**Ocean Park Conservation Foundation, Hong Kong**

**Juvenile Horseshoe Crab Rearing Programme 2017 – 18**

 **Introduction & Application Form**

**Introduction**
Since 2009, Ocean Park Conservation Foundation, Hong Kong (OPCFHK) has joint hands with the City University of Hong Kong (CityU) to organise the **Juvenile Horseshoe Crab Rearing Programme**. Through engaging in various horseshoe crab conservation activities, such as hand-raising the artificially-bred horseshoe crabs and initiating educational activities, this programme aims at boosting students’ interest in this living fossil as well as their awareness in Hong Kong biodiversity. We now invite interested secondary schools to take part in this programme so that these animals may continue to thrive in the wild and more people would learn about the species.

The objectives of this programme include:

* Enhancing public awareness of conservation of horseshoe crab and its habitat;
* Providing first-hand learning experience for students in understanding the biology and behaviour of juvenile horseshoe crabs through rearing and assisting in educational activities;
* Fostering conservation action of students

**Programme Details**

The programme will be divided into several parts: **1. Horseshoe Crab Rearing, 2. Promotional Campaign, 3. Mudflat eco-tour, 4. Conservation Seminar** and **5. Wild Release.** They will be conducted from October 2017 to August 2018.

1. *Juvenile Horseshoe Crab Rearing*

Each participating school could choose to start rearing juvenile horseshoe crabs in **November 2017 or February 2018**. Horseshoe crabs will be released to a designated location in early July or late August 2018. In the briefing and workshop, CityU will explain rearing guidelines; they will also provide technical support and conduct school visits. OPCFHK will provide subsidy on necessary equipment and baits.

1. *Promotional Campaign*

In order to encourage the schools to help raise the awareness among students in schools and the community, additional subsidy will be provided to the selected schools to organise such promotion campaigns. Please **submit your activity proposal** together with your application for selection. Besides, OPCFHK also encourages students to make good use of online platform and social media to share their experience gained in the programme. All participating schools will have to post or update their progress on rearing or promotional campaign at least one time on programme Facebook page. In addition, OPCFHK will provide a rearing record book for each participating school to record the growth of the horseshoe crabs and the progress of educational activities. Certificates of appreciation will be presented to schools and students upon the completion of this programme.

1. *Mudflat eco-tour*

As a new element to the Programme this year, OPCFHK will organise an eco-tour to either Tai Tam Tuk (on Hong Kong Island) or Ha Pak Nai (in Yuen Long) for teachers and students to learn about the habitat of horseshoe crabs in Hong Kong. The tour is free to all participating schools and the tour location is to be decided by schools.

1. *Conservation Seminar*

Upon request, OPCFHK would arrange conservation seminars at schools to spread out wildlife conservation messages. The confirmed time and topic will be discussed with teachers after selection process.

1. *Wild Release*

OPCFHK will lead participating schools to release the reared horseshoe crabs back to their habitat.

**Rearing Programme Timetable**

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| --- | --- |
| 30 September 2017 | Application deadline |
| 17 October 2017 | Announcement of successful applications |
| 21 October 2017 | Horseshoe Crab rearing briefing and workshop |
| Late November 2017 till Wild Release ORLate February 2018 till Wild Release | Rearing juvenile horseshoe crabs and promotion campaigns in schools |
| 3 February 2018 | Mid-term sharing activity |
| 14 July 2018 | Finale sharing and The Best “Nanny” Competition |
| 10 July and 25 August 2018 (tentative) | Horseshoe crab wild release |

**Application Details**

All registered secondary schools in the HKSAR are welcome to join this Rearing Programme. To help save paper and to protect environment, please fill in the application form attached below, and email the application form to candy.gw.lee@oceanpark.com.hk. **The deadline for applications is 30 September 2017**. Representatives from OPCFHK and CityU will review each application and may conduct school visits and meet with the schools’ teachers and students. After reviewing all applications, OPCFHK will select at most 30 participating schools. **Result will be announced on 17 October 2017** on our Horseshoe Crab Rearing Programme Facebook page (@horseshoecrab2012).

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| **Download Application Form (WINDOWS Doc, English version):** <http://www.opcf.org.hk/HSC1718-form-ENG>**Download Application Form (WINDOWS Doc, Chinese version):** <http://www.opcf.org.hk/HSC1718-form-CHIN>**Facebook Page:** [www.facebook.com/horseshoecrab2012](http://www.facebook.com/horseshoecrab2012) |

**Important Notes**

1. Participating schools should make sure that students or staff will be available to monitor and take care of the horseshoe crabs on a daily basis, including school holidays.
2. Participating schools should send representatives to attend all related workshops and events.
3. Participating schools have to submit growth records of the horseshoe crabs as well as promotional activities records on a monthly basis. All records have to be returned to OPCFHK before the programme ends.
4. OPCFHK makes all final decisions relating to this programme and reserves the right to reclaim all equipment and horseshoe crabs if deemed necessary.

