

**2026 Best Green Education Initiative Award
Summary Form**

*****This Summary Form is for schools' reference only*****
Schools should submit the Summary Form through the [online assessment system](#).
Submission in paper/PDF format will not be considered.

Name of School:		
Sub-sector*: ☐ Pre-school ☐ Primary School ☐ Secondary School (*Schools should submit <u>separate summary forms</u> and <u>different environmental education initiatives</u> for different sub-sectors and campuses.)		
Number of Employees:	Number of Students:	
Address:		
Name of Contact Person:	Tel:	Email:

Important Notes

- The assessment system will automatically logout if no action is performed **within 20 minutes**, please click **“Save” button** to save the parts you have inputted.
- Schools are required to complete the summary form and submit supporting documents for the outstanding environmental education initiative conducted between **September 2025 and January 2027 (i.e. 2025/26 school year and first term of 2026/27 school year)**. The activities mentioned in the initiative must be held **within the implementation period (i.e. 1 September 2025 to 31 January 2027)**. Any activities conducted outside the implementation period will **not** be counted in this year's assessment.
- Each applicant school can only submit **ONE environmental education initiative** to compete for the “2026 Best Green Education Initiative Award” in its sub-sector. Schools participating in more than one school sub-sectors are required to submit **different environmental education initiatives** for each school sub-sector.
- Schools who participated in the “Best Green Education Initiative Award” in the **past years** (i.e. 2021 to 2025) **shall not** submit an initiative that is **entirely the same** as their previous entries when participating in the “2026 Best Green Education Initiative Award”. If certain activities overlap with past submissions, the Organiser will evaluate the extent of duplication and determine the school's eligibility for participation and award on a case-by-case basis.
- Please provide details of the initiative in the appropriate boxes. **Text description of each answer is limited to a maximum of 4000 characters (including punctuation and spaces)**. If your answer exceeds the word limit of the system, please attach a WORD/PDF file to provide a detailed elaboration for that item.
- Before submission, schools could click the **“Download” button** to save a copy of the completed summary form for record (WORD format).

Provision of Supporting Evidence

- If available, schools are encouraged to submit supporting evidence related to the initiative together with the summary form during the self-assessment stage. This will allow the assessors to gain a preliminary understanding of the actual implementation (e.g. process, activity evaluation, external recognition, etc.).
- Examples of supporting evidence (including but not limited to): implementation workflow; activity photos/videos; work of stakeholders (e.g. handbook, worksheets, teaching materials); evaluation results/data analysis (e.g. charts, statistics, participants' personal reflections); publications/reports; media and press coverage, etc. The format of supporting evidence is not restricted.
- **Supporting Evidence Submission Method:**
 - (1) Upload all relevant digital files to a **cloud storage (e.g. Google Drive)**, and provide the **shared link** at the end of the summary form (Note: Please set the folder access permission to “Viewer”);
 - (2) **Or** upload the relevant digital files directly to the online assessment system. The total upload limit for all files is 50MB. Please click the **“Attachment” button** to upload the documents.
- Provision of any false or misleading information will lead to disqualification.

Guidelines & Tips

- ✓ When filling in the Summary Form, participating schools are advised to read through the “[Guidelines and Tips for Selecting Environmental Education Initiative](#)” to understand the requirements and key considerations for selection.
- ✓ Schools may also refer to the “[Outstanding Environmental Education Initiatives Sharing of Past Award-winning Schools](#)” to learn from the good exemplars of environmental education practices in the Schools Sector.
- ✓ User guide of the HKAAE Application and Assessment System will be uploaded to the [Schools Go Green website](#) for participating schools’ reference.

Summary of Environmental Education Initiative

(Note: The initiative must be relevant to sustainability and/or carbon neutrality, and its scope must be a single environmental education activity, OR a series of interrelated environmental education activities focused on the same theme)

Name of initiative:	
Theme(s):	
Learning objective(s):	
Subject(s)/ Key Learning area(s) involved:	
Mode of teaching / activity: <i>(e.g. online, offline, blended mode)</i>	
Target(s): <i>(Target group(s) and no. of participants)</i>	
Stakeholder(s) involved in the planning and implementation stages and their respective roles: <i>(Please list (i) internal – the number and position/grade of school senior management team members, teachers, staff and students involved; (ii) external – partners from other schools and/or external organisations)</i>	
Period of implementation: <i>(The activities mentioned must be conducted between 1 September 2025 and 31 January 2027 (i.e. 2025/26 school year and first term of 2026/27 school year). Please state the date/period of each activity conducted clearly in the following format: dd/mm/yyyy)</i>	

Implementation summary and description of the programme: <i>(e.g. content of each activity implemented)</i> <i>(in point form)</i>	
Learning outcomes: <i>(e.g. evaluation methods adopted for each activity, participants feedback and learning effectiveness, overall effectiveness of the programme)</i>	
Highlights of the initiative: <i>(in point form)</i>	
Programme promotion: <i>(Sharing with the public or external parties)</i> <i>(If yes, please list the promotion method(s) and date(s) of promotion in the following format: dd/mm/yyyy)</i>	
Recognition: <i>(e.g. media coverage, award/commendation)</i>	☐ Yes (Please share related link or supporting document) ☐ No
Schools are welcome to submit supporting evidence related to the initiative, for the assessors to gain a preliminary understanding of the actual implementation (e.g. process, activity evaluation, external recognition). Examples of supporting evidence (including but not limited to): implementation workflow; activity photos/videos; work of stakeholders (e.g. handbook, worksheets, teaching materials); evaluation results/data analysis (e.g. charts, statistics, participants' personal reflections); publications/reports; media and press coverage, etc. The format of supporting evidence is not restricted.	Please select a method for submitting the supporting evidence: (1) Upload all relevant digital files to a cloud storage (e.g. Google Drive) Please provide the shared link to the cloud storage platform (Note: Please set the folder access permission to "Viewer") (2) Or upload the relevant digital files directly to the online assessment system. The total upload limit for all files is 50MB. Please click the "Attachment" button to upload the documents (3) Not Applicable (N/A)

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 Best Green Education Initiative Award (BGEIA). 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 “Best Green Education Initiative Award” (hereafter referred to as the BGEIA).

1. Purpose of Collection and Use of Personal Data

The personal data provided in the summary form for the BGEIA will be used for the following purposes –

- (a) for the administration, evaluation and management of the application for the competition by the Technical Consultant(s) of the BGEIA; and
- (b) 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 the BGEIA 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 summary form.

3. Means of Collection

The provision of personal data by the Contact Person in the BGEIA summary form is voluntary. The summary form 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 BGEIA summary form 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 the BGEIA.

6. Security Measures

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

***** Thank you *****