

# Energy Saving Competition

## About this project

This guide is for a **3 month Bronze Award project**. It is suitable for both **group and individual** volunteering.



Through this project you'll help the National Energy Foundation to meet our aim of improving the use of energy in buildings while making a difference to the people and places around you.

## What does it involve?

Competitions are a fun way to engage people: everyone wants to be a winner! This project involves running an Energy Saving Competition to raise awareness about ways to save energy and to encourage people to take steps to save energy. You will design a quiz and a checklist to record and compare energy saving measures taken by different groups to be able to decide a winner of the competition.

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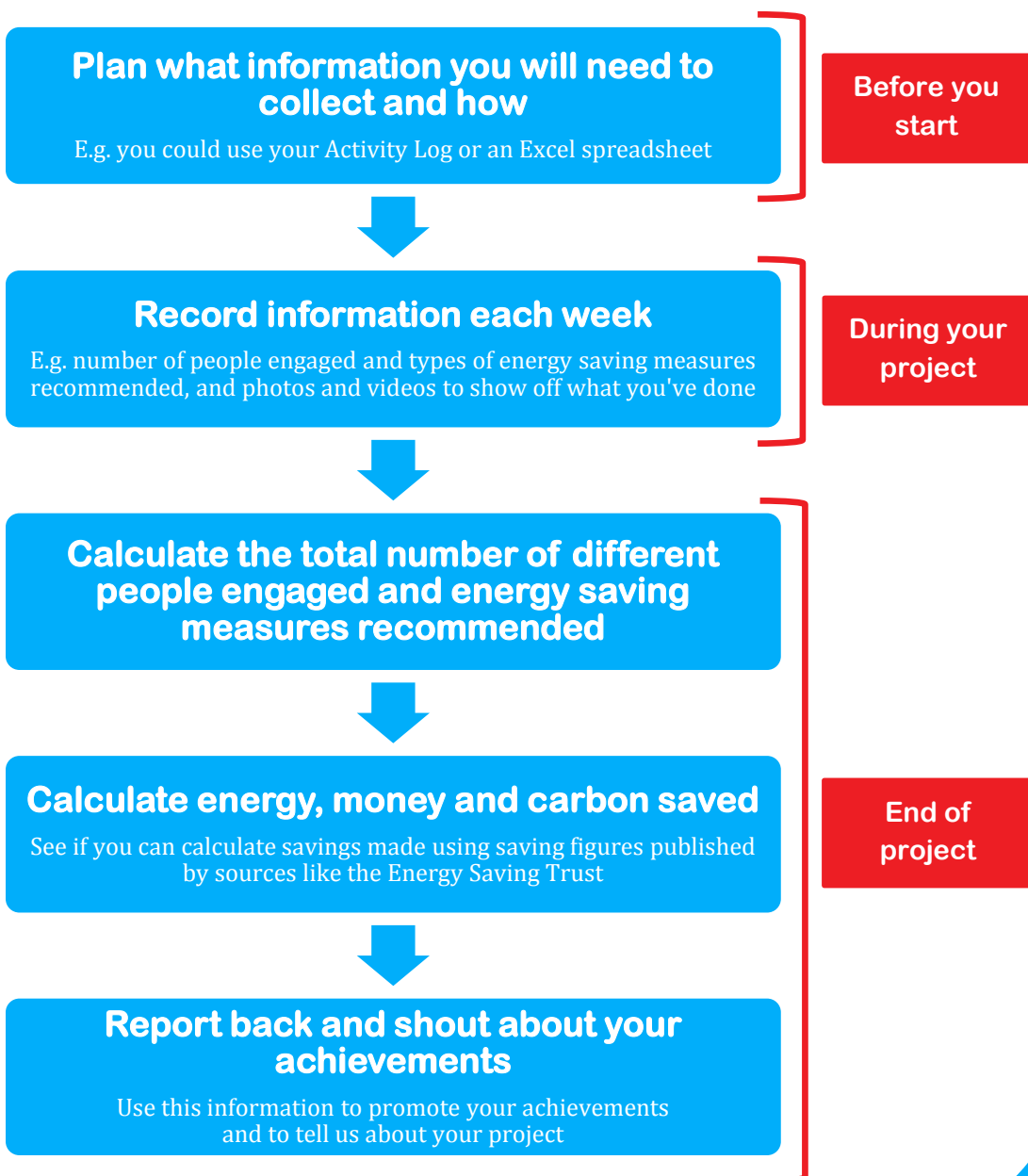


