

Energy Saving Competition

About this project

This guide is for a **6 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 four different groups to be able to decide a winner of the competition. You will then hold an awards ceremony to announce the winner.

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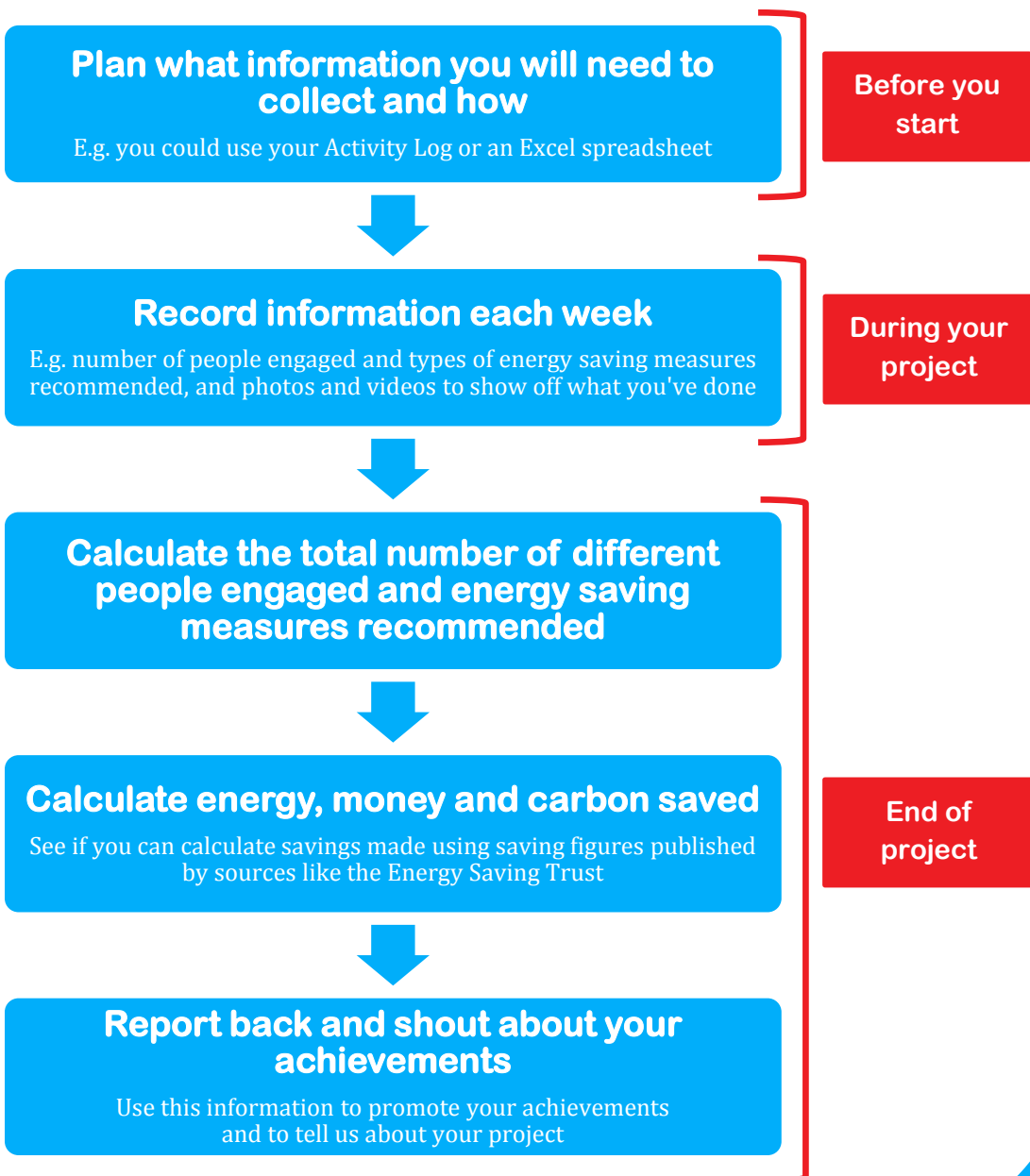


How to use this guide

- 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 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 four groups which could compete against each other during your Energy Saving Competition. This could be four different groups within a particular place (e.g. classes or departments) or four different places competing against each other (e.g. DofE centres, high schools, primary schools, colleges, shops, cafés, houses in a street or whole streets), but it can't be within your own home (otherwise it won't count as volunteering to help your community!). Discuss your ideas as a group or brainstorm on your own.

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 brainstormed a few options for the four groups which could compete against each other during your competition. You'll need to contact them next week to see if they're happy to take part.

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



Use this week to contact the four groups which you would like to invite to compete in your Energy Saving Competition. Talk to the person in charge of the group 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.

