

Annex 2
2024 Hong Kong Awards for Environmental Excellence
Schools Sector (Pre-school Sub-sector)
Self-assessment Questionnaire

*****This Questionnaire is for schools' reference only*****
Schools are required to submit the Self-assessment Questionnaire
through the [online portal](#) (will be open for filling in Jan 2025).
Submission in paper/PDF format will not be considered.

Submission Deadline: 19 March 2025 (Wednesday)

Name of School:		
Number of Employees:	Number of Students:	
Address:		
Name of Contact Person:	Tel:	Email:

Important Notes to Applicants

- Schools should submit **separate questionnaires** for **different campuses**.
- The assessment system will automatically logout if no action is performed **within 20 minutes**, please click the **“Save” button** to save the parts you have inputted.
- Schools are required to answer all the questions and submit information based on the environmental performance in the **past school year (i.e. 2023/24 school year – From September 2023 to August 2024)**.
- Please select the appropriate box and **provide elaboration** on your answer as requested. The elaboration can be provided in “bullet” point format.
- Schools are also required to **submit supporting documents** as requested by the question when “Yes” is selected. Failure in providing elaboration and relevant proofs/evidence may affect the eligibility to be shortlisted for Stage 2 – Detailed Assessment. Schools may refer to **“Part (E) Supporting Documents Checklist”** at the end of the questionnaire and ensure relevant supporting documents are uploaded before submitting the questionnaire.
- Participating schools are required to submit **“Appendix A – Appendix D”**, to provide resources consumption data and activities record. **Excel templates** of Appendix A – Appendix D have been uploaded to the Schools Go Green website for participating schools to fill in.
- Schools can provide quantifiable data or relevant information such as charts, photos or statistics by uploading digital files to the online portal, with a maximum file size of 50MB per file. Please click the **“Attachment” button** to upload the files. If you wish to provide more data or information, please upload the documents with no personal data contained to a cloud platform and send the link with your school name to hkaee@wwf.org.hk.
- Schools may be required to submit additional information when necessary.
- Provision of any false or misleading information will lead to disqualification.
- Before submission, schools could click the **“Download” button** to save a copy of the completed questionnaire in PDF for record.
- Schools may refer to (Annex 4) [Highlights of Best Practices for the Schools Sector and Report on Overall Performance of Past Participating Schools](#) available at the ECC's Schools Go Green website to learn about the ways for improving the school's environmental performance.
- User guide of the HKAEE Application and Assessment System will be uploaded to the Schools Go Green website for participating schools' reference.

Part (A) Green Leadership (25%)

Questions	Please tick and elaborate on your answer as appropriate.
1. School Management Support and Commitment	
1.1	School management team (<i>e.g. Sponsoring Body (SSB), Incorporated Management Committee (IMC) or Board, etc.</i>) supports the school's environmental/sustainability direction. <input type="checkbox"/> Yes <input type="checkbox"/> No
1.2	School principal and/or vice-principals are involved in planning, implementation and review of the school's environmental/sustainability policy and/or environmental initiatives and campaigns. <input type="checkbox"/> Yes <input type="checkbox"/> No
1.3	Financial resources (<i>e.g. budget</i>) are allocated for environmental/sustainability management and related education activities. <input type="checkbox"/> Yes (Please provide the budget allocation plan or proof of funding, if any) <input type="checkbox"/> No
1.4	A team / task force / committee responsible for school's environmental/sustainability work is set up. Sample of structure chart: <div style="text-align: center; margin: 10px 0;"> <pre> graph TD Principal[Principal] --> VicePrincipal[Vice Principal] VicePrincipal --> EnvMgmt[Environmental Management Team] VicePrincipal --> EnvEdu[Environmental Education Team] EnvMgmt --> Admin1[Administrative staff 1 (School resource management and procurement)] EnvMgmt --> Admin2[Administrative staff 2 (Campus facility monitoring)] EnvMgmt --> Admin3[Administrative staff 3 (Campus greening monitoring)] EnvEdu --> Teacher1[Teacher 1 (Responsible for formal curriculum)] EnvEdu --> Teacher2[Teacher 2 (Responsible for other environmental activities / OLE)] EnvEdu --> Teacher3[Teacher 3 (Responsible for teacher training)] EnvEdu --> Teacher4[Teacher 4 (Responsible for home-school partnership)] Teacher1 --> GreenAmb[Green Student Ambassador] Teacher4 --> PTA[Parent-Teacher Association / Parent volunteer] </pre> </div> <input type="checkbox"/> Yes Members involved (can select more than one): <ul style="list-style-type: none"> <input type="checkbox"/> School management team (<i>e.g. Sponsoring Body (SSB), Incorporated Management Committee (IMC) or Board, etc.</i>) <input type="checkbox"/> Principal and/or vice-principals <input type="checkbox"/> Teachers <input type="checkbox"/> Non-teaching staff responsible for facilities/procurement <input type="checkbox"/> Janitors <input type="checkbox"/> Students <input type="checkbox"/> Parents <input type="checkbox"/> Others (please specify): _____ (Please provide supporting document(s) of the environmental/sustainability team / task force / committee, e.g. structure chart, and briefly describe respective roles of each member) <input type="checkbox"/> No
1.5	Our school signed sustainability/environment-related charters issued by the government and/or non-governmental / non-profit organisations to demonstrate our environmental commitment. <input type="checkbox"/> Yes (Please select the charter(s) signed and provide a copy of certificate(s); can select more than one): <ul style="list-style-type: none"> <input type="checkbox"/> Food Wise Charter <input type="checkbox"/> Energy Saving Charter <input type="checkbox"/> 4T Charter <input type="checkbox"/> Charter on External Lighting <input type="checkbox"/> Glass Container Recycling Charter <input type="checkbox"/> Bye Bye Microbeads Charter <input type="checkbox"/> Others (please specify): _____ <input type="checkbox"/> No

