



## 百佳綠色學校計劃 2019-2020

### 重要通知

多謝 各學校報名參加「百佳綠色學校計劃 2019-2020」。鑑於新型冠狀病毒疫情持續，教育局已宣佈全港學校會進一步延長停課而確實復課日期仍有待進一步評估，我們亦相信復課後，學校需適當地調適教學安排包括重整活動和補課等，故「百佳綠色學校計劃」籌委會經仔細衡量及諮詢顧問委員會的意見後，很遺憾地通知各位，我們決定擱置本年度的計劃。請注意計劃跟進安排如下：

- 學校可選擇繼續進行已申請的計劃，惟第二輪的資助金額將不會發放，學校亦不需提交項目評估報告。
- 由於 70%首輪資助金額經已發放 (每間學校最多已獲發\$3,500)，如學校已用作購買物資，需於 6 月 15 日或之前，將有關收據上載至活動網站，如支出少於資助金額，需以支票形式退回。
- 請注意所購買的物資必須與已遞交的計劃書內容相符，不得用作購買與計劃書無關的物資。
- 如學校尚未開始計劃及未運用該筆資金，需於 6 月 30 日或之前以支票形式退回 (支票抬頭為「PARKNSHOP (HK) LIMITED」)。請於信封面註明「百佳綠色學校計劃 2019-2020」，並寄回以下地址：

香港新界火炭禾寮坑道 1-5 號  
屈臣氏中心 6 樓 公關部  
區小姐收

- 籌委會會以 6 月 15 日或之前於網站上收到的收據為準，如學校未能於 6 月 15 日上載全部以 70%首輪資助金額購買物資之收據，亦需退回剩餘款項。
- 如有任何爭議，百佳保留最終決定權。

在此再次多謝各位對本計劃的支持及諒解，如 貴校對本計劃有任何查詢，請電郵至 [pnsgreenschool@aswatson.com](mailto:pnsgreenschool@aswatson.com) 或致電 3521 6127 或 3521 6205。

「百佳綠色學校計劃」籌委會謹啓

# **PARKnSHOP Green School Program 2019-2020**

## **Important Notice**

Thank you for your participation in PARKnSHOP Green School Program 2019-2020. Owing to the outbreak of Coronavirus Disease (COVID-19), the Education Bureau has announced that all schools will continue to be suspended and the exact date of class resumption is subject to further assessment. We also believe that upon class resumption, schools will suitably adjust their teaching arrangements including re-arranging school activities and make-up classes.

After internal discussion within the Program Committee and consulting the Advisory Committee, we regret to inform you that **this year's program will be suspended** and please note the onward Program's arrangement as follows:

- Schools can continue to complete the project. However, please note the remaining funding would not be allocated and therefore submission of project evaluation report is not necessary.
- We note 70% of the project funding has already been allocated to schools (a maximum of \$3,500 for each school). If it has been already utilised in purchasing materials, schools are required to upload all relevant receipts to the program's website on or before 15 June. If the total expense amount is less than the funding granted, schools should refund such balance to PARKnSHOP by cheque.
- Purchase of irrelevant materials is forbidden as all material purchased must match with the program content mentioned in the submitted proposal.
- If the project has not started and the allocated funding has not being used, schools should refund the full amount granted by cheque on or before 30 June (**Payee name should indicate as 「PARKnSHOP (HK) LIMITED」**). Please indicate "PARKnSHOP Green School Program 2019-2020" on the envelope and mail it to the following address:

Public Relations Department  
6/F, Watson House  
1-5 Wo Liu hang Road  
Fo Tan, New Territories, Hong Kong  
(Attn: Ruby Au)
- The Committee will subject to the receipts received on the website on or before 15 June . If schools cannot upload all receipts of expenses utilised from the 70% project funding by 15 June, school should refund the remaining funding as well.
- PARKnSHOP reserves the right of final decision in case of any dispute arising.

Once again, thank you very much for your support and understanding of the Program. If there is any enquiry, please email to [pnsgreenschool@aswatson.com](mailto:pnsgreenschool@aswatson.com) or contact us via 3521 6127 / 3521 6205.