You could also contact your local authority or local businesses to see if they would like to be involved in the competition by offering prizes. Some local authorities have energy saving gadgets available which would be great to award as prizes to participants.

Week 6



Next, 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.

- 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).
- Organise an awards ceremony to announce the winner of the competition.
- Visit the groups 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 at the awards ceremony and share the results of your competition with the wider community.
- Consider whether you need to recruit any extra helpers or volunteers to help run the competition on the day or to organise the awards ceremony.
- 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). You'll need to contact the groups over the next two weeks to agree dates and times for the visits and to arrange the awards ceremony.

Week 7-8



Use these two weeks to contact the four groups who will compete against each other to agree dates and times for your visits and to arrange the awards ceremony.

Weeks 14-17 are set aside for you to visit each group (one group per week for four weeks), but don't worry if you have to change these timings – the dates and times you

choose will depend on when the groups are available for you to visit. The best time to fill in your energy saving checklist 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 equipment and lights 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.

Try to arrange the awards ceremony to take place a couple of weeks after you run the competition, so you have time to decide the winner and to prepare for the event. Factors to think about include:

- Location – where will you hold your awards ceremony? It could be at your DofE centre or where one of the groups participating in your competition is based.
- Date, time and room – you’ll need to meet with the person who is in charge at your chosen venue to arrange a date, time, room and any other logistics.
- Guests – who will you invite to the awards ceremony? As well as the groups who competed, you could invite their parents, teachers and classmates. You could also invite a local newspaper or even have the event open to the public. What about inviting a speaker from your local authority, a community group or other organisation to talk about energy and sustainability?
- What else could your awards ceremony involve?

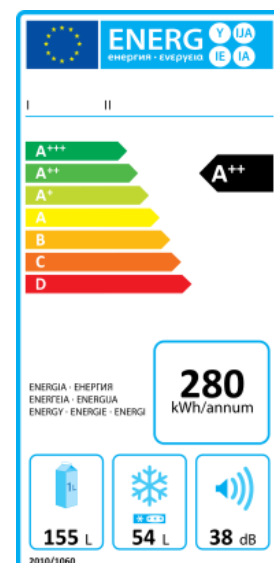
Week 9



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 four groups to run the competition during Weeks 14-17. 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 10



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

Week 11-12



Use these two weeks to prepare materials to publicise the competition and the awards ceremony, 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 and awards ceremony using Twitter, Facebook, your school or 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 13



Now that you have all your promotional materials ready, it's time to spread the word about the competition and awards ceremony 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 14-17



Over the next four weeks, visit each of the groups to run the competition (one group per week for four weeks). During your visits, fill in your energy saving checklists and record each group's answers to your energy quiz. If you're volunteering as part of a group, you could do this in pairs or small groups.

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 show what you've done and make a note of the number of people you engaged.

Week 18



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!

Week 19



Prepare everything you need for announcing the winner at your awards ceremony 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. Prepare what you're going to say on the day – 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 a short feedback form or questionnaire to hand out at the awards ceremony so you can get feedback about your Energy Saving Competition from those who participated. You could include questions about what they learned, what they're favourite part was, whether there's anything that would have improved it and if they're now more likely to take steps to save energy as a result of their involvement. Multiple choice questions will enable you to compare and collate your answers more effectively.

Week 20



This week you'll announce the winner of the competition and provide feedback for each group at the awards ceremony. Good luck!

Try to get as many people as possible to fill in your feedback form and keep hold of all the responses so you can review them later. Remember to take lots of photos or videos to record the memories and make a note of the number of people you engaged. Thank all the people who helped, especially any other volunteers who gave up their time to make it a success.

Week 21



This is a reflection week. Reflect on how your Energy Saving competition and awards ceremony went and the feedback you received from those who participated in the competition. What went well and what would you do differently if you did it again? Did the competition make people more energy aware? Make notes in your Activity Log.

Week 22-23



It's time to share your achievements with your wider community. You might have already started planning this, but if not, decide how you'll share the message about your project and with who. You could deliver a talk for your wider community, use social media, contact the local newspaper or write an article for a newsletter. Remember to explain why your project is important in terms of helping people to improve how they use energy, describe what you've done and the impact of your project.

Use these two weeks to prepare materials for this and to make any necessary arrangements. Make sure you've made a note of your key points and print off anything you need. Copies of the photos and videos you've taken will help to bring it to life.

Week 24-25



During these two weeks you will share your achievements with your community. You could be giving a presentation, promoting an article you've written or using social media to spread the message about your project. 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, especially any other volunteers who gave up their time to make it a success.

Week 26



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 Envoy 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.

Thank you for volunteering with us!