2.	Environmental Policy	
2.1	"Education for Sustainable Development" and/or "Environmental Education" is embedded in annual school plan and/or multi-year school development plan, and/or designated as one of the major concerns or targets.	<input type="checkbox"/> Yes (Please provide a copy of related document or website link) <input type="checkbox"/> No
2.2	An environmental/sustainability/ESG policy is formulated.	<input type="checkbox"/> Yes (Please provide a copy of related document or website link) <input type="checkbox"/> No
2.3	The policy is made known to different stakeholders through various media (<i>e.g. website, newsletter, handbook, notice around campus, etc.</i>).	<input type="checkbox"/> Yes Stakeholders included (can select more than one): <input type="checkbox"/> Environmental management group <input type="checkbox"/> All teachers <input type="checkbox"/> All non-teaching staff (<i>e.g. janitors</i>) <input type="checkbox"/> All students <input type="checkbox"/> Parents <input type="checkbox"/> Visitors <input type="checkbox"/> Others (please specify): _____ (Please provide the channel of publicising the policy, e.g. website link) <input type="checkbox"/> No
2.4	The policy is reviewed at least once a year and revised (if necessary) to incorporate latest environmental initiatives (<i>e.g. Hong Kong's Climate Action Plan 2050, Waste Blueprint for Hong Kong 2035, Clean Air Plan for Hong Kong 2035, New Regulation of Disposable Plastic Tableware, etc.</i>).	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.5	School members are involved in formulation, implementation and review of the policy (<i>e.g. provide feedback and opinions</i>).	<input type="checkbox"/> Yes Stakeholders involved (can select more than one): <input type="checkbox"/> School management (principal and/or vice-principals) <input type="checkbox"/> Teachers <input type="checkbox"/> Non-teaching staff responsible for facilities/procurement <input type="checkbox"/> Janitors <input type="checkbox"/> Parents <input type="checkbox"/> Others (please specify): _____ <input type="checkbox"/> No

3.	Education for Sustainable Development / Environmental Education Plan in School Curriculum (Details of how the work is implemented will be assessed in the "Programme and Performance" Section.)	
3.1	"Education for Sustainable Development" (ESD) and/or "Environmental Education" (EE) is integrated in different learning areas in the school curriculum.	<input type="checkbox"/> Yes (Please provide supporting document to illustrate how ESD and/or EE is integrated into school curriculum) <input type="checkbox"/> No
3.2	Training was arranged for teachers and/or non-teaching staff to build up their knowledge on sustainability/environmental-related issues (either organised by the school or external organisations).	<input type="checkbox"/> Yes [Please use Appendix A for providing details of each training] <input type="checkbox"/> No

Part (B) Programme and Performance (55%)

Resource Usage and Management		
4.	Energy Conservation and Carbon Reduction	
4.1	Energy-saving and carbon reduction guideline is established and measures are implemented to reduce energy consumption and carbon emissions.	<input type="checkbox"/> Yes (Please provide a copy of guideline) <input type="checkbox"/> No
4.2	Energy-saving devices are installed.	<input type="checkbox"/> Yes (Please list the items) <input type="checkbox"/> No
4.3	Renewable energy facilities are installed.	<input type="checkbox"/> Yes (Please list the items) <input type="checkbox"/> No
4.4	Energy consumption is monitored (e.g. by monitoring the electricity usage) and compared between the 2022/23 and 2023/24 school years.	<input type="checkbox"/> Yes [Please use Appendix B for providing data] <input type="checkbox"/> No
4.5	Energy audit is conducted, and an energy audit report is published to capture the result. [Energy audit is a review of how and where energy is consumed in the organisation.]	<input type="checkbox"/> Yes (Please provide a copy of energy audit report. The report should be valid in the 2023/2024 school year.) <input type="checkbox"/> No
4.6	Carbon audit is conducted, and a carbon audit report is published to capture the result. [Carbon audit is a scientific means of quantifying an organisation's GHG emissions.]	<input type="checkbox"/> Yes (Please provide a copy of carbon audit report. The report should be valid in the 2023/2024 school year.) <input type="checkbox"/> No
4.7	Our school has implemented scheme(s) (e.g. organising competition) / provided incentives to encourage staff and students to practise energy saving.	<input type="checkbox"/> Yes (Please provide details about the scheme(s)/incentives and/or provide related activity record) <input type="checkbox"/> No