Regards,  
PARKnSHOP Green School Program Committee

# 百佳綠色學校計劃 2019-2020

## (I) 簡介

百佳超級市場(下稱百佳)意識到環境保護的重要。作為香港領先的連鎖超級市場，我們相信透過提升校園的環保意識，能推動年輕學生為環保採取正面行動。

以「百佳心 • 繫全城」作為企業使命，百佳設立了「綠色學校計劃」，支持社區把環保當成日常生活的一部份，歡迎全港小學及特殊學校申請經費，發展本指引所列範疇內的環保項目，並鼓勵學校盡量讓更多學生參與計劃。

## (II) 目的

「綠色學校計劃」旨在提供資金予學校用作發展或研究綠色項目，以提升學生的環保意識，讓他們實踐綠色生活。

## (III) 申請須知

### 申請資格

- 香港小學及特殊學校。
- 申請提交的項目必須經該校校長批核。

### 綠色項目

- 綠色項目旨在透過學生的主動參與提升他們在日常生活中的環保意識。綠色項目可以是以下列任何一項為主軸的活動或計劃：
  - 可持續農務
  - 能源效益
  - 減廢回收
  - 生態保育

### 建議項目的開始及完成時期

- 建議項目須在基金頒發的學年內開始實行，為期需不少於 3 個月。
- 此計劃規定所有建議項目須在 **2020 年 6 月 15 日或之前**完成。
- 如所建議項目為期至下一學年，學校可以在下一學年繼續申請基金。

### 資助金額

- 經審批後獲選之項目可獲得資助金額上限為港幣五千元。
- 每所學校只限申請一個項目。

## 申請及遞交計劃書日期

- 由即日起至 2019 年 12 月 13 日。

## 如所建議項目獲選

- 該校將獲得百佳的電郵通知。
- 該校將獲得該獲選項目中所申請的資助金額的 70%作為首輪資助金額。項目完成後，百佳會根據學校遞交的收據副本，將餘額以實報實銷的形式發放予該校。  
(唯總資助金額上限為港幣五千元)
- 如項目完成後的實際支出少於首輪資助金額，該校需將餘款以支票形式退還予百佳。
- 該校需在 2020 年 7 月 3 日或之前，透過網站向百佳提交一份項目評估報告，內容包括該項目的進度、成果及財政預算分類細節，並呈交相關開支的收據副本。
- 所獲選項目必須在該學年內完成而為期不少於 3 個月。

## **(IV) 評審標準**

所遞交的建議書將由「綠色學校計劃」委員會根據以下準則進行甄選：

- **參與度**  
項目能盡量讓更多學生以至其他社區人士參與。
- **互動**  
項目能增進參與者之間的互動。
- **創意**  
項目設計具原創性並表現出新意念。
- **信息的傳遞**  
項目能向學生以及社區傳達環保的重要訊息。
- **基金的運用**  
項目能有效地利用資助金額。
- **影響力**  
項目能推動學生及參與者反思保護環境的重要性，並在日常生活中以行動實踐環保。

## **(V) 獎項**

- **傑出項目獎(冠、亞、季共 3 名)**  
獎品：獎狀一張 + 港幣\$3,000 書券 + 環保工作坊一個
- **最具創意項目獎(共 1 名)**  
獎品：獎狀一張 + 港幣\$3,000 書券 + 生態遊一個

## **(VI) 顧問委員會**

「綠色學校計劃」2019 至 2020 年度顧問委員會成員如下：

### **1. 榮譽顧問：**

- 吳祖南博士 BBS – 香港大學地理系副教授
- 文詩詠校長 – 香港直接資助學校議會代表

- 梁兆棠校長 – 香港資助小學校長會名譽主席
- 李楚安校長 – 津貼小學議會代表
- 胡忠興校長 – 香港特殊學校議會執行委員

## 2 · 顧問委員：

- 張欣欣女士 – 百佳超級市場項目顧問
- 鄒惠儀女士 – 屈臣氏集團 (香港零售) 人力資源總監
- 彭秀群女士 – 屈臣氏集團 (香港零售) 公共關係總經理
- 陳偉鵬先生 – 百佳超級市場高級市務經理

## (VII) 時間表

日期	階段
即日起至 2019 年 12 月 13 日	學校於網上遞交申請及計劃書
2020 年 1 月底或之前	以電郵通知審批結果
2020 年 2 月底或之前	以支票形式發放 70% 首輪資助金額
2020 年 6 月 15 日或之前	完成所獲選項目
2020 年 7 月 3 日或之前	提交項目評估報告
2020 年 10 月底或之前	以支票形式發放餘下資助金額

## (VII) 申請程序

請於計劃網站 <http://greenschool.parknshop.com> 提交所有申請、資料、計劃書及評估報告。「百佳綠色學校計劃」委員會將於學校遞交申請及計劃書後進行審批，並於 1 月底或之前以電郵通知審批結果，學校可在收到獲批電郵後隨即開始項目，而首輪資助金額則會於 2 月底前發放。

如對本計劃有任何疑問，請電郵至 [pnsgreenschool@aswatson.com](mailto:pnsgreenschool@aswatson.com) 或致電 3521 6205 / 3521 6127 查詢。

