



VILLAGE OF HAWTHORN WOODS

**GREEN SEAL OF HAWTHORN WOODS
APPLICATION**

A GUIDE FOR GREEN BUSINESS PRACTICES

- ECONOMIC VITALITY
- ENVIRONMENTAL IMPACT
- SOCIAL BENEFIT



GREEN BUSINESS PROGRAM

The Green Business Program of Hawthorn Woods includes:

Green Business Guidebook

The Green Business Guidebook covers the action items that are necessary for securing the Green Seal of Hawthorn Woods designation. Points and business categories are assigned for each action item.

Green Business Action Resources

The Green Business Action Resources gives more information and links to resources for exploring the completion of each action item. Recommended for businesses that want to learn more about the benefits and costs of each action.

Award Application & Reward Package

The Award Application and Reward Package lays out the Green Seal of Hawthorn Woods reward packages, including the award process, advertising benefits, and promotion guide. Describes the documentation needed to achieve the points for each action listed in the Green Business Guide.

Each document is an important component for providing tools for businesses to use to improve their sustainable development or green performance and certify that performance to potential customers.

The goal of the Green Business Program is to facilitate ongoing education and publicity about the characteristics and benefits of more sustainable businesses and seek collaboration with the business sector to support municipal sustainability.

REWARD PACKAGE

The benefits of receiving the Green Seal of Hawthorn Woods go beyond the benefits of becoming a more sustainable business. Earning the award brings sustainable development to your business and community. The Village of Hawthorn Woods wants to recognize environmental leadership within our business community.

Each business that applies to the Green Business Program and earns their Green Seal of Hawthorn Woods will be entitled to:

A Certificate of Excellence made out to your business with the Mayor's Signature

A presentation of the Certificate of Excellence at a Village Board Meeting

Official announcements made in the village E-Blast, Website, and Facebook Page.

Name of business and contact information listed as a Green Seal of Hawthorn Woods business on the village Sustainability Webpage.

A promotional package for your business with templates for a press release and Facebook/Twitter posts.

A high-quality Green Seal of Hawthorn Woods logo to display on your promotional materials and website.



HOW TO APPLY FOR AWARD

If your business is ready to be recognized for its efforts, please provide all required information below (continues onto next page).

Name of Business: _____

Nature of Business: _____

Full Business Address: _____

Business Phone: _____

Business Email: _____

Business Owner/Contact Person

Name: _____

Phone Number: _____

Email: _____

How many points total is your business applying for? _____

Will your business be applying for additional points based on action items not included in the official Green Business Guide?

Yes: No:

If yes, with your official application include a short description of each additional action, what category the action would fall under, and what you would consider appropriate documentation of its completion.

HOW TO APPLY FOR AWARD

Submission tips and things to know:

- If electronic submission is problematic please feel free to drop off a printed paper application at our dropbox located outside the main doors at Village Hall, 2 Lagoon Drive.
- Submissions are received by Outlook email which has a maximum of 20Mb per attachment. Each attachment (pdf, jpeg, etc.) should be maximum 20Mb.
- Outlook email does not accept zip files. Please send attachments individually.
- If your submission cannot fit into one email for any reason, feel free to send multiple with the subject line reading: [Name of Business] Green Business Program Submission (1/x) with x being the total number of emails included in submission.
- Each attachment should have a name including the action type and number (energy 2, leadership 4, etc.) and a short description of what is being shown (bulk shipments, copy of policy, etc.)
- If additional comments or context is needed for documentation submission, include such in the body of the email. These additions should be formatted like this example:
Energy #2: Our signage is posted in our copier room.

BECOME A GREEN BUSINESS

Please mark in the boxes each action that your business would like to receive points for. The mark also signifies the business has provided the necessary documentation for the points to be awarded.

Documentation must be labelled under the category of action, such as "Waste Management #1" and attached to the application either by email or by mail. Any pictures or documents provided that have not been labelled will not be considered for point assignment.

DOCUMENTATION REQUIRED FOR EACH ACTION ITEM

WASTE MANAGEMENT	DOCUMENTATION
1. Buy products in bulk. <input type="checkbox"/>	Pictures or receipt of bulk shipments.
2. Encourage employees to use reusable cups, plates, utensils. <input type="checkbox"/>	Pictures or receipt of reusable eating equipment.
3. Purchase biodegradable and/or easily recyclable products. <input type="checkbox"/>	Pictures or receipts of products purchased.
4. Composting program leftover bin/produce compost food produce with landscape waste to WM organics <input type="checkbox"/>	Picture of bins.

5. Educate your employees on recycling resources in the community, implement a policy to use them.

Educational resources or copy of the policy.

6. Buy local food produce and products.

List of suppliers including website, phone number, and address.

7. Eliminate individual, single-use bottles of water for employees and guests.

A picture of a water fountain or a copy of a company-wide communication that states a policy that prohibits the use of single-use plastic bottles in vending machines, office events, and personally.

