

Section 1: General Event Information

| Field | Guidance |
|----------------------------------|---|
| School Name | <p>If it's the first time your school is using the form, choose the option "Register a New School". If you do this, another field for entering the school name appears where you can type the full name of the school</p> <p>Otherwise, if you have already used the form, select your school name from the drop-down menu.</p> |
| Event Name | Specify the title of the event (e.g., Sports Day, Science Fair). |
| Event Date | Use the format MM-DD-YYYY. Example: -05-09-2025 (For 9 th May 2025) |
| Event Duration | Mention the total event duration in hours. |
| Participant Count | Include all attendees: students, teachers, staff, and visitors and provide an estimate |
| Contact Person Name/Phone/Mobile | The principal might identify a person in charge for this initiative. Their details, like name, mobile and emails, to be provided in the form in the respective fields |

Section 2: Energy Consumption

| Field | Guidance |
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| Electricity Type Available | In most cases, Grid will be chosen. In cases where schools have implemented solar or hybrid forms, please choose the appropriate type. |

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| Electricity Usage Estimation (Units): | Provide total estimated units (kWh) consumed during the event. |
| Generator Type Available | Mention generator fuel type (e.g., diesel) |
| Generator Fuel Usage Estimation (Liters): | Mention estimated fuel usage. |

Section 3: Event Logistics and Travel

This section will have to be filled by the school coordinator. To do this, the coordinator might need access to data from different participants - teachers/students/visitors, etc. For this purpose, Google form for data capture can be created with questions as mentioned below.

Google Form Details: (to be designed and circulated to all participants)

- Name of the participant:
- Distance From Home to Event Venue:
- Mode of Transport: Public Transport / Carpooling / Private Vehicle / Bicycle or Walk
- If carpooling was done, mention the number of people sharing the ride:
- For Private Vehicle & Carpool users, mention the fuel used in transport: Diesel / Petrol / CNG
- For Private Vehicle & Carpool users, mention the approx mileage of the vehicle (km/litre): s

Note: In the case of students/teachers sharing vehicles, only 1 user should fill this form and indicate the count of others sharing the vehicle.

Now, using the details provided by participants, you can calculate their fuel consumption as given below:

- Use total distance from home to event venue divided by average mileage of vehicle.
- For e.g. if the distance travelled was 15 km one way, total distance is $15 \times 2 = 30$ km. If the vehicle used was a petrol car whose mileage is 12 km/litre, then petrol used is $30/12 = 2.5$ litres.
- This data needs to be computed for every user record and corresponding fuel entries have to be added separately. i.e. CNG/Diesel/Petrol to be done separately.

- Here is a sample file doing the above mentioned calculations - https://docs.google.com/spreadsheets/d/1glxM75D6O5QM8e5NLBjAb4W0aapHs_L7oBMoTpNeGXo/edit?usp=sharing

| Field | Guidance |
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| Fuel Consumption (Litres) | <p>Provide the total fuel consumption expected at the event - including both:</p> <ul style="list-style-type: none"> • School's vehicle consumption - which can be calculated by keeping and summing up the amount from the petrol pump bills. • Participants' vehicle consumption - You can use the above mentioned method to calculate this. |
| Number of participants using various transport modes | Enter the number of participants using each mode: Public Transport / Carpooling / Private Vehicle / Bicycle or Walk. Totals should match total participants. |

Section 4: Waste Management

| Field | Guidance |
|-----------------------------------|--|
| Waste Segregation Plan | Indicate if a plan was in place (Yes/No). |
| Composting/Recycling Availability | Mention whether composting or recycling was practised during the event (Yes/No). |
| Estimated Waste Sent to Landfill | Approximate waste (in kilograms) that was not composted or recycled. |

Section 5: Other Efforts

Feel free to mention any other ideas you are planning to implement (or you have implemented) in your event to make it a carbon conscious event.