

Guidelines for Questionnaires on Effectiveness of Works Projects supported by the Environment and Conservation Fund (ECF)

This series of questionnaires is designed for funded organizations to conduct self-assessment on the effectiveness of ECF works projects. Data collected would help funded organizations evaluate the effectiveness of the ECF works projects in raising environmental awareness and facilitating environmental education. Funded organizations are suggested to conduct the pre-test before commencement of works projects and post-test after works projects for comparison.

Since ECF sponsors the minor works projects in various kinds of organizations, this series of questionnaires is divided into different sets applicable to different targets. The index and sampling methods for different sets of questionnaires are listed in the table below.

Questionnaire Index and Sampling Method

Questionnaire Code	Applicable Person	Pre-Test / Post-Test	Sampling	File to Use
Kindergartens				
KO	Principal or Vice-Principal/ Project leader	---	Questionnaire should be completed by the Principal / Vice-principal or Project leader of the works projects	Questionnaire KO.doc
Primary and Secondary Schools and Special Schools				
SO_0	Principal or Vice-Principal/ Project leader	Pre-test	---	Questionnaire SO_0.doc
SP_0	Students	Pre-test	<p>Number of questionnaires collected should be from at least 10% of the total number of students (Students of special schools should complete the questionnaire under the help of teachers or parents). Detailed sampling methods are as follows:</p> <ul style="list-style-type: none"> ● Students should be selected from a class of each form, and avoid choosing the lowest and highest forms. ● If the classes are divided according to the academic results of students, please avoid choosing the classes of the highest and lowest calibre. ● The number of questionnaires should be similar for each form. <p>Besides the returns from students, other types of participants such as parents, volunteers and staff/teachers who have participated in the project activities are</p>	Questionnaire SP_0.doc

			also encouraged to complete the questionnaires.	
SO_1	Principal or Vice-Principal/ Project leader	Post-test	---	Questionnaire SO 1.doc
SP_1	Students	Post-test	<p>Number of questionnaires collected should be from at least 10% of the total number of students (Students of special schools should complete the questionnaire under the help of teachers or parents). Detailed sampling methods are as follows:</p> <ul style="list-style-type: none"> ● The post-test should be done by the same classes as that of the pre-test, with same group of students as the pre-test as far as possible ● If the project will extend to the next academic year, please select the same classes as that of the pre-test (i.e. if class B from Form 2 to 5 did the pre-test in previous academic year, then the post-test(s) should also be finished by class B from Form 2 to 5 in the following academic years. ● If the classes are divided according to the academic results of students, please avoid choosing the classes of the highest and lowest calibre. ● The number of questionnaires should be similar for each form. ● Post-test should be done around 6 months after works installation. <p>Besides the returns from students, other types of participants such as parents, volunteers and staff/teachers who have participated in the project activities are also encouraged to complete the questionnaires.</p>	Questionnaire SP 1.doc
Other Organizations				
NO_0	Head or Deputy Head/ Project leader	Pre-test	---	Questionnaire NO 0.doc
NP_0	Activity participants	Pre-test	Number of questionnaires collected should be not less than 30. Activity participants include general public / members of the organization, volunteers	Questionnaire NP 0.doc

			and staff who have participated in the project activities. Pre-test and post-test should be done by the same group of participants as far as possible, for example, by choosing respondents from regular service recipients. Organisations with few regular service recipients would be handled on case-by-case basis.	
NO_1	Head or Deputy Head / Project leader	Post-test	---	Questionnaire NO 1.doc
NP_1	Activity participants	Post-test	Number of questionnaires collected should be not less than 30. Activity participants include general public / members of the organization, volunteers and staff who have participated in the project activities. Pre-test and post-test should be done by the same group of participants as far as possible, for example, by choosing respondents from regular service recipients. Organisations with few regular service recipients would be handled on case-by-case basis. The post-test should be conducted after around 6 months of works installation.	Questionnaire NP 1.doc

Kindergartens have to conduct the questionnaires about 6 months after the installation of works and the questionnaires results should be submitted together with the completion report to the ECF Committee Secretariat. For primary and secondary schools, special schools and other organizations, pre-test should be conducted before the commencement of works installation, while post-test should be conducted about 6 months after the installation of works. The schools and organizations should submit both results of pre-test and post-test to the ECF Committee Secretariat. Pre-test results should be submitted with installation report and post-test results submitted with progress report/completion report. The project leader of the funded organization may evaluate and improve the environmental education of the organization with reference to the data collected. Funded organizations are encouraged to continuously conduct the survey after submission of the completion report to the ECF Secretariat for on-going self-evaluation, and in future may be invited by the ECF Secretariat to provide such data for the fund administration to gauge effectiveness of the scheme and identify room for improvement.