**Enrollment and Enquiry**

**Ms. Candy Lee**

Senior Community Education Officer

Ocean Park Conservation Foundation, Hong Kong

Tel: 3923 2079 Email: candy.gw.lee@oceanpark.com.hk

[www.facebook.com/horseshoecrab2012](http://www.facebook.com/horseshoecrab2012)



Organiser:

Professional Support:

Application deadline: 2017.9.30

**Ocean Park Conservation Foundation, Hong Kong**

**Juvenile Horseshoe Crab Rearing Programme 2017 - 18**

Application Form

In order to ensure the accurancy of information, and to keep it environmentlly friendly, OPCFHK encourages applicant schools to fill in this form using computers and return the form through emails. At the same time, OPCFHK reminds all schools and teachers please sign at the siganture column on the last page. Any forms without signature may be disqualified.

**Applicant Details**

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| **School Details** |
| School Name: |  |
| School Address: |  |
| School Phone No.: |  |  | School Fax No.: |  |  |
|  |
| **Teacher-in-charge details:** |
| Name & Title: |  |  | Mobile No.: |  |  |
| Email: |  |  |  |  |  |
| No. of Participating Students: |  |  | Student Class: |  |
| Is the teacher-in-charge the same as the one who is filling in this form? □ Yes □ No*\*OPCFHK may contact the teacher-in-charge above to further enquire your application, so please make sure all information provided above is correct.**\*\*Person in charge of the Programme in your school must be a school teacher or staff, students in charge will not be accepted.* |

**Other Information**

1. **Please state your reasons (in 200 words or less) for applying for this programme and the learning objectives of your students in taking part in this project.**

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1. **Please state how our programme incorporates the mainstream syllabus of science or other subjects in your school.**

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1. **Please describe the teacher-in-charge’s experience in doing similar campaigns if any:**

□**Greening school**  □**Education campaign about environmental protection**

□**Student green ambassador/leadership programme** □**Student activities themed in wildlife conservation**

□**Keeping pets/other animals at school** □**Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

□**Haven’t joined any similar campaigns**

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1. **Please describe the proposed location where the juvenile horseshoe crabs will be reared:**

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1. **Please describe the structure and job allocation of your school’s rearing team, including all teachers and students involved in rearing and promotion campaigns.**

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1. **Which period would you like to start rearing?**

**□ November 2017 □ February 2018 (After Lunar New year) □ No preference**

1. **Which period would you like to end rearing? □ July 2018 □ August 2018 □ No preference**

\* You will need to feed the horseshoe crabs and monitor the water at least once in two days. Please consider if your school could make special arrangement during long holidays including Lunar New Year Holiday, Easter Holiday and Summer Holiday.

1. **Please specify how your school could support the daily rearing operation during long holidays:**

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1. **Please submit your educational activities proposal using the template in the appendix, describe one of the promotion activities from your proposal, and state how this activity achieves the learning objectives as stated in Question 1.**

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1. **Would you like to organise a seminar on wildlife conservation? □ Yes □ No**

\*\*\* OPCFHK may offer free seminars on wildlife conservation to interested schools. If you are also interested in organising a talk for students, please choose “Yes” and OPCFHK will email the teacher-in-charge for further discussion and arrangement.

1. **Have you joined Juvenile Horseshoe Crab Rearing Programme before? □ Yes □ No**

**Application Details**

All registered secondary schools in the HKSAR are welcome to submit their application form by email to candy.gw.lee@oceanpark.com.hk. **The deadline for application is 30 September 2017**. Representatives from OPCFHK and CityU will review each application and may conduct school visits and meet with the schools’ teachers and students. After reviewing all applications, OPCFHK will select at most 30 participating schools. Result will be announced on 17 October 2017 on our Horseshoe Crab Rearing Programme Facebook page (@horseshoecrab2012).

**□ I have read and agree with the below declarations:**

* I confirm that all information provided is true and valid.
* I understand that OPCFHK shall have the final decision with regards to this application.
* I ensure students’ availability in monitoring horseshoe crabs’ condition daily, including school holidays.
* I understand the rearing system for this programme is set up by our school under professional advice from CityU. Our school will ensure the safety of all school participants in this programme and manage the maintenance and operation of the system. We will assume full responsibility for any accident that may occur as a result of using the system.

