

環保有着「Soc」 Green Student Society Scheme (SO Green!)

(英文指引見中文簡介後 English guidelines follow this Chinese summary)

作為學生組織的領袖和莊員，你們有能力令地球變得更綠！你們可以在日常會務、項目或活動中加入環保元素，又或者以環保為題舉辦活動實踐和推動環保。「環保有着『Soc』」計劃可提供高達\$1000的活動資助，以幫助你們為推行環保而支付的額外開支！

贊助金額用途例子：

- 派對中租用可重用餐具（以取代即棄餐具）；
- 印製宣傳品時，請印刷商選用 100%再造紙；
- 如活動必須派發紀念品，選擇物料較天然/環保的產品（例如再造紙/再造塑膠產品等），等等

(注意：酬酢用食物和飲品、禮券、禮品卡及電子貨幣不獲贊助)

報名截止日期：2018 年 4 月 19 日（一般學生組織）；2018 年 6 月 20 日（迎新營籌委）

要求

參與的學生組織只需承諾正式完成註冊後至 10 月期間，根據以下「環保有着『Soc』清單」，在日常運作或組織活動時完成清單中最少 10 項行動（必須包括首項標示為「必須履行」的行動），並在計劃期末填寫網上清單，報告哪一些行動已成功履行。計劃詳情請參考此份文件的英文指引。（如欲報名，請填妥並交回[第 7 頁表格](#)）

環保有着「Soc」清單

(最低要求：完成清單中最少 10 項行動（必須包括首項標示為「必須履行」的行動）；有「*」標示的行動需相片證明)

建立環保文化

為提高同學對校內綠色資源的認知，透過電郵、Facebook、Whatsapp 或其他途徑向會員及/或其他同學發放以下 1-5 訊息：

1. * (必須履行) 此計劃與學生組織分享的校園環保資訊（起碼 3 則，不包括下列 2-5）
2. * [校園裡的回收設施](#)位置。
3. * 共享/轉贈資源的平台或指南（例如山城角樂的[山城資源表](#)、免廢讀中大的[CU 拎](#)）。
4. * [校內水機地圖](#)。
5. * 有關[「中大綠色達人」計劃](#)（CU Green Buddies）的訊息。

節能

6. 夏季時，將會室/會議空間/工作區/活動場地空調溫度調至攝氏 25.5°C +/-2°C。在冬季，如情況許可，我們會以開窗代替較為耗電的空調機。
7. 離開活動場地時關掉不使用的電燈、空調機及電器設備；及在會室（如有）貼上告示，提醒莊員離開

時應將電器關掉。

減廢

8. *在會室（如有）或舉辦活動時將垃圾分類，實行乾淨回收。
9. *以電子海報取代印製海報（海報定義：面積 A4 或以上的宣傳物）。
10. *製作可重用的宣傳物資（例如橫額、Table Stand、畢業花橋等），或用廢置/剩餘物資作製作材料。
11. *盡量採用二手物品，例如重用上莊設計的宣傳物資。

活動膳食環保措施

12. *如舉辦的活動會提供膳食，事前提醒參加者自備水樽/杯及餐具。
13. 舉辦活動及會議時，不派發容量 1 公升或以下的樽裝水給參加者。
14. *避免使用即棄餐具（例如使用餐具租借服務）。
15. 舉辦活動的莊員在準備飲食供應前會先閱讀「惜食在中大」的《舉辦迎新營、千人宴及其他活動惜食指引》（網上版：[英文/中文](#)）。
16. *鼓勵活動參加者「打包」剩餘食物。

環保採購

17. *訂購大量物資（例如食物、紀念品等）時，盡量避免獨立包裝。
18. *印製宣傳品時，請印刷商選用 100% 再造紙，並在宣傳品上顯示[再造紙標誌](#)。
19. *如活動必須派發紀念品，選擇物料較天然/環保的產品（例如再造紙/再造塑膠產品等）。

其他

20. *其他此清單中未提及的綠色行動（由學生組織自訂）。

環保有着「Soc」 Green Student Society Scheme (SO Green!)