4.8	School members are encouraged to adopt low-carbon commute (e.g. walking, using public transport, bicycling or car pool, school bus contractor adopting green driving practice, etc.).	<input type="checkbox"/> Yes (Please list the low-carbon commute methods) <input type="checkbox"/> No
5.	Water Conservation	
5.1	Water-saving guideline is established and measures are implemented to reduce water consumption.	<input type="checkbox"/> Yes (Please provide a copy of guideline) <input type="checkbox"/> No
5.2	Water-saving and/or wastewater control facilities are installed.	<input type="checkbox"/> Yes (Please list the items) <input type="checkbox"/> No
5.3	Our school has measures to reuse greywater (e.g. water collected from wash basins, sinks and laundry machines, etc.) and rainwater.	<input type="checkbox"/> Yes (Please list the methods) <input type="checkbox"/> No
5.4	Our school has implemented scheme(s) (e.g. organising competition) / provided incentives to encourage staff and students to save water.	<input type="checkbox"/> Yes (Please provide details about the scheme(s)/incentives and/or provide related activity record) <input type="checkbox"/> No
5.5	Water consumption is monitored and compared between the 2022/23 and 2023/24 school years.	<input type="checkbox"/> Yes [Please use Appendix B for providing data] <input type="checkbox"/> No
6.	Waste Management	
6.1	Waste reduction guideline is established.	<input type="checkbox"/> Yes (Please provide a copy of guideline) <input type="checkbox"/> No
6.2	Facilities for waste management (e.g. recycling bins, compost) are installed.	<input type="checkbox"/> Yes (Please list the items) <input type="checkbox"/> No
6.3	Different types of recyclables are collected on campus.	<input type="checkbox"/> Yes (Please list the types of recyclables collected) <input type="checkbox"/> No
6.4	Measures to reduce generation of general wastes (excluding food waste and disposable utensils) are implemented. <i>[Questions related to food waste and disposable utensils would be addressed in Section 7: Sustainable School Catering.]</i>	<input type="checkbox"/> Yes (Please list the measures) <input type="checkbox"/> No
6.5	Our school has implemented scheme(s) (e.g. organising competition) / provided incentives to encourage staff and students to reduce, reuse and recycle general waste.	<input type="checkbox"/> Yes (Please provide details about the scheme(s)/incentives and/or provide related activity record) <input type="checkbox"/> No

6.6	Latest waste reduction and recycling practices have been shared with staff, students and parents to encourage them to use the community recycling facilities effectively (<i>e.g. 8 types of recyclables, correct recycling practices and recycling points in the neighbourhood, etc.</i>).	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.7	Hazardous waste (<i>e.g. laboratory chemicals, waste electronics, printer toners, fluorescent tubes/light bulbs, etc.</i>) produced at school is specially treated.	<input type="checkbox"/> Yes (Please briefly elaborate the ways of treatment) <input type="checkbox"/> No
7.	Sustainable School Catering	
7.1	Our school adopts sustainable menus / offers sustainable food and drink choices (<i>e.g. local/seasonal natural products, sustainable food, more vegetable and less meat, lower carbon footprint, etc.</i>) for meals at school or banquets/functions.	<input type="checkbox"/> Yes (Please briefly indicate the sustainable meal options) <input type="checkbox"/> No
7.2	Measures to encourage the use of reusable utensils (including containers) and discourage the use of disposable utensils (especially those provided for take-aways [^]) are implemented. [<i>^applicable for staff or during school events</i>]	<input type="checkbox"/> Yes (Please briefly elaborate the measures) <input type="checkbox"/> No
7.3	Measures to reduce generation of food waste (<i>e.g. meal portioning</i>) are implemented.	<input type="checkbox"/> Yes (Please briefly elaborate the measures) <input type="checkbox"/> No
7.4	Measures to reduce disposal of food waste (<i>e.g. food donation, food waste recycling, etc.</i>) are implemented.	<input type="checkbox"/> Yes (Please briefly elaborate the measures) <input type="checkbox"/> No
7.5	Our school has implemented scheme(s) (<i>e.g. organising competition</i>) / provided incentives to encourage staff and students to develop the habit of cherishing food.	<input type="checkbox"/> Yes (Please provide details about the scheme(s)/incentives and/or provide related activity record) <input type="checkbox"/> No
8.	Green Procurement	
8.1	Green procurement and/or sustainable consumption of biological resources guideline(s) are established.	<input type="checkbox"/> Yes (Please provide a copy of the guideline) <input type="checkbox"/> No
8.2	Our school adopts environmentally-friendly/sustainable biological products.	<input type="checkbox"/> Yes (Please list the items) <input type="checkbox"/> No
9.	Environmental Compliance	
9.1	Our school has received statutory notice or encounter prosecutions/convictions on non-compliance with environmental regulations in the past 24 months (i.e. 1/9/2022 to 31/8/2024).	<input type="checkbox"/> Yes (Please provide details) <input type="checkbox"/> No