## How to use this guide

- Follow this step-by-step guide to plan, run and evaluate your very own energy saving project. You might take more or less time than is set out in the guide to complete a step – don't worry, this is your project so you can decide how you use the time available. If you have other ideas that aren't included in the guide, feel free to use them and adapt the guide to meet your own needs.
- Refer back to the [Energy Tutorial](#) to get ideas for energy saving tips you might need during your project.
- Make sure you keep safe. When your project involves activities outside of your home, you should carry out a risk assessment and ensure you have appropriate adult supervision if you're under 18. [Click here](#) to download tips and a template risk assessment form.
- At the end of each week, update your Activity Log to keep a record of what you've done and save any photos, videos or other materials you've produced. Download an Activity Log to fill in by [clicking here](#).
- When you finish your project, complete the [End of Project Survey](#) and send information about what you've done, along with your photos, videos and materials produced, to [energyenvoys@nef.org.uk](mailto:energyenvoys@nef.org.uk) to claim your Energy Envoy Certificate from the National Energy Foundation.
- Remember you must spend a minimum of **one hour per week** volunteering for the time required at your level for it to count towards your Bronze, Silver or Gold Award.

## Tracking your progress

At the end of your project you'll need to report the number of people you've engaged. This will include people given advice about energy, reached by social media, attending events and presentations, and engaged about energy in any other way! You may also be able to calculate the amount of energy, money and carbon saved through your project. Here's what you should do:



## Week 1-3



If you haven't already, make sure you've completed the three week [Energy Tutorial](#) first to get lots of ideas and tips that will help you with your energy saving project.

## Week 4



Start your project by thinking about where you could run your Energy Saving Competition. Discuss your ideas as a group or brainstorm on your own. You could run the competition between different groups at your DofE centre, your school, feeder primary school or college, a local business (e.g. a local shop or café) or in your street, but it can't be within your own home (otherwise it won't count as volunteering to help your community!).

Compare your ideas by considering the pros and cons of each. Factors to think about might include:

- Location – how will you get there?
- Point of contact – who will you need to talk to?
- Permission – would they be happy for you to run an Energy Saving Competition?
- Access to the building(s) – can you easily visit to run the competition?
- Anything else?

By the end of the session you should have decided where you're going to run your Energy Saving Competition and which groups you'll engage to participate in the competition. Talk to the person in charge of the building(s) about your project and make sure they are happy for you to run the competition there before the next step. Why not take a copy of this guide with you to explain the project to them? Remember to mention that the purpose of the project is to encourage energy to be saved in the building, which could save them money.

Don't forget to keep a record of what you've done and the number of people you've engaged, and save any photos, videos or other materials you've produced.

## Week 5



Plan the tasks that need to be completed to deliver the project. The project will include the tasks below, but there might be other things you want to do to prepare and run your competition.

- Arrange which groups are going to participate in the competition, if you haven't already.
- Design a quiz and an energy saving checklist which you'll use to judge the competition.
- Develop materials to publicise the competition before the event (so people know it's happening!) and after the competition (to share your achievements).
- Visit the building(s) to run the competition, filling in the energy saving checklists and recording the quiz answers.
- Assess the energy saving checklists and quiz answers to decide the winner of the competition.
- Announce the winner and share the results of your competition.
- Consider whether you need to recruit any extra helpers or volunteers to help produce materials or to run the competition on the day.
- Anything else?

By the end of this week you should have agreed who is going to do what (if you're volunteering as part of a group), planned and agreed a date and time for the visits when you'll run the competition and decided how you're going to announce the winners. The best time to run the competition is likely to be at the start of the day before most people arrive in the building, during a lunch hour or break time, or at the end of the day – this will enable you to assess what lights and electrical appliances have been left on when no one is using them. You'll also need to arrange to meet with the group to quiz them on their energy knowledge. Will you arrange an awards ceremony to present certificates to the winners and other participants?

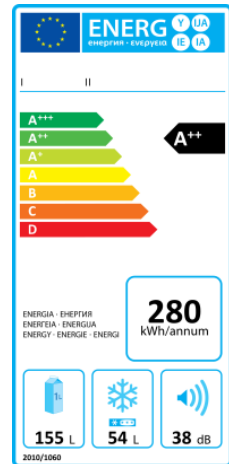
## Week 6



It's time to design a simple checklist that you'll use to judge the competition. You'll take this with you to fill in when visiting the building(s) to run the competition in Week 10. Here are some ideas for energy saving measures to record in your checklist:

- Lights
  - Number of lights switched on when not needed
  - Types of light bulbs used