參加計劃的流程 (計劃期：組織正式完成註冊至 2018 年 10 月 31 日)

報名

- **4月19日或之前**
- 遞交「環保有着『Soc』申請表」(迎新營可6月20日或以前報名)
- 如報名成功，參加的學生組織將於約1周內獲發通知

履行 綠色行動

- **組織正式完成註冊至10月31日**
- 參加的學生組織於日常會務或活動時完成清單中最少10項行動(必須包括首項標示為「必須履行」的行動)，部份行動需拍照作證明
- 保留正本單據及有關會務/活動使用該項開支之證明，作將來申請發還款項之用。(注意：酬酢用食物和飲品、禮券、禮品卡及電子貨幣不獲贊助)

發還款項

- **組織正式完成註冊至10月31日內任何日子**
- 遞交文件包括：(1)已填妥之「環保有着『Soc』申請發還款項表格」；(2)與開支相關的相片記錄或與開支有關之資料
- 如申請獲接納，學生組織會獲得通知遞交開支正本單據
- 發還款項程序需時約一個月(計劃期內只能遞交申請表格一次，可集合多項支出一併申請)

報告及 獎勵

- **10月31日或之前**
- 網上填寫「環保有着『Soc』清單」，報告履行了的行動數目並為適用的行動附上照片證明
- 履行最多行動(及能提供相關相片證明)的三個學生組織的莊員會獲頒獎項(獎品：\$1000現金券)

環保有着「Soc」

Green Student Society Scheme (SO Green!)

Aim

The **Green Student Society Scheme (SO Green!)** provides funding to student societies for greening their daily operations, making the society's activities/events more environmentally friendly, or implementing green projects. Participating student societies shall pledge to implement certain simple green actions as listed in the 'SO Green! Action List' to protect the environment and help make a difference to save the planet we live.

Who can Apply

Student societies / groups in CUHK that meet the following requirements:

1. Basic and committee members of the society are primarily CUHK students (undergraduate or postgraduate).
2. Recognized as a student society / group by either The Student Union of Chinese University of Hong Kong (CUSU), a College, a Faculty/Department/Programme, the Office of Student Affairs, or registered under the Societies Ordinance of Hong Kong.

Scheme Period

Upon successful registration to 31 Oct 2018

Requirements

To be eligible for the funding, the student society / group shall implement at least **10 of the 20** green actions (this must include the first 'required' action) listed in the '**SO Green! Action List**' ([Appendix A](#)) in the society's daily operations and/or in activities/programmes and event it organizes (for some actions, the society is required to take photos as proof of having fulfilled the action).

Reporting

Participating student societies must report the number of actions fulfilled at the end of the Scheme by completing an online form in October (the link will be sent to your society in October). The society is also required to submit photos via the online platform as proof of implementation for certain actions. Submission deadline: **31 Oct 2018**.

How to Apply

Fill in the application form in [Appendix B](#) and return it on or before **19 April 2018** (**O'Camp organizing committees can submit the form on or before 20 June 2018**) by one of the following:

1. By post / in person (address listed on application form)
2. Email (cpso@cuhk.edu.hk)

Application Deadline

19 April 2018 (student societies in general); **20 June 2018** (O'Camp organizing committees)

Funding

Funding of up to \$1000, on reimbursement basis, will be offered to participating student societies / groups for expenses related to the theme of 'Campus Sustainability' or 'Environmental Friendliness' incurred during the Scheme period (upon successful registration to Oct 2018) that meet **one of the following criteria**:

1. Making the society's **daily operations and/or events/activities** more environmentally-friendly (e.g. ordering the printing of promotion leaflets on recycled paper, renting reusable dishware for events, giving away environmentally-friendly prizes in competitions, etc.); and/or

2. Implementation of **green projects**

(e.g. launching a new green project aims to change CUHK members' attitude towards environmental issues).

