

# Hoffman Estates Green Business Recognition Program

## Fact Sheet and Application Instructions



### **What is the Green Business Recognition Program?**

The Hoffman Estates Green Business Recognition Program (GBRP) is a new program designed to spread community awareness and recognize local business leaders focused on sustainable practices.

### **Who can participate in the Program?**

This is a voluntary program open to all businesses located within the Village of Hoffman Estates.

### **Why should my organization participate in the Green Business Program?**

- It's FREE! There is no fee to apply to become a recognized Green Business.
- Voluntary Participation: The program is designed to increase community awareness of sustainable practices and the local business leaders acting as examples by implementing these practices.
- Better Image: Your community image is enhanced through Green Business recognition.
- Save Money: Saving energy, water, raw materials, and sending less trash to the landfill saves you money.
- Education: Learn about new opportunities to save money and help the environment.
- Free Advertising: The program promotes your business to the public and other businesses for free.
- "Outstanding" Green Businesses may receive special recognition and publicity.

### ***Upon the completion of minimum requirements and acceptance into the program, your business receives:***

- A Certificate of Recognition
- A window cling designating program recognition
- A "Green Business - Hoffman Estates" logo for use in business promotions
- Recognition on the Village website and in the Village newsletter, *The Citizen*

Businesses that are exemplary may be selected for additional recognition. Program participants are not required to be Chamber of Commerce members.



## How to become a Recognized Green Business:

Applications are accepted year round. Please visit [www.hoffmanestates.org/green](http://www.hoffmanestates.org/green) to download the application. If you require a complete printed application, contact Ashley Monroe at 847-781-2669 or [grow2green@hoffmanestates.org](mailto:grow2green@hoffmanestates.org). An official notice of a submission deadline will be given on the website. Information on recognitions will be released at a later date. Each “membership” is good for a period of one year.

### The application is a short three-step process:

*Step One:* Visit the Hoffman Estates website page, [www.hoffmanestates.org/green](http://www.hoffmanestates.org/green) and follow the Green Business Recognition Program link. The program can also be accessed by the **Business** tab on the main page.

*Step Two:* Print the one page form labeled “Part I” and email the completed form to [grow2green@hoffmanestates.org](mailto:grow2green@hoffmanestates.org), fax it to 847-781-2679, or mail to *Green Business Recognition Program, Ashley Monroe, 1900 Hassell Road, Hoffman Estates, IL 60169.*

*Step Three:* Click on the website’s “Part II” link to complete the application. Please read through the category checklists and mark all of the boxes that apply to your business. Once submitted, the survey will automatically be emailed to the Village. You have the option to modify your survey, even if it has already been submitted. The application survey will take approximately 10-15 minutes to complete.

Applicants who are not awarded a minimum of 35 out of 100 points will receive a response from the Green Initiatives Commission including explanation for not receiving the designation and recommendations for areas of improvement. Applicants who do not achieve the designation are welcome to reapply after they have made improvements to meet program criteria.

Call Ashley Monroe, Green Initiatives Coordinator at 847-781-2269 or email [grow2green@hoffmanestates.org](mailto:grow2green@hoffmanestates.org) if you have questions or need assistance meeting the requirements. There may be rebate and incentive programs available to businesses to assist with facility changes or programs, therefore please consult with [www.hoffmanestates.org/green](http://www.hoffmanestates.org/green) if you are considering upgrades in lighting or other efficiency projects.