8. Identify one disposable item to be eliminated, switch to a reusable option, or provide only upon request.

A policy, an employee letter, or pictures with an explanation for the switch.

9. Consolidate online shipping products and deliveries to reduce packaging waste.

A policy, a picture of a shipment, or a copy of a receipt.

10. Purchase 3 paper products with at least 30% post-consumer recycled material. (e.g. Printing paper, paper towels, envelopes, notepads, boxes, bags, etc.)

Meet with supplies or procurement department to draft eco paper purchasing policy.

11. Reuse product packaging or work with vendors to minimize and/or take back product packaging where possible.

A copy of a policy or a picture with a description of the waste-reduction, reuse, or take-back program.

12. Eliminate the use of Styrofoam, minimize the amount of packaging, and only provide utensils, napkins, and condiments upon request for to-go orders.

A policy, employee newsletter, or pictures with an explanation of the sustainable "to-go" process.

13. (For restaurants) Provide at least one dish on the menu with a fair trade, organic, or local ingredient.

Pictures of the dish or menu with a description.

14. Provide clear sorting for recycling and achieve a 50% recycling diversion rate.

Completes waste and recycling audit with pictures of labelled bins.

ENERGY

1. Get a free, on-site facility assessment for your business from ComEd, Lake Shore Gas, or a third party and implement at least one recommended action.

The completed facility assessment along with any implemented actions.
Any assessment from the past two years qualifies.

2. Use natural or task lighting, limiting overhead light use.

Picture or copy of signage that reminds employees to use natural lighting.

3. Change the settings on all computers and printers to go into sleep mode after 10 minutes of inactivity.

Picture of settings.

4. Replace 50% of lighting with LED light bulbs.

Photographs, invoices, or receipts of bulbs purchased.

5. Install lighting controls, such as occupancy sensors in spaces of variable occupancy, daylighting controls, or time clocks.

Pictures of energy-efficient lighting controls.

6. Replace and improve your HVAC system.

Bill of purchase and picture of efficient HVAC system.

7. Make a policy requiring the purchase of qualified products such as ENERGY STAR and EPEAT.

Copy of policy and list of qualified products.

8. Purchase renewable energy certificates or carbon offsets from your utility.

Bill of purchase or copy of utility bill.

9. Install Solar Panels per village code.

Pictures of the installed panels.

WATER

DOCUMENTATION

1. Make a policy requiring the purchase of water savings certified qualified products.

Copy of the policy and list of qualified products.

2. Educate employees on water efficiency practices.

Copy of presentation or educational materials.

3. Install low flow faucet aerators on all restroom sinks.

Receipt of brand and model of sink faucet aerators.

4. Replace all pre-rinse spray valves with low flow ones.

Receipt of products and with product name and model.

5. Switch all-purpose cleaning products to low toxic cleaning products.

Receipt of products and with product names.

6. Switch salon sprayers to water-conserving models.

Receipt of products and with product name and model.

MOBILITY

DOCUMENTATION

1. Install EV charging stations.

Picture(s) or catalogued order of charging station(s).

2. Install a bike rack (or have one nearby).

Picture(s) of rack(s).

3. Conduct a survey of employee commute patterns and identify if it would be beneficial to install a bike rack or offer cost-share programs to employees who use mass transit to get to work.

Copy of employee survey with ideas on how to address findings, including figures on program and enrollment numbers.

LEADERSHIP

1. Install an ADA Compliant floor plan, or implement 3 strategies that show you are an accessible business.

List and pictures of accessible features.

2. Implement 3 strategies that show you are an age-friendly business.

List of age-friendly activities and features with pictures.

3. Participate your business in local environmental non-profits and charities.

Pictures from events, collaborations, award certificates, or other sponsorship evidence.

4. Give unserved food to employees or donate it to food kitchens and other community programs.

Proof of donations through email, receipt, or thank you note.

5. Sponsor village special events.

Pictures of events, receipts, or other sponsorship evidence.

NATURAL AREAS

1. Plant native plants around the property or in village provided recycled tree trunk planters.

DOCUMENTATION

List of species included in plantings and pictures.

2. Utilize green infrastructure on your property to decrease the total volume of stormwater runoff.

Picture of green infrastructure on your property.

3. Have your landscape certified as conservation friendly or efficient.

Copy of certification.

4. Display seasonal floral or organic planters around business property.

3 or more sets of pictures of different seasonal décor on property.

5. Keep your business area free of litter and debris.

Pictures of litter pickup efforts and property areas.

6. Volunteer at a village park for a restoration day.

Copy of communication or pictures from event of participants.

To apply to earn the prestigious Green Seal of Hawthorn Woods
Please complete enough actions for a total of 25 points to achieve base recognition.

Submit this application with labelled documentation for each action item to our Sustainability Coordinator through email or by mail:

Robin Grooms

rgrooms@vhw.org

(847)847-3522

2 Lagoon Dr.

Hawthorn Woods, IL 60047



If there are any questions about completing this application, please visit www.vhw.org/530/Sustainability or contact our Sustainability Coordinator with the information listed above.