Please note that the following items are not eligible for reimbursement

1. *Food and beverages purchased for entertainment purposes*
2. *Coupons (e.g. supermarket coupons), gift cards and digital currency*

How to be Reimbursed

1. Each participating society can make **ONE reimbursement request** during the Scheme period. Reimbursement can be submitted for multiple expenses incurred at different times within the Scheme period and for different projects, as long as they are grouped together in one request.
2. To make a request, submit a **reimbursement request form** ([Appendix C](#)) during the Scheme period (upon successful registration to Oct 2018) for review. If approved, official original receipts/ invoices must be provided to the Campus Planning and Sustainability Office (CPSO, Rm 328, Pi Ch'iu Building) to complete the submission.
3. Apart from the original receipts, the society will also need to submit photo(s) or information (e.g. event flyer) to prove that the expenses have been made to make the society's daily operations, a project or an event more environmentally-friendly.
4. If the society is not sure whether its expenses meet the reimbursement criteria, please feel free to contact CPSO to check.
5. Requests submitted after 31 October 2018 shall not be accepted.

'SO Green!' Award

1. Three societies that have fulfilled the highest number of actions in the '[SO Green! Action List](#)' and can provide the most photos for proof will receive the 'SO Green!' Award and be awarded \$1000 cash coupons each.
2. Winning societies will also automatically be granted membership in the 'SO Green!' Scheme of the following year (upon successful registration – October 2018) and be eligible for claiming reimbursement for expenses that meet the funding criteria (*see 'Funding' above*).

Enquiries

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

Requirement: Fulfill at least 10 of the 20 green actions (this must include the first 'required' action)

Please note: For actions marked with a '*' in front, student societies will be requested to describe their actions in more detail in writing, or by submitting photo(s), when they complete the e-checklist at the end of the Scheme period. Participating student bodies will find it a big help to take some photos during the course of the Scheme!

Building a Green Culture

Raise awareness about green resources of campus by disseminating to our members and/or other students the following information:

1. * (Required) At least three messages on green campus news (not including items 2-5) shared by this Scheme;
2. * Locations of [recycling facilities on campus](#);
3. * Platforms or guidelines on sharing or exchanging resources (e.g. [Table of shared resources](#) by CU Happy Corner, or [CU Ling](#) by CU x Rubbish);
4. * [Campus water dispenser map](#), and
5. * Information on the [CU Green Buddies Scheme](#).

Energy Conservation

6. We set the air conditioner thermostat temperature at our society room / meeting space / working area / event venue to 25.5°C +/- 2°C in the summer. Where appropriate, we open windows for free cooling in the winter.
7. We turn off unused lightings, air conditioners and electrical equipment whenever we leave our activity venue; we also post a sign in our society room (if we have one) reminding members to switch off equipment when they leave the room.

Waste Reduction

8. * We sort our waste and carry out clean recycling in our society room (if we have one) or event venue.
9. * We use e-posters instead of printed posters for promotion. (posters are defined as printed matter of A4 or greater size)
10. * We create reusable promotional materials (e.g. banners, table stands and flower arches) or use unwanted / leftover resources to make promotional materials.
11. * We use second-hand items (e.g. promotional materials designed by the previous 'jong') where possible.

Green Event Catering

12. * We remind event participants to bring their own bottle/cup and cutlery if food and beverages are to be provided during the event.
13. We do not distribute bottled waters of volume 1 litre or less at meetings, gatherings, parties etc..
14. * We take measures to avoid using disposable dishware and cutlery (e.g. by using dishware rental service).
15. Prior to ordering food for events, our event organizers have read the 'Food Waste Reduction' Guideline for University Special Events - Orientation Camp and Thousand People Feasts' ([Eng](#) / [Chin](#)) available online.
16. * We encourage participants to take away leftover food from events.

Green Purchasing

17. * We try to avoid individual packaging for goods (food, souvenirs, etc.) we buy in quantity.
18. * When printing promotional materials, we request the printer to use 100% recycled paper, and to display the '[recycled paper](#)' logo on the printed matter.
19. * If we must distribute souvenirs at events, we choose products made from more natural / environmentally-friendly materials.

Other Measures

20. * Other green actions not shown above (can list one or more).

