



# BizRecycling Quarterly Update Report

This form is due along with quarterly BizRecycling Partner invoices. Email your completed report to [info@BizRecycling.com](mailto:info@BizRecycling.com) and cc your BizRecycling contact:

Jon – [Jon.Klapperich@RecyclingAndEnergy.org](mailto:Jon.Klapperich@RecyclingAndEnergy.org)

Rob – [Rob.Murray@WashingtonCountyMN.gov](mailto:Rob.Murray@WashingtonCountyMN.gov)

## Contact Information

Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Organization Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Contact Name \_\_\_\_\_

Email \_\_\_\_\_

Contact Title \_\_\_\_\_

## Successes and Challenges

**In two to three sentences, please provide us with a high-level summary of your activities over the past quarter. Specifically, what went well, what challenges did you face and what assistance can BizRecycling staff or technical assistants provide to help you next quarter?**

## Outreach/Engagement – Quarterly Updates

Please fill in the table below with the approved activities that you completed during this quarter.  
Provide notes to detail the completed activities.

Outreach/Engagement Activity	Value per Activity	Partner Election (# of Activities)	TOTAL COMPENSATION	Notes/Detail - Provide a sentence or two about your proposed activities and how they will be carried out.
Complete four total meetings with Partner contact (one includes technical assistance provider, one is in-person)		Required Activity		
Submit list of events for Partner Events Calendar		Required Activity		
Host BizRecycling focused lunch & learns, workshops, or webinars to highlight BizRecycling (max 4/yr)	\$1,500			
Provide a Green Business Award (winner must have received a BizRecycling site visit)	\$1,000			
Host R&E tour with members	\$1,500			
Host other waste industry tours (max 4/year)	\$1,000			
Place BizRecycling ads in print mailers (max 6/yr)	\$750			
Conduct targeted outreach via phone, email, or in-person (must be documented in your referral tracker)	\$25			
TOTAL (not to exceed \$10,000)				

Quarterly Outreach/Engagement Invoice Total \$ \_\_\_\_\_

Previously Remaining Outreach/Engagement Total \$ \_\_\_\_\_

New Remaining Outreach/Engagement Total \$ \_\_\_\_\_

## Capacity Building Projects

If you were approved to complete a capacity building project, please highlight your progress on this project. Partners may invoice for the full amount of this work as projects are completed. Please provide details on your progress below:

Invoice Total for Capacity Building Project \$ \_\_\_\_\_

## Results-Based Incentives – Q4 Report Only

Using your Referral Incentive Tracker, please complete the table below. Your technical assistance provider and BizRecycling contact will verify these incentives.

Activity	# of Instances	Incentive per Instance	Total Incentive Payment
Site Visits		\$200	
Grants		\$300	
Organics Grants		\$300	
Member Social Media Posts		\$200	
<b>Total Incentive Payout</b>			

Quarterly Invoice Total \$ \_\_\_\_\_