



***Stepping up Sustainably Project***

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All information relating to Our World Week can be found on the M drive in:

**StaffShare/Cross College/Sustainability/Our World Week 2011 Event Guide**

Mission and Aims

* To encourage students and staff to reconsider their behaviour and approach to sustainability by exploring the topic of sustainability in an enjoyable, communal and accessible way.
* To educate ourselves on the facts of sustainability and its increasingly significant role in a variety of ways that will cater for all learners, be they staff or students, and be inclusive of all members of the college and participating community.
* To further spread the progressive sustainable message.
* To encourage all members and all departments of the college to participate, whether just as attendants throughout the week or as integral roles to the organisation and running of the events.
* To run self-assessment systems and energy usage/wastage surveys before, during and after the event to measure the impact of our message on the routine behaviour of students and staff throughout the college and monitor the long term effect of the project.
* To ensure that the positive outcomes of the project have a permanent effect on the college’s sustainability strategy and curriculum.
* To create a community project that generates a long-lasting social connection throughout the college.

External Exhibitors

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Company** | **Name of Contact** | **Contact Number** | **Contact Email** |
| British Transport Police | Lisa Walmsley | 01772 53682 | [Lisa.Walmsley@btp.pnn.police.uk](mailto:Lisa.Walmsley@btp.pnn.police.uk) |
| Virgin Active Gym | Dawn Wood | 01772 834036 | [Dawn.Wood@virginactive.co.uk](mailto:Dawn.Wood@virginactive.co.uk) |
| Cuckoo Bags | Jane Ward | 01772 655553 | [jane@janeward.net](mailto:jane@janeward.net) |
| Green Peace | Liz Stanton | 07504980752 | [smelly.belly@hotmail.co.uk](mailto:smelly.belly@hotmail.co.uk) |
| Global Link | Joe Howson | 01524 36201 | [joe.howson@globallink.org.uk](mailto:joe.howson@globallink.org.uk) |
| Jirah women (Beads of hope) | Carol | 01257 266155 |  |
| Lush | Michael | 01772 555776 |  |
| Breath Easy, | Jacqui Vella | 01772 796657 |  |
| Healthy Wok Cooking | Carolyn Broadbent | 01772 460181 | [chartwellscatering@cardinalnewman.ac.uk](mailto:chartwellscatering@cardinalnewman.ac.uk) |
| Nutritionist | Carolyn Broadbent | 01772 460181 | [chartwellscatering@cardinalnewman.ac.uk](mailto:chartwellscatering@cardinalnewman.ac.uk) |
| PCC Litter and Waste | Anne Milne Riley | 01772 286720 | [A.Milne-Riley@Preston.gov.uk](mailto:A.Milne-Riley@Preston.gov.uk) |
| Sustainable Waste Management | Giles Whitely |  | [giles@swrwastemanagement.co.uk](mailto:giles@swrwastemanagement.co.uk) |
| Addaction | Trevor Landry | 07789618730 | [t.landry@addaction.org.uk](mailto:t.landry@addaction.org.uk) |
| Eco Trail Blazers | Julia Simons | 01772 751138 | [jsimons@lancswt.org.uk](mailto:jsimons@lancswt.org.uk) |
| Lancashire Mounted police | PC Adrien Phillips | 07803597341 |  |
| Alcohol Project | Sam Beetham | 01772 530586 | samantha.beetham@lancashire.gov |
| Energy Saving Trust | Tim Cook | 01228 538395 | Tim.Cook@blackburn.gov.uk |
| Bobby's Girl Cupcakes | Debbie Smith |  | [debsmith76@aol.com](mailto:debsmith76@aol.com) |
| Tear fund | Paula Hogarth | 01772 460181 | [phogarth@cardinalnewman.ac.uk](mailto:phogarth@cardinalnewman.ac.uk) |
| Personal safety | PC Sue Slater |  | [Sue.Slater@lancashire.pnn.police.uk](mailto:Sue.Slater@lancashire.pnn.police.uk) |
| Orang-utan Protection | Amy Tattersall | 01590 623443 | [edu.oauk@yahoo.co.uk](mailto:edu.oauk@yahoo.co.uk) |
| Legacy of Rainbow house | Lousie Ross | 01704 823276 | [l.ross@thelegacy-rainbowhouse.com](mailto:l.ross@thelegacy-rainbowhouse.com) |
| MacMillan Cancer support | Heather Walkington | 01925 846748 | [HWalkington@macmillan.org.uk](mailto:HWalkington@macmillan.org.uk) |
| NHS Blood Donation | North West Divison |  | www.nhsblood.co.uk |
| Blakelys Waste Management | Jane Clarke | 01942864454 |  |
| Lancashire Fair Trade | Anne Garsed |  | [fairpreston@gmail.com](mailto:airpreston@gmail.com) |
| Neighbourhood Management | Anis Faruki | 01772 827979 | [A.Faruki@preston.gov.uk](mailto:A.Faruki@preston.gov.uk) |
| Lancashire Hate Crimes | PC Stuart Rutledge |  | [s.rutledge@lancashire.pnn.police.uk](mailto:s.rutledge@lancashire.pnn.police.uk) |
| Friends of the Earth | Dot Kelk |  | [kelky@tkelk.freeserve.co.uk](mailto:kelky@tkelk.freeserve.co.uk) |
| Global Education Centre | Sarah Whitman | 01772 252299 | [sarah.whitman@lgec.org.uk](mailto:sarah.whitman@lgec.org.uk) |
| Lancashire Fire Arms | PCSO Barbara Gornall |  | [Barbara.Gornall@lancashire.pnn.police.uk](mailto:Barbara.Gornall@lancashire.pnn.police.uk) |
| Lancashire Dog Squad | PC Paul Baker |  | [Paul.Baker@lancashire.pnn.police.uk](mailto:Paul.Baker@lancashire.pnn.police.uk) |