9.2	(If yes in 9.1) Follow-up/remedial actions are taken.	<input type="checkbox"/> Yes (Please share the actions taken) <input type="checkbox"/> No <input type="checkbox"/> N/A
Campus Environment		
10.	Greening	
10.1	Green areas are available in suitable areas of school campus.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.2	Our school chooses suitable plant species that suit the campus environment and local weather, which also enhance biodiversity.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.3	Our school practises organic planting and/or farming.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.4	Students are involved in taking care of the green areas (e.g. taking care of plants, involving in farming, etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Noise	
11.1	There is/are source(s) of noise pollution on campus.	<input type="checkbox"/> Yes Source: _____ <input type="checkbox"/> No
11.2	Our school is affected by external noise pollution.	<input type="checkbox"/> Yes Source: _____ <input type="checkbox"/> No
11.3	(If yes for 11.1 and/or 11.2) Measures are developed and adopted to avoid noise pollution or abate noise generation.	<input type="checkbox"/> Yes (Please briefly elaborate the measures) <input type="checkbox"/> No <input type="checkbox"/> N/A
12.	Indoor Air Quality	
12.1	Measures are developed and implemented to maintain or improve indoor air quality.	<input type="checkbox"/> Yes (Please briefly elaborate the measures) <input type="checkbox"/> No
Environmental Education		
13.	Implementation	
13.1	"Education for Sustainable Development" and/or "Environmental Education" activities are conducted as part of school lessons.	<input type="checkbox"/> Yes [Please use Appendix C for providing details of each activity and indicate clearly the category of the activity] <input type="checkbox"/> No

13.2	Outdoor learning activities are arranged for students to experience nature directly.	<input type="checkbox"/> Yes [Please use Appendix C for providing details of each activity and indicate clearly the category of the activity] <input type="checkbox"/> No
13.3	Student ambassadors are trained up to promote and multiply sustainability and/or environmental initiatives.	<input type="checkbox"/> Yes [Please use Appendix C for providing details of each activity and indicate clearly the category of the activity] <input type="checkbox"/> No
14.	Information Dissemination	
14.1	Environmental information and reference materials are shared with school members.	<input type="checkbox"/> Yes (Please indicate the format and related school members) <input type="checkbox"/> No
14.2	Environmental information is regularly updated.	<input type="checkbox"/> Yes (Please indicate the frequency) <input type="checkbox"/> No
Monitoring and Evaluation on Environmental Management and Education		
15.	Performance Review	
15.1	The progress and performance of various aspects of environmental management and environmental education are monitored and evaluated on a regular basis.	<input type="checkbox"/> Yes Aspects reviewed / monitored / evaluated (can select more than one): <ul style="list-style-type: none"> <input type="checkbox"/> Energy Conservation and Carbon Reduction <input type="checkbox"/> Water Conservation <input type="checkbox"/> Waste Management <input type="checkbox"/> Sustainable School Catering <input type="checkbox"/> Green Procurement <input type="checkbox"/> Environmental Compliance <input type="checkbox"/> Greening <input type="checkbox"/> Noise <input type="checkbox"/> Indoor Air Quality <input type="checkbox"/> "Education for Sustainable Development" and/or "Environmental Education" Activities <input type="checkbox"/> Environmental Information Dissemination (Please indicate the frequency, share the method of monitoring and evaluation) <input type="checkbox"/> No
15.2	(For activities listed in Appendix C under "Section 13 – Environmental Education Implementation") Activity or initiative-based evaluation [^] is conducted to assess students' environmental literacy (knowledge, attitude and behaviour). [[^] Evaluation format can include pre- and post-questionnaire or post-activity evaluation form or interview, etc.]	<input type="checkbox"/> Yes (Please share samples of the evaluation and provide the corresponding results) <input type="checkbox"/> No

