



2011 Loudoun County Green Business Challenge Scorecard Instructions



Take the Challenge!

The Green Business Challenge is a partnership between the Loudoun County Government and the Chamber of Commerce to encourage Loudoun businesses to adopt environmentally sound business practices. The Green Business Challenge has identified a number of actions businesses and organizations can take to become more energy efficient, implement more sustainable practices, and improve their bottom line. By making this commitment, your business or organization will help Loudoun County ensure a healthy and sustainable quality of life for all its citizens.

Eligibility & Criteria

Any business, non-profit or association whose operations reside in Loudoun County is eligible to fill out the scorecard and participate in the Challenge.

The scorecard is divided into five different categories: Education & Outreach, Energy, Waste, Water, & Pollutants. Points are awarded based on the number of action items achieved, with an opportunity to earn up to five bonus points per category for innovative practices not already addressed within the scorecard. Achievement Awards will be based on the total number of points earned. Achievement awards will be based on business size (small, medium, or large business).

Applications will be reviewed by a committee composed of Loudoun County staff members and the Chamber of Committee Green Business Committee. Businesses selected for certification and/or award may be asked to submit additional documentation supporting the accuracy of their submittal.

Achievement Awards

Achievement Awards are based on the following point system for small, medium, and large businesses:

Achievement Awards	Small Business (< 49 employees)	Medium Business (50 – 999 employees)	Large Business (1000+ employees)
Certification	45-59 points	45-59 points	45-59 points
Silver	60-74 points	60-74 points	60-74 points
Gold	75-89 points	75-89 points	75-89 points
Platinum	90-100 points	90-100 points	90-100 points

Achievement Awards

Certified Green Business

Official recognition by the Board of Supervisors and at the annual Green Gala awards ceremony
Recognition in local newspapers, websites, and newsletters

Silver Green Business

Official recognition by the Board of Supervisors and at the annual Green Gala awards ceremony
Recognition in local newspapers, websites, and newsletters

Gold Green Business

Official recognition by the Board of Supervisors and at the annual Green Gala awards ceremony
Recognition in local newspapers, websites, and newsletters

Platinum Green Business

Official recognition by the Board of Supervisors and at the annual Green Gala awards ceremony
Recognition in local newspapers, websites, and newsletters
Among the businesses that achieve this award, a top winner will be chosen from each business category size (small, medium, large)

Submission Instructions

You will need Microsoft Excel to download the application. Use the following instructions to complete the application:

Step 1:	Fill out the information requested on the "Business Info" tab of the spreadsheet with the exception of the "Affirmation of Accuracy" section
Step 2:	On the "Scorecard" tab, fill in the points for each of your completed action items in the column labeled "Points Achieved" in the spreadsheet. The spreadsheet will automatically calculate your total score and the level for which you will qualify in the challenge.
Step 3:	If you have questions on a particular item, click on the "Help!" tab or the hyperlinked action number such as "EO1" to be directed to links that can help your company achieve each action.
Step 4:	When you are ready to submit your application, go to "Scorecard" tab and fill in the contact information for your point person for the Loudoun Green Business Challenge. Review the numerical results for completeness and accuracy.
Step 5:	Fill out the "Affirmation of Accuracy" section at the end of the "Business Info" tab of the spreadsheet.
Step 6:	Submit your application to the 2011 Loudoun Green Business Challenge by emailing this spreadsheet to greenbusiness@loudoun.gov by August 30, 2011 .

Questions?

Questions can be directed to greenbusiness@loudoun.gov or by calling 703-777-0187.