Suppliers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Company** | **Product** | **Name of Contact** | **Contact Number** | **Contact Email** |
| Bouncy World | Inflatable Bungee Run | G Bryan | 07703026371 |  |
| Preston City Council | Mobile Climbing Wall | Gill Peet | 01772 903159 | [G.Peet@preston.gov.uk](mailto:G.Peet@preston.gov.uk) |
| Anticks Cosutme | Womble Costumes | Ann | 01425 620300 | [ann@antiks@co.uk](mailto:ann@antiks@co.uk) |
| Ethic Stars | 100 White T-shirts | Adam | 02085191488 | [sales.ethicstar@googlemail.com](mailto:sales.ethicstar@googlemail.com) |
| Re-souceful | Recycleable pens | Charlotte Pratt | 01225 787502 | [charlotte@thehouse.co.uk](mailto:charlotte@thehouse.co.uk) |
| Indian Shop | REcycleable Newspaper Bags |  | 01672 851155 | [enquires@theindianshop.co.uk](mailto:enquires@theindianshop.co.uk) |

Department Involvement

Photography/Graphics

* Design and sell badges with an OWW theme

Sports

* BMI testing
* Tug of war
* Staff Vs. Students Netball match

Sociology

* Health inequality lessons

Music

* Open Mic Sessions – St Augustine

Performing Arts

* Womble Performances spontaneously around college

Travel and Tourism

* ”Are you a responsible tourist?” display

Student Services

* Guess the number of bus passes held in college by students

Essential Skills

* Cellophane Roses
* Fruit Kebabs
* Recycled Coasters
* OWW Cuppas

Department Involvement

Library

* Daily quick answer quiz on sustainability
* Furoshiki – Japanese gift wrapping
* Book Sale

ALS

* To collect “unwanted Christmas gifts” to give to charity

Chaplaincy

* Fair-trade Quiz
* OWW Liturgy

Reprographics

* Key rings
* Pads
* Posters

MIS

* Guess the number of sweets in the Jar (reception)
* Name that Cheese (quiz night)

Finance /Development

* Quiz & Race Night
* Bottle Tombola – Quiz Night

Email Templates

**Inviting in new external exhibitors in**

Dear

I am from Cardinal Newman College which is based in Preston North West England.

Our College is planning “Our World Week” from Monday 14th February to Friday 18th February 2011.

The week will be packed with events, competitions, stalls, presentations, quizzes, prizes and much more. As a well accredited sustainable company we would like you to support our week, this could be an interactive activity for our staff & students (2,500 in total), an exhibition stall or an information stand. It would be great if you could provide sustainable products for staff and students.

The week will highlight the need to take responsibility for our future and the future of our world. It will bring together and highlight the three elements of Sustainability which are Environmental, Economy and Social responsibilities, encouraging everyone to reduce waste and make a difference in order to reduce climate change. As well as looking at the health of themselves and others around them, and ways which they can improve their own life and the environment around them.

As a reputable voluntary organisation I believe that your support would be greatly appreciated. If you cannot spare a day to come in and put your mission across to our students, then some leaflets, poster or just any general information would be significantly valued.

If you could get back to me as soon as possible and let us know if you are interested in taking part and supporting out event

Thank you in anticipation.