**Personal Information Collection Statement**

I/We have also read the Personal Information Collection Statement (attached below) of Ocean Park Conservation Foundation, Hong Kong ("OPCFHK"), including the information about the use of my/our personal data in direct marketing. I/We understand that I/we have the right to opt-out from such direct marketing by ticking () the box below. If I/we do not tick the box, OPCFHK may use my/our personal data (primarily my/our name and contact details) in direct marketing products, services, activities and other subjects to me/us (primarily consumer products and services offered by OPCFHK or its business associations or partners) as more particularly set out in the Personal Information Collection Statement.

🗆 Please do NOT send direct marketing information to me/us.

Teacher-in-charge’s Signature:

Teacher-in-charge’s Name (In Block Letters):

Date:

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Appendix

**Juvenile Horseshoe Crab Rearing Programme 2017-18**

**Proposal of Promotion Campaign in Your School/ Community**

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| --- | --- |
| **School Name：** |  |
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| --- | --- | --- | --- | --- | --- |
| **Campaign Name** | **Content/Format** | **Suggested Date/Period** | **Target Audience** | **Estimate number of participants** | **Cost** **(Organiser will partially or fully sponsor the campaign)** |
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| Points to note:* If the target audience of a particular activity is all students from your school, please input the number of students under the column of ‘estimated number’.
* Please input the expected cost of all activities in the last column. If your application and proposal is accepted, OPCFHK will decide the sponsor amount depending on the contents listed in this proposal.
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******Enrollment and Enquiry**

**Ms. Candy Lee,** Senior Community Education Officer

Ocean Park Conservation Foundation, Hong Kong

Tel: 3923 2079 Fax: 2553 5840 Email: candy.gw.lee@oceanpark.com.hk

[www.facebook.com/horseshoecrab2012](http://www.facebook.com/horseshoecrab2012)

**Ocean Park Conservation Foundation, Hong Kong ("OPCFHK" or "we")**

**Personal Information Collection Statement**

Our collection of your personal information in this case is for the reasons set out below and we aim to process and hold such information on the basis of the guidelines and principles set out in this Statement and in our Privacy Policy Statement which applies generally to information held by us. We seek to comply fully with the provisions of the Personal Data (Privacy) Ordinance (Chapter 486) of the laws of Hong Kong.

We have created this Statement in order to demonstrate our firm commitment to your privacy and to disclose our information gathering and dissemination practices.

**Manner of Collection**

We primarily collect personal information directly by requesting that you complete forms or questionnaires, and also in connection with provision of services, activities or facilities to you at your request.

We may also collect information regarding your internet protocol address, browser type, domain name and access time.

**Personal Data which may be Collected**

From time to time, it is necessary for you to supply us with different categories of personal information in connection with our provision of services, activities and facilities, depending on the nature of the services, activities and facilities offered. The personal information we collect may include (but not limited to) your name, age, title, position, address, contact number (including mobile phone and fax numbers) and email address. The personal information may also relate to other persons relevant to the information, services, activities or facilities you have requested, for example, personal information of your children or other family members. The provision of personal data or any information is voluntary, but any failure to supply the necessary personal data or information requested may result in us being unable to process your requests or provide the services, activities and facilities requested by you.

Certain education or other programmes or activities offered by us are group activities and there are chances a participant may be photographed by our staff or other participants of such activities or guests within the group. It is therefore a condition that each participant of such activities unconditionally agrees to be photographed by our staff or other participants or guests during the course of the activities. Submission of the application to participate in the relevant activities constitutes the acceptance of this condition by the applicant.

We may also generate and compile information about you. Personal data and other information provided by you or generated and compiled by us about you from time to time is collectively referred to as "Your Information".

**Use of Your Information**

We will take all practicable steps to destroy your personal data within three years after the activity. However, where you consent or do not object to the use of your personal data in direct marketing, we may continue to retain and use your personal data (primarily your name and contact details) in direct marketing products, services, activities and other subjects to you until you opt out from direct marketing at any time.