## 條款及細則

1. 申請人及或參與者將擁有該項目的知識產權及設計、材料、產品的權益。
2. 儘管有以上條款，百佳保留使用有關申請學生名字、校名及受「百佳綠色學校計劃」資助項目所有資料的權利，以助促進公眾對環保的認知，同時推動和普及學界對環保議題的教育計劃。
3. 百佳有權將作品及活動照片以任何媒體形式示範、出版、展覽、宣傳或作非牟利用途而毋須事先取得參賽者同意或繳付任何費用。
4. 百佳不會對任何人因參加該項活動而直接或間接地發生之任何事故、傷害或損失承受任何責任。申請人須承擔進行該項活動的一切責任。
5. 申請人遞交的所有資料，無論獲接納與否，均一概不予發還。
6. 如申請人最後未能於指定日期內提交項目評估報告，申請人需將資助金額全數發還。
7. 如有任何爭議，百佳保留最終決定權。



## PARKnSHOP Green School Program 2019-20

### (I) Introduction

PARKnSHOP recognises the importance of environmental protection. As the leading supermarket chain in Hong Kong, PARKnSHOP believes that creating awareness for environmental protection in schools could encourage students to take positive action towards helping environment at a young age.

With our corporate mission of giving love to the community, PARKnSHOP has set up a **Green School Program** to support the community in making environmental protection a part of daily life.

PARKnSHOP would like to invite primary and special schools to apply for the funding of projects that are within the specified areas of environmental protection listed in the section below. Also, schools are encouraged to facilitate as many students as possible to join our program.

### (II) Objective

The purpose of this program is to provide funding support to green projects initiated by schools with the objective of raising environmental awareness, which can be applied in students' daily life.

### (III) Application

#### Who can apply?

- Primary or special schools in Hong Kong.
- Application submitted needs to be endorsed by the school principal.

#### What is a green project?

- A green project is one that aims to increase students' daily environmental consciousness through their initiative to participation. A green project can be an activity or a program focused on either one of the following:
  - Sustainable Agriculture
  - Energy Efficiency
  - Waste Reduction and Recycling
  - Ecology Conservation

#### What is the duration of the project?

- The project begins during the school year after the funding is allocated and the duration of project should be no less than 3 months.
- The project should be completed by 15 June 2020.
- Should the project extend until the next school year, the school can apply for funding in the subsequent school year.

### **How much funding can I request?**

- The maximum funding per project is HK\$5,000 once the project is being shortlisted after the assessment.
- Each school can submit ONE project only.

### **When is the application & proposal due?**

- Application is open from now until **13 December 2019**.

### **What if my project is selected?**

- The respective school will be informed by an email from PARKnSHOP.
- 70% of the proposed project funding will be allocated at the beginning of the project and the remaining will be allocated upon successful completion of the project. (Maximum total funding granted is HK\$5,000)
- PARKnSHOP will reimburse the remaining funding according to the receipt copies provided by the school after the completion of the project.
- If the final expense was less than the first round of funding, the school will have to return the remaining funding to PARKnSHOP by cheque.
- Schools are required to provide an evaluation report which outlines the project process, results or achievements and the budget breakdown of the funded project along with receipt copies to PARKnSHOP on or before 3 July 2020.
- All awarded projects should be completed during the school year and the duration of project should be no less than 3 months.

### **(IV) Assessment criteria**

The submitted proposals will be assessed by the PARKnSHOP Green School Program Committee. The Committee will evaluate the proposals based on the following criteria:

- **Participation**  
The project involves as many students and participants as practically possible.
- **Interactivity**  
The project encourages interaction amongst participants.
- **Creativity**  
The project design is original and innovative.
- **Conveyance of Environmental Message**  
The project conveys messages on environmental protection to students and the community.
- **Utilisation of funding**  
The funding is used effectively to create maximum benefits.
- **Impact**  
The project drives behavioural change in students and participants so that they become more environmentally conscious in their daily life.

### **(IV) Prize and Award**

- **Outstanding Project Award (3 in total – Champion, 1<sup>st</sup> Prize and 2<sup>nd</sup> Prize)**  
Prize: one Certificate + HK\$3,000 book coupons + one Green Workshop
- **The Most Creative Project Award (1 in total)**  
Prize: one Certificate + HK\$3,000 book coupons + one Eco-tour

## (V) Advisory Committee

Members for the Green School Program Advisory Board of 2019 - 2020 include:

### 1. Honorary Advisors:

- Dr. NG Cho-nam, BBS — Associate Professor of Department of Geography of the University of Hong Kong
- Ms. Man Sze Wing — Council Representative of Hong Kong Direct Subsidy Scheme Schools Council
- Mr. Leung Siu Tong — Honorary Chairman of Hong Kong Aided Primary School Heads Association
- Mr. Li Chor On — Representative of Subsidized Primary Schools Council
- Mr. Wu Chung Hing — Executive Committee Member of The Hong Kong Special Schools Council

