources/recycling_tips-Poster.pdf
Campus recycling locations poster 「回收箱位置」海
報: http://www.cuhk.edu.hk/cpsogo!/resources/recycling_locations-Poster.pdf

Action 20:

'Action 1 - B.Y.O. Bottle' of the 'Green! O' Camp' programme of Friends of the Earth': <http://www.foe.org.hk/GOC/chi/actionone.html>

Action 21:

'Food Waste Reduction' Guideline for University Special Events - Orientation Camp and Thousand People Feasts 「舉辦迎新營、千人宴及其他活動惜食指引」
Guide (English version): http://www.cuhk.edu.hk/cpsogo!/resources/special_events_guideline_en.pdf
Guide (Chinese version): http://www.cuhk.edu.hk/cpsogo!/resources/special_events_guideline_c.pdf

Poster for Food Waste Reduction for University Special Events 「舉辦迎新營、千人宴及其他活動惜食資訊海報」 http://www.cuhk.edu.hk/cpsogo!/resources/special_events_poster.pdf