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| We may use Your Information for one or more of the following purposes from time to time:  |
| (i)  | providing and processing applications or requests for services, activities and facilities, including but not limited to handling of donation, applications for conservation or education programmes and activities, and applications for Friends of the Foundation Membership, operation of our website and matters relating to the administration, management, operation and maintenance of the same;  |
| (ii)  | communicating with you, including but not limited to responding to your requests for information, services, activities and facilities;  |
| (iii)  | designing and offering contests, games, lucky draws, promotions, surveys and/or events;  |
| (iv)  | enabling you to send e-mails, e-cards of preferred pages from our website to friends;  |
| (v)  | marketing products, services, activities, facilities and other subjects (please see further details in "Use of Your Information in Direct Marketing" section below and you may opt out from receiving marketing information);  |
| (vi)  | tailoring your experience at our website, showing content of interest, displaying the content according to your preferences by use of demographic information which is shared with advertisers on an aggregate basis (without revealing the identity of individual user of our website);  |
| (vii)  | diagnosing problems with our server and administering our website by use of your Internet Protocol address;  |
| (viii)  | conducting internal statistical research and analysis;  |
| (ix)  | making disclosure when required by any law, court order, direction, code or guideline applicable in or outside Hong Kong;  |
| (x)  | investigating and handling complaints or cases involving OPCFHK, or any of our guests, donors or website users; and  |
| (xi)  | preventing, detecting or investigating suspicious or illegal activities.  |

If personal data is to be displayed after collection, e.g. in announcing contest winners details, due care will be given to anonymize it and to advise you in advance.

**Disclosure of Your Information**

We value all personal information received and do our best to maintain its privacy. Except with your prior consent or as required by law, we will not transfer or disclose Your Information to any third party except that we may transfer or disclose Your Information in or outside Hong Kong as stated below (and we will not transfer Your Information to another party for it to use in direct marketing):

|  |  |
| --- | --- |
| (i)  | our subsidiaries, associated companies and/or business associations;  |
| (ii)  | any personnel, agent, adviser, auditor, contractor or service provider who provides services or advice to us in connection with our operations as required to enable us to provide, or assist us in providing, the services, activities or facilities you have requested;  |
| (iii)  | if you consent or do not object to our use of Your Information in direct marketing (please see further details in "Use of Your Information in Direct Marketing" section below), our marketing communications and operations partners with whom we share information for the purpose of providing you with special offers and information;  |
| (iv)  | any person under a duty of confidentiality to us; and  |
| (v)  | any person to whom we are required to make disclosure under any law, court order, direction, code or guideline applicable in or outside Hong Kong.  |

You should note that as we have no control over the acts of any third party that is not our agent (e.g. any governmental agency to whom we are required to disclose Your Information), the privacy protection stated in this Statement ceases to apply to any information which has been disclosed to such a third party in accordance with this Statement. We endeavour to deal only with responsible third parties but assume no responsibility for the privacy protection provided by such third parties.

**Use of Your Information in Direct Marketing**

We are allowed to use Your Information in direct marketing only if you consent or do not object.

In connection with direct marketing, we intend:

|  |  |
| --- | --- |
| (i) | to use your name, contact details, customer profiling information, donation record, and services, products and activities portfolio information collected, compiled, generated or held by us from time to time; and  |
| (ii) | to market and promote the products, services, activities, facilities, education programmes, contests, games, lucky draws, promotions and/or events relating to OPCFHK or our business associations and partners, including:  |
|  | * our Friends of the Foundation Membership benefits and other offerings
* family, educational or recreational activities
* news and updates on OPCFHK
 | * special events, charity events or special programmes
* wildlife and environmental conservation
* survey; and
 |
|  | products and services provided by our business associations and partners include:  |
|  | * airline and transportation services
* travel services and products
* food and beverages
* household products
* personal care products
* telecommunications and related products and services
* books and other printed materials
* audio and visual products
* education, toys and children goods and services
* leisure products
* sporting products
* beauty products and services
* fashion and apparel
 | * flowers and hampers
* banking, financial and insurance products
* watches and jewellery
* computers, electronic products and games
* cars and related products and services
* internet and social media services
* real estate property
* shopping malls
* supermarkets and convenience stores
* museums, cultural centres, cinemas and other venues and related programmes, exhibitions, shows and entertainment
* hotel accommodation and hospitality
* vouchers, coupons and gift cards
* charity events
 |

If you do NOT wish us to use Your Information in direct marketing, please tick () the box in the form or inform OPCFHK via telephone to exercise your opt-out right. You may also write to us at the address below, call us at (852) 3923 2217 or contact us via the contact information provided in our direct marketing materials to opt out from direct marketing at any time.

**Data Access and Correction**

You are entitled to access any personal data we hold about you, and if applicable to correct or update it. You also have the right to request details of our [privacy policy](http://www.opcf.org.hk/en/footer/privacy) and the types of personal data we hold. If you wish to exercise any such right, please send an e-mail to our Senior Membership & Event Officer at opcf@oceanpark.com.hk or write to:

Senior Membership & Event Officer
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Ocean Park, Aberdeen, Hong Kong
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