Kind regards

Rebecca Davenport

Event Organiser

07730521543

Email Templates

**Inviting in previous external exhibitors in**

Dear

Cardinal Newman College is planning “Our World Week” from Monday 14th February to Friday 18th February 2010. As a great supporter and participant of last year, we would love it if you came and took part again, as last year’s event was a huge success and that was down to you.

The week will be packed with events, competitions, stalls, presentations, quizzes, prizes and much more. As a well accredited sustainable company we would like you to support our week, this could be an interactive activity for our staff & students (2,500 in total), an exhibition stall or an information stand. It would be great if you could provide sustainable products for staff and students.

The week again will highlight the need to take responsibility for our future and the future of our world. It will bring together and highlight the three elements of Sustainability which are Environmental, Economy and Social responsibilities, encouraging everyone to reduce waste and make a difference in order to reduce climate change. As well as looking at the health of themselves and others around them, and ways which they can improve their own life and the environment around them.

If you would want to take part for the whole week, or just for a few hours on one day, every little bit adds to the event as a whole, and reaches out to staff and students which is our main aim.

If you could let me know as soon as possible what days and time you would like to take part

Thank you in anticipation.

Kind regards

Rebecca Davenport

Event Organiser

07730521543

Email Templates

**Confirmation to all external exhibitors**

Dear

Thank you for confirming that you will be attending the ‘Our World Week’ event at Cardinal Newman College on 14th-18th Feb

I have included a map with directions to the College along with Car Parking information. Exhibition start time is 10:00am and closes at 2:00pm access to College will be able from 8:00am.

Please register at reception, whereby myself and Nicky will be able to direct you around College.

Lunch will be provided on the day, please email me with any dietary needs and numbers.

If you require any special equipment such as display boards for advertisements please let me know before 9th February.

If you have any queries please do not hesitate to contact me.

Many Thanks again

Becca Davenport

Event Organiser

01772 460181 ex 2028

07730521543

Email Templates

**Thank you to all external exhibitors**

Dear

I’d like to thank you on behalf of all the students and staff for attending **Our World Week**. The week was a great success, and I’d like to congratulate you on your efforts. Hopefully you would like to attend next year as well. If you have any queries or comments about the week, then please do not hesitate to contact me.

Many Thanks again

Becca Davenport

Event Organiser

01772 460181 ex 2028

07730521543

Competitions

* **T-Shirt Tuesday** – Customise and old t-shirt using recycled items for a chance to win “love2shop” Vouchers
* **Fruity Friday** – Create a dessert out of fruit and nuts to see if you win a Lush bath set
* **Daily Library Quiz** – take 2 minutes out of your day to answer a quick question on sustainability you never know you may win prize
* **Fair Trade Quiz** – You think you know about fair trade items take part for the chance to win a bag of goodies
* **“Wander the World in a Week”** With Global Link

***Fancy a Chance to Win £100***

For one week, forget about your routine, pastimes and usual social networks, and wander into the World on the Street. Encounter lives beyond your own and let yourself be driven by a new set of goals and motives for action. The World on the Street is a game that involves taking on a persona for a journey through new territories looking for clues to understand the challenges facing your World.

Marketing Materials



Marketing Materials



Marketing Materials



Programme of events

MONDAY

* Inflatable Bungee Run
* British Transport Police
* Virgin Active Gym
* Mask – Eyebrow threading
* Cookoo Bags
* Green Peace
* Global Link
* Jireh Women (Beads of Hope)
* Lush
* Cellophane Roses (Essential Skills)
* Smoothie Bike
* Womble Performances
* Netball Fitness Sessions (G block)
* Photovoltaic Cell project stall
* Breathe Easy
* Lancashire Global Education Centre

Tuesday

* Healthy Wok Cooking
* Nutritionist
* British Transport Police
* PCC Litter and Waste
* Sustainable Waste Management
* Virgin Active Gym
* Addaction – Alcohol /Drug Awarenes
* Eco Trail Blazers
* Cookoo bags
* Greenpeace
* Global Link
* Lancashire Mounted Police
* Fruit Kebabs (Essential Skills)
* Virgin Active “Bodypump” Class
* BMI Testing
* Womble Performances
* Multi Sport Sessions (G Block)

Programme of events

Wednesday

* Ready Steady Cook Session
* British Transport Police
* PCC Litter and Waste
* Alcohol Project
* Cookoo Bags
* Green Peace
* Energy Saving Trust
* Global Link
* Name that Teddy (Essential Skills)