15.3	Evaluation of students' overall environmental literacy (knowledge, attitude and behaviour) is conducted on a regular basis (at least once a year).	<input type="checkbox"/> Yes (Please share samples of the evaluation and provide the corresponding results) <input type="checkbox"/> No
15.4	Evaluation of teachers' overall environmental literacy (knowledge, attitude and behaviour) is conducted on a regular basis (at least once a year).	<input type="checkbox"/> Yes (Please share samples of the evaluation and provide the corresponding results) <input type="checkbox"/> No
16. Reporting and Follow-up Action		
16.1	Our school records environmental management and environmental education evaluation results.	<input type="checkbox"/> Yes Aspects with records of evaluation results (can select more than one): <ul style="list-style-type: none"> <input type="checkbox"/> Energy Conservation and Carbon Reduction <input type="checkbox"/> Water Conservation <input type="checkbox"/> Waste Management <input type="checkbox"/> Sustainable School Catering <input type="checkbox"/> Green Procurement <input type="checkbox"/> Environmental Compliance <input type="checkbox"/> Greening <input type="checkbox"/> Noise <input type="checkbox"/> Indoor Air Quality <input type="checkbox"/> "Education for Sustainable Development" and/or "Environmental Education" Activities <input type="checkbox"/> Environmental Information Dissemination (Please provide a copy of the record of evaluation results for each selected items) <input type="checkbox"/> No
16.2	An annual environmental/sustainability report is compiled to summarise the school's environmental initiatives and capture the school's overall environmental performance of the school year.	<input type="checkbox"/> Yes (Please provide a copy of environmental/sustainability report) <input type="checkbox"/> No
16.3	Environmental management and environmental education evaluation results are made known to different school stakeholders.	<input type="checkbox"/> Yes Stakeholders involved (can select more than one): <ul style="list-style-type: none"> <input type="checkbox"/> School management (principal and/or vice-principals) <input type="checkbox"/> Teachers <input type="checkbox"/> Non-teaching staff responsible for facilities/procurement <input type="checkbox"/> Janitors <input type="checkbox"/> Students <input type="checkbox"/> Parents <input type="checkbox"/> Public <input type="checkbox"/> Others (please specify): _____ (Please list the channels of sharing the evaluation result) <input type="checkbox"/> No

16.4	Follow-up improvement plans and actions are devised and implemented based on the evaluation results of environmental management and environmental education.	<input type="checkbox"/> Yes (Please share the follow-up improvement plans) <input type="checkbox"/> No
16.5	School members are involved in devising the follow-up improvement plans/actions.	<input type="checkbox"/> Yes Stakeholders involved (can select more than one): <ul style="list-style-type: none"> <input type="checkbox"/> School management (principal and/or vice-principals) <input type="checkbox"/> Teachers <input type="checkbox"/> Non-teaching staff responsible for facilities/procurement <input type="checkbox"/> Janitors <input type="checkbox"/> Parents <input type="checkbox"/> Others (please specify): _____ <input type="checkbox"/> No






Part (C) Partner Synergy (20%)



17.	Parents and Families	
17.1	Our school has organised activities for parents and students' family members to promote environmental protection.	<input type="checkbox"/> Yes [Please use Appendix D for providing details of each activity and indicate clearly the category of the activity] <input type="checkbox"/> No
17.2	Parent-teacher Association (PTA) and/or similar parent association (PA) (<i>e.g. parent volunteer team</i>) was formed and parents are involved in the organisation of activities which consist of environmental elements or providing assistance in schools' environmental projects (<i>e.g. school gardening work</i>).	<input type="checkbox"/> Yes [Please use Appendix D for providing details of each activity and indicate clearly the category of the activity] <input type="checkbox"/> No
17.3	Parents and students' family members participated actively in the environmental activities (organised by the school and/or PTA and/or similar PA) and/or schools' environmental projects.	<input type="checkbox"/> Yes <input type="checkbox"/> No
17.4	Our school has implemented scheme(s) (<i>e.g. organising competition</i>) / provided incentives to encourage students and their family members to adopt green practices at home.	<input type="checkbox"/> Yes (Please provide details about the scheme(s)/incentives and/or provide the related activity record) <input type="checkbox"/> No
18.	School Network	
18.1	Our school has conducted environmental activities for representatives from other schools.	<input type="checkbox"/> Yes [Please use Appendix D for providing details of each activity and indicate clearly the category of the activity] <input type="checkbox"/> No

18.2	Our school has organised joint environmental activities in partnership with other schools.	<input type="checkbox"/> Yes [Please use Appendix D for providing details of each activity and indicate clearly the category of the activity] <input type="checkbox"/> No
18.3	Our school has shared experiences with other schools on environmental management, environmental education and other environment-related issues (<i>e.g. being facilitators for other schools</i>).	<input type="checkbox"/> Yes [Please use Appendix D for providing details of each activity and indicate clearly the category of the activity] <input type="checkbox"/> No
19.	Community Members / Other Organisations	
19.1	Our school has organised activities in the school campus for general public to gain knowledge about sustainability/environmental issues or promote environmental protection.	<input type="checkbox"/> Yes [Please use Appendix D for providing details of each activity and indicate clearly the category of the activity] <input type="checkbox"/> No
19.2	Our school has organised environmental activities outside the school campus for general public by reaching out to the community.	<input type="checkbox"/> Yes [Please use Appendix D for providing details of each activity and indicate clearly the category of the activity] <input type="checkbox"/> No
19.3	Our school representative(s) has taken up leading role (<i>e.g. guest speaker</i>) in external (<i>i.e. organised by external institutions</i>) environmentally specialised workshops, exhibitions, conferences or seminars.	<input type="checkbox"/> Yes [Please use Appendix D for providing details of each activity and indicate clearly the category of the activity] <input type="checkbox"/> No
19.4	Our school has partnered with local/overseas organisations to coordinate and implement environmental programmes or activities.	<input type="checkbox"/> Yes [Please use Appendix D for providing details of each activity and indicate clearly the category of the activity] <input type="checkbox"/> No
20.	Service / Product Suppliers	
20.1	Our school has imposed environmental requirement(s) to suppliers or contractors (including any outsourced fleet service). [Reference of environmental requirement: stated green procurement specification (e.g. school lunch caterers are required to use reusable food container instead of disposable ones, adopt sustainable food in their catering services, etc.) in the purchasing or tender documents.]	<input type="checkbox"/> Yes (Please provide details of the environmental requirement(s) and/or related purchasing or tender documents) <input type="checkbox"/> No
20.2	Our school has invited suppliers/contractors to participate in any external support programme(s) / environmental partnership programme(s) (<i>e.g. BEC Jockey Club Intelligent Resource Management Programme, Partnership for Sustainability Leadership in Business, etc.</i>).	<input type="checkbox"/> Yes (Please provide details) <input type="checkbox"/> No

