

# Green Impact

## How to fill out the case study form

The screenshot shows the top portion of the case study form. At the top is a header bar labeled 'Green Impact – Case study'. Below it is a light blue bar labeled 'A'. The main form area has a white background. It starts with a field labeled 'Name of institution' with a light blue bar below it labeled 'B'. This is followed by a larger light blue area labeled 'C' for 'Background'. Below that is another light blue area labeled 'D' for 'Highlights'. The bottom section is divided into two white boxes, each containing a small image icon and labeled 'E'. At the very bottom of the form, there is a field labeled 'F' with an image icon, and the ACTS green impact logo.

The screenshot shows the bottom portion of the case study form. It features a large light blue area labeled 'G' for 'Description'. At the bottom of the form, there are three small light blue bars labeled 'H', 'I', and 'J', corresponding to 'Name', 'Email', and 'Date' respectively.

- A** Case study title: Give it a catchy, short name
- B** Name of institution: Title of your institution
- C** Background: Give a bit of history which can include the Green Impact team name, number of years participating in Green Impact, award level (if applicable) etc.
- D** Highlights: Short, sharp bullet points highlighting your case study; for example, "Work as a team to achieve Silver award".
- E** Images: Upload two images
- F** Institutional logo: Upload institutional logo
- G** Description: Here you will write the bulk of your case study. Identify any problems that have risen and how did you dealt with them and any recommendations you suggest to other institutions.
- H** Date: dd/mm/yyyy
- I** Name: Contact's name
- J** Email: Contact's email