Thursday

* Climbing Wall
* Smoothie Bike
* British Transport Police
* Bobbys Girl Cupcakes
* Cookoo Bags
* Tearfund
* Personal Safety
* Orang-utan Protection
* Legacy Of Rainbow House
* BMI Testing
* Tug of War (F and G Block)
* Energy Saving Trust
* McMillan Cancer Support
* Jierh Women (beads of hope)
* Global Link
* NHS Blood Donation
* Virgin Active “Bodyblast” Session
* Netball Fitness Session (G Block)
* Sweet paper recycled products (Essential skills)
* Photovoltaic Presentations
* Holmes Florist

Programme of events

Friday

* Blakleys Waste Management
* British Transport Police
* Lush
* Lancashire Fair Trade
* Alcohol Project
* Cookoo Bags
* Neighbourhood Management
* Global Link
* Multi Sports Session (G Block)
* Open Mic
* “OWW” Cuppas
* Photovoltaic Presentations
* Art Students Sculpture
* Canvas Bags
* Duke of Edinburgh Cake Sake
* Furoshiki (Japanese Gift Wrapping workshop)

Questionnaires and Evaluations

Survey Monkey Evaluation

The week before “Our World Week” was held this questionnaire was sent out to evaluate the students ideas and trends to sustainability for the week started. The results where as follows:

Questionnaires and Evaluations

Questionnaires and Evaluations

Questionnaires and Evaluations

Questionnaires and Evaluations

We asked students to fill out the following questionnaire through out the week:



Please help us to evaluate how successful Our World Week was.

Your feedback is important to us and will be used to improve future events.

Name **…………………………………………**

T-Number **………………………………………**

Please indicate how satisfied you were with our performance in each area (by circling the appropriate number, using the scale 1:5 1 being very good and 5 being very poor) or by writing in the boxes.

**How satisfied were you:**

With the organisation of the day? 1 2 3 4 5

With the marketing of the event? 1 2 3 4 5

With the venue and facilities? 1 2 3 4 5

With the relevance of the topic areas? 1 2 3 4 5

With the stall and exhibitions that were at the venue? 1 2 3 4 5

With the competitions that were delivered ? 1 2 3 4 5

**What is your overall assessment of the event?**

Please circle appropriately

**Very Good** 1 2 3 4 5 **Very Poor**

**If you were not satisfied with any aspect (i.e. you rated 4 or 5 in the grid above), please indicate the reason:**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**If any, what were the main strengths of the event?**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Which parts of the event were most useful for you?**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**If any, what were the main weaknesses of the event?**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Which parts of the event were of little or no use to you?**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**What changes or improvements should be made?**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Do you have any comments or suggestions?**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

***Thank you for filling out this out***

Questionnaires and Evaluations

The results were as followed:

Questionnaires and Evaluations

Questionnaires and Evaluations

Questionnaires and Evaluations

From the results show it is clear that the event as an overall was a success. With around 50% of students believing that the overall event rated very good. The relevance of topic areas has the strongest most positive results; the organization of each day was deemed a success. The area with the with the most negative feedback is the competitions which were held. Some of the comments which came from the students are :

“the event was a success and raised awareness of sustainability issues within the college and the local community”

“the food demonstrations where helpful as it make me more aware off healthier alternatives for cooking food”

Students offered suggestions for next years event such as:

“more interactive exhibitions such as the bungee run and the climbing wall would be great for student involvement ”

“more advertisement of competitions and possibly a wider range of competitions

Budget

|  |  |  |
| --- | --- | --- |
| Item | Supplier | Cost |
| Bungee Run | G Bryan | 150 |
| Climbing Wall | Preston City Council | 200 |
| Indian Bags | Indian shop | 112.39 |
| Recycled Pens | Re-Souceful | 252 |
| Fairtrade Chocolate | Prem Crest | 101.84 |
| Womble Costume Hire | Antiks | 375 |
| Bath Bombs | Lush | 75.33 |
| Vouchers | Multiple | 378.25 |
| Tug of War Rope | Sunshine Events | 38.74 |
| T Shirts | Plain-t-shirts | 124.8 |
| T shirt Transfers | Tesco | 37.41 |
| Race Night DVD | Amazon | 8.19 |
| Food for exhibitors | Chartwells | 400 |
| Casual Labour | 3 People | 322 |
| Fabric for wrapping | silk | 10 |
| Printing Charges | Repographics | 84.24 |
| Cheese (Race Night) | Huntleys | 37.99 |
| Essentails Skills | Roses | 57.22 |
| Flowers | Interfloura | 45.9 |
| Cabling | Race night | 84.94 |
| Drinks and Nuts | Race night | 71.46 |
| Survey Monkey | Questionnares | 200 |
| Curry | Race night | 162 |
|  | Total | 3329.7 |

Photos of the week

 