Part (D) Bonus Points (maximum of 10 bonus points)

In order to recognise participating schools' efforts in promoting the HKAEE as well as their achievements in the Hong Kong Green Organisation Certification (HKGOC) and other recognised certification or award schemes, a maximum of 10 bonus points will be given to the participating schools during **Stage 2 – Detailed Assessment** of the HKAEE. Please tick, elaborate on your answers and provide proofs as appropriate.

B1.	Efforts in Promoting HKAEE (maximum 3 bonus points)	
B1.1	Our school has promoted HKAEE through our school network and/or promotional channels / platforms (e.g. display the awarded logos and stickers on campus, website, and electronic screens, etc.; imprint the awarded logo in name cards, letterhead; and publish featured articles through media).	<input type="checkbox"/> Yes (Please provide proof of promotional method(s), e.g. screenshots, photos of materials with HKAEE award logo displayed) <input type="checkbox"/> No
B1.2	Our school has successfully referred our partners (e.g. other schools that are not under the same Sponsoring Body, suppliers or contractors, external organisations, etc.) to join the HKAEE.	<input type="checkbox"/> Yes (Please list out the names of referred partners and provide corresponding communication record) <input type="checkbox"/> No
B2.	Efforts in Hong Kong Green Organisation Certification (HKGOC) (maximum 4 bonus points)	
	<p>Our school possessed a valid Wastewi\$e / Energywi\$e / IAQwi\$e / Carbon Reduction Certificate / recognition of Hong Kong Green Organisation issued by the Environmental Campaign Committee (ECC).</p> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; margin: 5px;">  <p>香港綠色機構認證 Hong Kong Green Organisation Certification 減廢證書 Wastewi\$e Certificate 「卓越級別」 Excellent Level 機構/公司名稱 - 營運單位名稱 Name of Organisation/Company - Functional Unit</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px;">  <p>香港綠色機構認證 Hong Kong Green Organisation Certification 節能證書 Energywi\$e Certificate 「卓越級別」 Excellent Level 機構/公司名稱 - 營運單位名稱 Name of Organisation/Company - Functional Unit</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px;">  <p>香港綠色機構認證 Hong Kong Green Organisation Certification 清新室內空氣證書 IAQwi\$e Certificate 「卓越級別」 Excellent Level 機構/公司名稱 - 建築物名稱 Company Name - Name of Venue/Office/Premises</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px;">  <p>香港綠色機構認證 Hong Kong Green Organisation Certification 減碳證書 Carbon Reduction Certificate 機構/公司名稱 Name of Organisation/Company</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px;">  <p>機構/公司名稱 - 營運單位名稱 Name of Organisation/Company - Functional Unit 獲認證為 香港綠色機構 is recognised as Hong Kong Green Organisation</p> </div> </div>	<input type="checkbox"/> Yes (can select more than one): <input type="checkbox"/> B2.1 Wastewi\$e Certificate <input type="checkbox"/> B2.2 Energywi\$e Certificate <input type="checkbox"/> B2.3 IAQwi\$e Certificate <input type="checkbox"/> B2.4 Carbon Reduction Certificate <input type="checkbox"/> B2.5 Recognised as "Hong Kong Green Organisation" <input type="checkbox"/> No