### 2. Committee Members:

- Ms. Jacqueline Cheung — Customer Director, MoneyBack & PARKnSHOP
- Ms. Winnie Chow — Human Resources Director, A.S. Watson Group (Retail HK)
- Ms. Teresa Pang — General Manager, Public Relations, A.S. Watson Group (Retail HK)
- Mr. Patrick Chan — Senior Sales Operations Controller, PARKnSHOP

## (VI) Timeline

Date	Steps
Now – 13 Dec 2019	Application & proposal submission
By the end of Jan 2020	Assessment result announcement via email
By the end of Feb 2020	Allocation of 70% of the proposed project funding via cheque
By 15 Jun 2020	Project completion
By 3 Jul 2020	Project evaluation report submission
By the end of Oct 2020	Allocation of the remaining project funding via cheque

## (VII) Application Procedure

All applications, supporting information, proposals and evaluation reports should be submitted online via our program website <http://greenschool.parknshop.com>. PARKnSHOP Green School Program Committee will assess the submitted application and proposal, and notify applicants on the assessment result via email by the end of Jan. Successful applicants can then start their projects immediately. The first round of project funding will be allocated by the end of Feb.

For enquiries, please email [pnsgreenschool@aswatson.com](mailto:pnsgreenschool@aswatson.com) or contact 3521 6205 / 3521 6127.

## Terms and Conditions

1. The intellectual property and all rights to the design, materials and deliverables of the sponsored project shall remain with the applicant and/or those who conduct the project.
2. Notwithstanding the foregoing, PARKnSHOP shall have the right to use the name of the students, name of the schools, project ideas, materials and deliverables of the projects sponsored by PARKnSHOP Green School Program for promoting better understanding of environmental protection and educational programs to students, its visitors and/or the public in Hong Kong.
3. PARKnSHOP has the right to display the projects in any form of media for demonstration, publication, exhibition, promotion or any non-commercial activities without any need for prior consent of or payment of fees to the applicants.



4. PARKnSHOP shall not be responsible for any loss, damage, injury or accident howsoever occasioned or sustained by any person arising directly or indirectly from or in connection with the participation of this program. The applicant and the project team, if any, shall be wholly responsible for all project activities.
5. All materials submitted for application will not be returned.
6. If the project evaluation report is not submitted within the set deadline, applicant is required to return all project funding granted.
7. PARKnSHOP reserves the right of final decision in case of any dispute arising.

# 申請流程一覽 Application Procedure in a Glance

## APPLICATION FORM 申請表格

### School Details 學校資料

School Code  
學校註冊編號

School Name (English)  
學校名稱 (英文)

School Name (Chinese)  
學校名稱 (中文)

School Cheque Payee Name (English)  
學校支票抬頭名字 (英文)

Please double check if the payee's name includes the term "IMC". Please note that the school may not be able to receive the funding if the payee's name is inaccurate.  
請確認支票抬頭是否包含「法團校董會」字眼。如抬頭出錯，貴校可能無法收取撥款。

School Address (English)  
學校地址 (英文)

  
  

School Address (Chinese)  
學校地址 (中文)

  
  

District  
地區

- Hong Kong Island 香港島  
 Kowloon 九龍  
 New Territories 新界

Telephone Number  
電話號碼

Fax Number  
傳真號碼

Email Address  
電郵地址

Type  
類別

Principal  
校長

(Chinese 中文)  
  
(English 英文)

Responsible Person  
負責人

(Chinese 中文)  
  
(English 英文)

Responsible Person's Contact  
負責人通訊資料

(Telephone Number 電話號碼)  
  
(Email Address 電郵地址)



## Resoures Required 需要資源

Please outline the resources required to implement the projects, i.e. equipment, venue, tools, training, skills. This could also be resources required from PARKnSHOP, schools or other relevant parties.

請列明建議項目所需要的資源，如儀器、場地、工具、培訓、技巧等。當中可包括需要從百佳、學校或其他團體獲得的支援。

Venue  
場地

:

Equipment  
工具

:

Training  
培訓

:

Others  
其它

:

## Project Outcome 項目成效

Please provide the expected impact or benefits of the project, i.e. the beneficiaries, the long term impact and the benefits to school.

請提供建議項目預期帶來的影響及效益，如受惠群和對學校的長遠影響及效益等。

### Project Budget 項目預算

Please provide the estimated budget breakdown to implement the project.  
請提供建議項目的各項預算分類細節。

Item 項目	Quantity 數量	Amount 開支
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

+ Add 新增

Total Amount 總額

### Principal Confirmation 校長確認書

I \_\_\_\_\_ confirm that this submission is approved and authorized by the principal \_\_\_\_\_.  
本人 \_\_\_\_\_ 謹此確定此申請已獲本校校長 \_\_\_\_\_ 批准及授權。