

THE CHINESE UNIVERSITY OF HONG KONG

Campus Planning and Sustainability Office

Guidelines for Organizing a Sustainable Orientation Event

The Chinese University of Hong Kong (CUHK) is committed to building an environmentally friendly and sustainable campus. Orientation events provide good opportunities for freshmen to get to know the University's sustainability policies, practices and facilities. Organizing committees and group facilitators are requested to take note of the following guidelines when organizing orientation events.

1. Green Purchasing

- 1.1 Minimise the production and distribution of event-specific T-shirts, souvenirs and gifts, for example, produce only one model of T-shirt for an orientation event.
- 1.2 For group dining, order dishes with less meat and more vegetables to reduce the carbon footprint of the food consumed.
- 1.3 Avoid individually-wrapped food items.
- 1.4 Avoid unsustainably-harvested/farmed food. (Please refer to the 'Sustainability-Conscious Food Consumption' under '[Policies related to Sustainability and Environmental Protection](#)' in the Undergraduate Student Handbook.)
- 1.5 Avoid single-serving bottled water of 1L or below and polyfoam meal containers

2. Waste Reduction

- 2.1 Use e-flyers for promotion and adopt e-registration.
- 2.2 Avoid putting event dates on banners so that they can be reused in future orientation event.
- 2.3 Avoid party props that are environmentally-harmful or create hard-to-clean garbage, such as crackers with paper streamers, helium balloons, confetti and glitter.
- 2.4 Use e-means for presentations at meetings. If documents must be printed, consider using recycled paper.
- 2.5 Lead freshmen in waste separation and recycling. Wherever possible, collect unwanted items, such as excess souvenirs, banners and name badge holders, for reusing, recycling and donation. (Please refer to [Waste Management Policy](#) and [Waste Management Guidelines](#) for the 6Rs Principle, i.e., Rethink, Refuse, Reduce, Reuse, Repair and Recycle/Recover; and the [Location of Recycling Facilities on CUHK Campus](#) for recycling / giveaway locations.)
- 2.6 If you need more recycling bins, please contact the Housekeeping and Building Management Section of the Estates Management Office at 3943 4049 one to two weeks in advance.
- 2.7 Encourage participants to bring your own bottle (BYOB) to minimize the use of disposable bottles and individually packed beverages. There are many publicly accessible water dispensers or locations that offer free drinking water.
- 2.8 Request caterers to provide reusable dishware and cutlery for meals, where possible, or apply to the [Reusable Tableware Lending Programme for Large-scale Events](#).
- 2.9 Consult the caterer and select popular dishes to avoid food waste. In case of packed schedule, consider light meals, finger foods and fruits instead of full meals for easy takeaway.
- 2.10 Notify the caterer as soon as possible to adjust the pre-ordered food portion if attendance is lower than expected, to minimise leftovers.

3. Water Conservation

3.1 No water-flinging on campus during orientation event.

4. Noise Control

4.1 During night-time events, keep noise to a minimum, to avoid disturbing other residents on campus and in nearby villages.

5. Energy Conservation and Carbon Reduction

5.1 Cut down electricity use as far as possible, for example, topping-up air-conditioning credits as appropriate, and reminding freshmen to switch off electrical equipment when leaving rooms.

5.2 Within campus, take stairs instead of lifts. Whenever possible, walk instead of taking a shuttle bus.

Additional Resources

- (i) Undergraduate Student Handbook – Policies related to Sustainability and Environmental Protection
https://rgsntl.rgs.cuhk.edu.hk/aqs_prd_applx/public/handbook/document.aspx?id=1565&tv=T&lang=en
- (ii) Featured Sustainability Initiatives
<https://www.cpsocuhk.edu.hk/en-gb/get-involved/featured-sustainability-initiatives>
- (iii) Green Tips
<https://www.cpsocuhk.edu.hk/en-gb/get-involved/resources/green-tips>
- (iv) A Waste Reduction Guidebook for Large Scale Event Organizers (by Environmental Protection Department)
https://www.wastereduction.gov.hk/sites/default/files/GreenEvent_Guidebook_Eng_201801.pdf
- (v) ‘CU Green Buddies’ Social Media Channels
Facebook: <https://www.facebook.com/CUGreenBuddies/>
Instagram: https://www.instagram.com/cu_greenbuddies/