B3.	Efforts in Other Environmental Schemes (maximum 3 bonus points)	
B3.1	<p>Our school has obtained an “Indoor Air Quality (IAQ) Certificate” issued by Environmental Protection Department and the Certificate remained valid in the 2023/24 school year (i.e. expiry date of the certificate should fall after 31 Aug 2023).</p> <p style="text-align: center;"><small>IAQ labels for certification against the New IAQ Objectives:</small></p> <div style="display: flex; justify-content: center; align-items: center;">   </div> <p style="text-align: center;"><small>室內空氣質素 室內空氣質素 Indoor Air Quality 室內空氣質素</small></p>	<input type="checkbox"/> Yes (Please provide a copy of the certificate) <input type="checkbox"/> No
B3.2	<p>Our school has participated in the (i) “Greening School Subsidy Scheme” / (ii) “One Person, One Flower Scheme” / (iii) “Planting Herbs in School Scheme” organised by the Leisure and Cultural Services Department (LCSD) in the 2023/24 school year.</p> <p><i>[Maximum 1 bonus point will be given to schools for joining any of the Schemes organised by LCSD]</i></p>	<input type="checkbox"/> Yes Our school has participated in (can select more than one): <input type="checkbox"/> (i) “Greening School Subsidy Scheme 2023/24” (Please provide a copy of the official funding record from LCSD) If the school joined the “Greening School Subsidy Scheme 2023/24”, please also tick the following box to indicate whether your school obtained an award under the scheme: <input type="checkbox"/> Our school did not obtain the “Greening School Project Award 2023/24” <input type="checkbox"/> Our school obtained the “Greening School Project Award 2023/24” <i>(Please specify the award category obtained, and provide a copy of the certificate or photo of trophy:</i> _____) <input type="checkbox"/> (ii) “One Person, One Flower Scheme 2023/24” (Please provide a copy of the activity record book submitted to LCSD) <input type="checkbox"/> (iii) “Planting Herbs in School Scheme 2023/24” (Please provide a copy of the activity record book submitted to LCSD) <input type="checkbox"/> No
B3.3	<p>Our school has participated in the “Cherish Water Campus Integrated Education Programme” organised by the Water Supplies Department in the 2023/24 school year.</p>	<input type="checkbox"/> Yes (Please provide a copy of the certificate or participation record) <input type="checkbox"/> No
B3.4	<p>Our school has participated in the “Happy Green Schools Label Programme” organised by The Hongkong Electric Company in the 2023/24 school year.</p>	<input type="checkbox"/> Yes (Please provide a copy of the certificate or participation record) <input type="checkbox"/> No

Part (E) Supporting Documents Checklist

The following table listed out the questions that requires schools to provide supporting document (if “Yes” is selected) before submission of the self-assessment questionnaire. Failure in providing relevant proofs/evidence may affect the eligibility to be shortlisted for entering Stage 2 – Detailed Assessment.

Note:

(1) Schools should provide information on their environmental performance and achievements in the **2023/24 school year (i.e. from September 2023 to August 2024)**. Information from other school years will not be considered as valid proofs/evidence for this assessment. Participating schools are required to submit “Appendix A – Appendix D”, to provide resources consumption data and activities record. Excel templates of all Appendixes have been uploaded to the Schools Go Green website for participating schools to fill in.

(2) To ensure a smooth assessment process, schools are recommended to rename the electronic files before submission, by indicating relevant “Question number” at the start of file name. (e.g. *2.1 School Year Plan.pdf* , *3.1 School Environmental Education Plan.docx*)

Question number	Examples of supporting document	Ready
Section 1: School Management Support and Commitment		
1.3	Budget allocation plan / proof of funding	<input type="checkbox"/>
1.4	Structure chart of the environmental/sustainability team / task force / committee and respective roles of each member	<input type="checkbox"/>
1.5	Copy of signed Food Wise Charter / Energy Saving Charter / 4T Charter / Charter on External Lighting / Glass Container Recycling Charter / Bye Bye Microbeads Charter / Other Charters	<input type="checkbox"/>
Section 2: Environmental Policy		
2.1	Annual school plan and/or multi-year school development plan	<input type="checkbox"/>
2.2	Environmental/Sustainability/ESG policy	<input type="checkbox"/>
2.3	Channels of publicising Environmental/Sustainability/ESG policy	<input type="checkbox"/>
Section 3: Education for Sustainable Development / Environmental Education Plan in School Curriculum		
3.1	"Education for Sustainable Development" and/or "Environmental Education" plan	<input type="checkbox"/>
3.2	Appendix A – School staff training record	<input type="checkbox"/>
Section 4: Energy Conservation and Carbon Reduction		
4.1	Energy-saving and carbon reduction guideline	<input type="checkbox"/>
4.4	Appendix B – Resource consumption record	<input type="checkbox"/>
4.5	Energy audit report	<input type="checkbox"/>
4.6	Carbon audit report	<input type="checkbox"/>
4.7	Activity record (schemes / incentives for practising energy saving)	<input type="checkbox"/>
Section 5: Water Conservation		
5.1	Water-saving guideline	<input type="checkbox"/>
5.4	Activity record (schemes / incentives for practising water saving)	<input type="checkbox"/>
5.5	Appendix B – Resource consumption record	<input type="checkbox"/>
Section 6: Waste Management		
6.1	Waste reduction guideline	<input type="checkbox"/>
6.5	Activity record (schemes / incentives for practising reduce, reuse and recycle general waste)	<input type="checkbox"/>
Section 7: Sustainable School Catering		
7.5	Activity record (schemes / incentives for developing the habit of cherishing food)	<input type="checkbox"/>
Section 8: Green Procurement		
8.1	Green procurement and/or sustainable consumption of biological resources guideline(s)	<input type="checkbox"/>
Section 13: Environmental Education – Implementation		
13.1 - 13.3	Appendix C – Environmental activities for students record	<input type="checkbox"/>
Section 15: Monitoring and Evaluation on Environmental Management and Education – Performance Review		
15.2	Samples and corresponding results of activity or initiative-based evaluation	<input type="checkbox"/>
15.3	Samples and corresponding results of students’ overall environmental literacy evaluation	<input type="checkbox"/>
15.4	Samples and corresponding results of teachers’ overall environmental literacy evaluation	<input type="checkbox"/>

