

THE CHINESE UNIVERSITY OF HONG KONG

Committee on Social Responsibility and Sustainable Development

Guidelines for Sustainable Student Orientation

Student orientation provides good opportunities for freshmen to get to know the University's sustainability policies, practices and facilities. This set of guidelines is developed in consultation with the relevant professional and administrative service units and maintained by the Social Responsibility and Sustainable Development Office, for reference by the organizing committees and group facilitators of student orientation activities.

1. Sustainable Procurement

- 1.1 Keep the production and distribution of event-specific T-shirts, souvenirs and gifts to a minimum. For example, produce only one type of T-shirt for an orientation activity.
- 1.2 Avoid non-woven polypropylene bags which are difficult to recycle. Use bags made with cotton or biodegradable materials.
- 1.3 For group dining, order dishes with less meat and more vegetables to reduce the carbon footprint of the food consumed.
- 1.4 Avoid individually-wrapped food items.
- 1.5 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.)
- 1.6 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 activity dates on banners so that they can be reused in future orientation activities.
- 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 wasting food. In the event of a packed schedule, consider ordering light meals, finger foods and fruit instead of full meals for easy takeaway.
 - 2.10 Notify the caterer as soon as possible to reduce the pre-ordered food portions if attendance is lower than expected, to minimise leftovers.
3. Water Conservation
 - 3.1 No water-flinging on campus during orientation activity.
 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/ags_prd_applx/public/handbook/document.aspx?id=1565&tv=T&lang=en
- (ii) Featured Sustainability Initiatives
<https://www.srsdo.cuhk.edu.hk/en-gb/sd/get-involved/featured>
- (iii) Green Tips
<https://www.srsdo.cuhk.edu.hk/en-gb/sd/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) ‘CUHK Social Responsibility & Sustainable Development’ Social Media Channels
Facebook: <https://www.facebook.com/CUHK.SRSD>
Instagram: <https://www.instagram.com/cuhk.srsd/>

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