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香港中文大學

校園規劃及可持續發展處

可持續發展迎新活動指引

香港中文大學（中大）一直致力構建環境友善及可持續發展的校園，每年的迎新活動為新生提供機會，認識大學的可持續發展政策、實踐及設施。籌委和組長在籌備迎新活動時，應該參照以下指引。

1. 環保採購

- 1.1 減少印製和派發與活動相關的 T 恤、紀念品和禮品，例如只製作一款 T 恤。
- 1.2 點選少肉多菜的菜式，降低用餐的碳足跡。
- 1.3 避免選購獨立包裝的食品。
- 1.4 避免食用以非持續發展形式捕獲/養殖或種植的食物。（詳見《本科生手冊》內，〈[有關可持續發展及環保的政策](#)〉章節中〈選擇食材的環保考慮〉部分）
- 1.5 避免選購或提供一公升或以下的樽裝水及發泡膠器皿。

2. 減少廢物

- 2.1 使用電子傳單作宣傳，並採用電子報名。
- 2.2 避免在橫額印上活動日期，以供來年的迎新活動重用。
- 2.3 避免使用破壞環境或難以清理的派對道具，例如花炮、氦氣球、五彩紙屑和閃粉。
- 2.4 在會議中採用電子方式作匯報。如必須列印文件，考慮使用再造紙。
- 2.5 帶領新生進行廢物分類及回收。盡可能收集剩餘的物資，如紀念品、橫額和名牌，在迎新活動結束後重用、回收和捐贈。（請參閱《[廢物管理政策](#)》及《[廢物管理指引](#)》內的 6R 原則，即反思、拒絕、減少、重用、修理及循環再造 / 修復；及《[中大校園回收設施位置](#)》上列出的回收或捐贈物資地點）
- 2.6 如需要額外回收箱，請在活動前一至兩星期致電 3943 4049 與物業管理處庶務及樓宇管理組聯絡。
- 2.7 鼓勵參加者自備水樽（BYOB），減少使用即棄水樽及獨立包裝飲料。現時不少地方已設有公眾飲水機或提供免費食水添飲。
- 2.8 要求餐飲供應商盡可能提供可重用器皿及餐具，或申請「[大型活動可重用餐具借用服務](#)」。

2.9 諮詢餐飲供應商及揀選熱門菜式，避免剩食。如行程緊湊，可考慮以輕食、手抓小食和水果代替正餐，方便帶走。

2.10 如出席率比預期為低，應盡早通知餐飲供應商，降低預訂食物份量，以減少剩食。

3. 珍惜食水

3.1 迎新期間，校園內嚴禁進行「水戰」。

4. 減少噪音

4.1 進行夜間活動時，盡量降低噪音，以免騷擾校園內及附近居民。

5. 節能減碳

5.1 盡量減少用電，如適量充值冷氣費、提醒新生於出門前關掉電器。

5.2 在校園內，以行樓梯代替搭電梯，盡可能以步行代替乘搭校巴。

其他資源

(i) 本科生手冊—有關可持續發展及環保的政策

https://rgsntl.rgs.cuhk.edu.hk/aqs_prd_applx/public/handbook/document.aspx?id=1565&tv=T&lang=zh

(ii) 可持續發展重點項目

<https://www.cpsoc.cuhk.edu.hk/en-gb/get-involved/featured-sustainability-initiatives>

(iii) 綠色小貼士

<https://www.cpsoc.cuhk.edu.hk/en-gb/get-involved/resources/green-tips>

(iv) 大型活動減廢指南 (由環境保護署提供)

https://www.wastereduction.gov.hk/sites/default/files/GreenEvent_Guidebook_Chi_201801.pdf

(v) 「中大綠色達人」社交媒體頻道

Facebook: <https://www.facebook.com/CUGreenBuddies/>

Instagram: https://www.instagram.com/cu_greenbuddies/

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