環保有着「Soc」申請表
Green Student Society Scheme (SO Green!) Application Form

Student Society Information

1) Name of your society (English): _____ (Chinese): _____

2) Number of members (approximate): _____

Contact person

name: _____ Phone number: _____ Email: _____

3) Please attach a copy of an appropriate 'Proof of Recognition*'. If your society has not yet registered as a society (e.g. with CUSU or a College) and **does not have any of the documents** listed, please provide the estimated registration date.

Estimated registration date: _____

Declaration - Please check the box next to the statement below (REQUIRED):

My society pledges to fulfill the requirements of 'SO Green!' during the Scheme period. Also, we confirm that we have read the 'Personal Information Collection (PIC) Statement' and 'Privacy Policy'.

Applicant Name: _____

Signature and Society Chop: _____

Post: _____

Date: _____

(If a chop is not available, a chop of one of the bodies listed in point (ii) under '* Proof of Recognition' below can be used instead)

*** Proof of Recognition**

- (i) A copy of the society's constitution; or
- (ii) A statement of recognition endorsed by The Student Union of Chinese University of Hong Kong (CUSU), a College, a College Student Union, a Faculty/Department/Programme or the Office of Student Affairs; or
- (iii) A copy of the Societies Ordinance; or other documents of recognition (approval will be given if deemed appropriate).

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 Student Society Scheme (SO Green!), sustainability-related news on campus and announcements about sustainability-related events organized by CUHK or outside parties.
- The personal data will not be kept or used for other purposes apart from the above.

Privacy Policy

The Chinese University of Hong Kong pledges to comply with the requirements of the Personal Data (Privacy) Ordinance. In doing so, we will ensure compliance by our staff with the strictest standards of security and confidentiality. Our general policy is to disclose no personal identifiable information to third parties except as required by law. For the University's policy on personal data, please visit <http://www.cuhk.edu.hk/policy/pdo/en/>.

Submitting the Application

Please return the application form on or before **19 April 2018** (or **20 June 2018** for O' Camps) by one of the following:

1. By post or in person (address: Campus Planning and Sustainability Office, Room 328, Pi Ch'iu Building; office hours: 9:00 am – 1:00 pm; 2:00 pm – 5:30 pm)
(due to renovation, our walk-in address prior to 13 Feb 2018 is Room 319, Pi Ch'iu Building)
2. Email (cpso@cuhk.edu.hk)

- Total amount of reimbursement requested (should not exceed \$1000) : \$ _____

Please note that the following items are not eligible for reimbursement

1. Food and beverages purchased for entertainment purposes
2. Coupons (e.g. supermarket coupons), gift cards and digital currency

For each expense listed above, please submit a proof that the expense was incurred for your society's official business (e.g. a photo, an event or project proposal, promotional materials or report about the project or event).

Photos should be emailed to the Campus Planning and Sustainability Office at cpso@cuhk.edu.hk; other materials may be submitted by either email, post or in person (address: Campus Planning and Sustainability Office, Room 328, Pi Ch'iu Building).

Once your society's request has been approved, we will notify you to provide original official receipts/ invoices to our office to process the reimbursement.

- Has your society applied for other funding / reimbursement for the expenses above? (Yes / No)*
* Please circle your answer

Declaration - Please check the boxes next to the statement below (REQUIRED):

- We confirm that we have read the 'Personal Information Collection (PIC) Statement' and 'Privacy Policy' below.
- We agree that CUHK has the right to use all the photos we provide for any legal and proper purposes.

Signature and Society Chop (if available): _____ **Date:** _____

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 Student Society Scheme (SO Green!).
- The personal data will not be kept or used for other purposes apart from the above.

Privacy Policy

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Submitting the Form

Please return both pages of the reimbursement request form on or before **31 October 2018** by one of the following: (supporting photos should be returned by email; other supporting materials can be submitted by post / in person or by email):

- By post or in person (address: Campus Planning and Sustainability Office, Room 328, Pi Ch'iu Building; office hours: 9:00 am – 1:00 pm; 2:00 pm – 5:30 pm)
(due to renovation, our walk-in address prior to 13 Feb 2018 is Room 319, Pi Ch'iu Building)
- Email (cpso@cuhk.edu.hk)