Section 16: Monitoring and Evaluation on Environmental Management and Education – Reporting and Follow-up Action		
16.1	Environmental management and environmental education evaluation results record	<input type="checkbox"/>
16.2	Environmental/Sustainability report	<input type="checkbox"/>
16.3	Channels of sharing the evaluation results	<input type="checkbox"/>
16.4	Follow-up improvement plan	<input type="checkbox"/>
Section 17: Parents and Families		
17.1 - 17.2	Appendix D – Partner synergy record	<input type="checkbox"/>
17.4	Activity record (schemes / incentives for adopting green practices at home)	<input type="checkbox"/>
Section 18: School Network		
18.1 - 18.3	Appendix D – Partner synergy record	<input type="checkbox"/>
Section 19: Community Members / Other Organisations		
19.1 - 19.4	Appendix D – Partner synergy record	<input type="checkbox"/>
Section 20: Service / Product Suppliers		
20.1	Purchasing or tender documents with green procurement specifications	<input type="checkbox"/>
Bonus Point (1) Efforts in Promoting HKAEE		
B1.1	Proof of promoting HKAEE	<input type="checkbox"/>
B1.2	Communication record with referred partners	<input type="checkbox"/>
Bonus Point (3) Efforts in Other Environmental Schemes		
B3.1	Copy of valid Indoor Air Quality Certificate	<input type="checkbox"/>
B3.2	Record of participating in “Greening School Subsidy Scheme” (official funding record / copy of certificate or photo of trophy) / “One Person, One Flower Scheme” (copy of activity record book) / “Planting Herbs in School Scheme” (copy of activity record book)	<input type="checkbox"/>
B3.3	Copy of certificate(s) or record of participating in “Cherish Water Campus” Integrated Education Programme	<input type="checkbox"/>
B3.4	Copy of certificate(s) or record of participating in “Happy Green Schools” Label Programme	<input type="checkbox"/>

Declaration by Applicant

Our school hereby declares that all of the information given is true and accurate to the best of our knowledge and agree that all decisions made by the Organisers (i.e. Environment and Ecology Bureau and Environmental Campaign Committee and its Secretariat) and adjudicating panel are final and binding in all aspects relating to the HKAEE. Our school understands that any false or misleading information may lead to disqualification of our application.

Data Retention Policy

This policy stipulates the kinds of personal data collected, means of collecting personal data, duration of retention, ways of using the personal data and data security measures for the HKAEE (Schools Sector).

1. Purpose of Collection and Use Personal Data

The personal data provided in the questionnaire for the HKAEE (Schools Sector) will be used for the following purposes –

for the administration, evaluation and management of the application for the competition by the Technical Consultant(s) of the HKAEE (Schools Sector); and

for the promotion of latest environment-related development, policies, activities and schemes by the Environment and Ecology Bureau and/or the Environmental Campaign Committee and its Secretariat.

2. Category of Personal Data

Each participant of HKAEE (Schools Sector) is asked to provide the (i) name, (ii) phone number, (iii) correspondence address and (iv) email address of a contact person (“Contact Person”) in the questionnaire.

3. Means of Collection

The provision of personal data by the Contact Person in the HKAEE (Schools Sector) questionnaire is voluntary. The questionnaire should be submitted through the online portal. If participating schools do not provide sufficient information, the processing of their applications may be affected.

4. Access to Personal Data

Each Contact Person has the right to request access to and correction of his/her personal data as stipulated in the Personal Data (Privacy) Ordinance (Chapter 486). Enquiries concerning the personal data collected by means of the HKAEE (Schools Sector) questionnaire should be addressed to supporter@wwf.org.hk.

5. Duration of Retention

The personal data collected from the Contact Person will be erased or destroyed 24 months after the completion of the assessment of HKAEE (Schools Sector) each year.

6. Security Measures

The personal data collected from the Contact Person is restricted for access and use by the authorised persons of HKAEE (Schools Sector) responsible for administration, evaluation, handling and management of the HKAEE (Schools Sector) applications, and encrypted electronically during transmission.

*** *Thank you* ***