



AWARDS | 2011

**SUSTAINABLE SMALL BUSINESS OF THE YEAR
ENTRY FORM**

Company Name

Physical Address

Mailing Address (if different than physical address)

Phone Number

Website

Award Category (see "Call for Entries")

Submitted By (Name, Phone, E-mail Address)

By submitting an entry packet, you are confirming that the information reported is accurate to the best of your knowledge. A member of your company's senior management team must give final approval of all entry materials. Please include a signature below.

Approved By

(Signature)

(Name, Position)

(Phone, E-mail Address)

SUSTAINABLE SMALL BUSINESS OF THE YEAR PROJECT STATEMENT QUESTIONNAIRE

Category: Sustainable Small Business of the Year

This award recognizes a small company (up to 100 employees) demonstrating a comprehensive sustainability effort that improves environment, social, and economic performance.

Apply for the Sustainable Small Business of the Year Award

Please answer the following questions in an electronic format. Limit responses to 400 words per question, unless otherwise noted.

1. Number of employees at your company:
2. Describe your company's sustainability efforts in 750 words or less. (When answering, please explain how the company has applied sustainability to its product and service lines, operations, company policies, long-range planning, and workforce development.)
3. Describe your long-term goals in each of the following categories as applied to your company's sustainability efforts. Describe and quantify your progress towards these goals over the last twelve months. (*If a category does not apply, write "N/A".*)

Energy Use:

Water Use:

Materials Consumption:

Polluting Emission:

Product Durability:

End-of-life Issues (*areas to consider: reusability, recyclability, biodegradability*):

Transportation:

Community and Social Impact:

Other:

4. Describe how you have measured and reported your company's progress towards sustainability.
5. Describe your company's overall business performance as a result of your sustainability efforts.
6. Describe how you have communicated your efforts and demonstrated your commitment to the environment to the following audiences: your company, your industry, your supply chain, and the general public.

7. If you had to start over again, what would you do differently?
8. Please list the names, companies and contact information of any key suppliers, customers or other collaborators who were involved in your sustainability efforts.
9. Please list any additional recognition that you have received as a result of your company's sustainability efforts.
10. List any additional company sustainability efforts (i.e. reporting, employee training, awards received, organization policies, memberships, etc.) and explain their impacts.

Send Entry Materials Via Mail or E-mail

Business Sustainability Awards committee

Mail to: IN BUSINESS magazine | 200 River Place, Suite 250 | Madison, WI 53716

E-mail to: events@ibmadison.com

Enclose \$35 entry fee per project per category submission made payable to IN BUSINESS magazine.

Check here if you would like your materials returned.