- Electrical appliances
  - Number of appliances switched on or on standby when not in use
  - Energy ratings of appliances. If there is an energy rating on the appliance, it will look like the diagram opposite. Refer back to the [Energy Tutorial](#) if you need a reminder about EU energy labels.
- Heating
  - Room and corridor temperatures (can you take a room thermometer?)
  - Number of radiators with and without thermostatic radiator valves
  - Thermostat settings (e.g. timer and temperature settings)
  - Number of external doors or windows open with the heating on
- Hot water
  - Temperature of hot water cylinder thermostat and amount of insulation around the hot water cylinder (in millimetres). You must be supervised by the caretaker or another responsible adult when assessing the hot water cylinder.
  - Timer setting for the hot water. Make sure you're supervised for this part too. The caretaker could help to answer this question.
  - Number of hot taps dripping or leaking
- Building fabric
  - Does the building have cavity walls or solid walls?
  - Are the walls insulated? The caretaker could help to answer this question.
  - Is the roof/loft insulated? If yes, what is the thickness of the insulation (in millimetres)? The caretaker could help to answer these questions.
  - Does the building have single, double or triple glazed windows and external doors?
- Behaviour
  - How many verbal reminders (e.g. instructions given by a teacher) or visual reminders (e.g. posters or stickers) have you noticed about saving energy?



You might find it useful to revisit the [Energy Tutorial](#) for a reminder of how to answer some of these questions. The Tutorial might also give you more ideas for other things to include in your checklist. Think about how much time you'll have to carry out the checks so you don't make the checklist too long or too short.

Remember that if a room is in use when you visit, lights and appliances might be switched on for a reason and it would be unfair to mark them down for this. It's likely to be easier to arrange to fill in the checklist when rooms are empty and everything should be switched off to make it a fair competition.

## Week 7



Next, design a quiz for each group to test their level of energy awareness – refer back to the [Energy Tutorial](#) to get ideas for energy facts you could test their awareness of.

## Week 8



Use this week to prepare materials to publicise the competition, as well as certificates for the winners and the runners up (make sure everyone feels included by having certificates for participating). You could prepare materials to publicise the competition using Twitter, Facebook, your school or DofE centre website, posters, the local newspaper, a dedicated noticeboard or webpage, or organising a presentation to launch the competition. Why not develop a logo, tagline and name for your competition to make it more memorable?

Also prepare how you're going to explain the competition to the groups who will be competing. They will need to know how you will run the competition, what will happen on the day, how they will be judged and when and how you will announce the winner. You could arrange to visit the groups next week to explain it to them or give them a document that summarises the information.

## Week 9



Now that you have all your promotional materials ready, it's time to spread the word about the competition so people know what's happening and to build up the anticipation. You could be displaying posters, posting on social media, sharing an article you've written or giving a presentation. Remember to explain the competition to the groups who will be competing!

## Week 10



This week, the competition will take place. Visit each of the places in turn, filling in your energy saving checklists as you go and quizzing each of the groups to test

their energy awareness. If you're volunteering as part of a group, you could do this in pairs or small groups. Make sure you use the same checklist and quiz questions for each group so you can compare the results to reveal the winner.

Keep your eyes peeled and double check your checklist and quiz questions to make sure you don't forget anything. Remember to take lots of photos or videos to record the memories and make a note of the number of people you engaged.

## Week 11



Well done for running your Energy Saving Competition! Now it's time to find out which group won. Compare the checklists and quiz scores for each group and rank them from best to worst. It might help to revisit the [Energy Tutorial](#) to decide which group's energy saving measures were best. You now have a winner!

Prepare everything you need for announcing the winner and sharing the message about your project next week. You should have certificates ready for the winning group and for the other groups that participated. Plan feedback to give for each group, including something they did well and areas for improvement, as well as an explanation of the correct answers to the quiz questions. If you're holding an awards ceremony to announce the winner, prepare what you're going to say and confirm the plan for the ceremony. Remember to give an introduction about what the competition was about and how it was organised and judged. Try to make it fun and positive – you want people to feel motivated to save energy, not guilty for using it!

Also prepare some material to share with the wider community to spread the message about your project. Maybe you could use the school newsletter, social media, give a talk to your class at school or contact the local newspaper.

## Week 12



This week you'll announce the winner of the competition and provide feedback for each group, as well as sharing the message about your project with the wider community. You could be holding an awards ceremony, giving a presentation, promoting an article you've written and using social media. Try to share your achievements as widely as possible!

And finally, don't forget to thank all the people who have helped you with your project.



## Week 13



Congratulations on completing your energy saving project! It's time to evaluate your project and reflect on your achievements by filling in the End of Project Survey. To claim your Energy Envoys Certificate from the National Energy Foundation, please fill in the survey by [clicking here](#) and send your photos, videos and other materials produced to [energyenvoys@nef.org.uk](mailto:energyenvoys@nef.org.uk).

Thank you for volunteering with us!