



SMALL BUSINESS MANAGEMENT PROGRAM APPLICATION FORM



Small Business Development Center
Central Oregon Community College

Physical address: 1027 NW Trenton, Bend OR 97701
Mailing address: 2600 NW College Way, Bend, OR 97701

Phone: (541) 383-7290 Fax: (541) 383-7503 Email: sbdc@cocc.edu

Name: _____

Business Name: _____

Business Location: _____

Business Mailing Address: _____

Work Phone: _____ Cell/Other Phone: _____ Fax: _____

Email: _____ Business Web Site Address: _____

Type of Business: _____ Number of Employees: _____

Briefly describe your core business: _____

Years in business: _____ Years of formal academic training: _____

Years of training for your particular field: _____

What accounting software do you use? _____

Can you produce accurate monthly financial statements? _____

Are there other people in your business that are considering attending classes? If so, who? _____

Optional information that you would like us to know about you: _____

What would you like to learn through participation in this program? _____

When is the best time to call to set up an interview? _____

Current Year Sales Range:	<input type="checkbox"/> Under \$250,000	<input type="checkbox"/> \$250,000 - \$999,999
	<input type="checkbox"/> \$1,000,000 - \$4,999,999	<input type="checkbox"/> \$5,000,000 - \$9,999,999
	<input type="checkbox"/> \$10,000,000+	

Prior Year Sales Range:	<input type="checkbox"/> Under \$250,000	<input type="checkbox"/> \$250,000 - \$999,999
	<input type="checkbox"/> \$1,000,000 - \$4,999,999	<input type="checkbox"/> \$5,000,000 - \$9,999,999
	<input type="checkbox"/> \$10,000,000+	

2nd Prior Year Sales Range:	<input type="checkbox"/> Under \$250,000	<input type="checkbox"/> \$250,000 - \$999,999
	<input type="checkbox"/> \$1,000,000 - \$4,999,999	<input type="checkbox"/> \$5,000,000 - \$9,999,999
	<input type="checkbox"/> \$10,000,000+	

50 HOURS OF INSTRUCTION AND COUNSELING FOR \$999!

HOW DO WE DO IT?

Participants in this program receive instruction and counseling from an experienced professional that will prove to be worth many times what we charge in tuition. With the support of Central Oregon Community College and partners, the Oregon Business Development Department and the US Small Business Administration, the Small Business Development Center offers this program in the belief that you and your business are a good investment of the dollars required to subsidize this program. Because we believe in you and the value of a strong small business sector, we are willing to bet on your successful growth.

SCOPE OF WORK AGREEMENT

This letter of understanding defines the obligations of the Business Advisor and the Client and the scope of work for the services being provided by the Small Business Development Center. *Over the course of the program year, it is anticipated that the Client will spend at least 510 hours attending classroom trainings and counseling sessions, doing research and reading assignments, and working on making improvements in the management and operations of their business.*

The Client agrees to:

1. Attend relevant scheduled classes.
2. Set aside time each month for counseling sessions.
3. Work on business improvement projects to achieve business goals.
4. Keep an open mind about new business concepts and implement these when appropriate.
5. Promptly pay any fees associated with classes.
6. Establish annual goals,
7. Set schedule to work on meeting goals.
8. Continually assess progress towards meeting goals.
9. Provide year-end financial impact data.
10. Continually provide current financial information.

The Business Advisor agrees to:

1. Coordinate and conduct scheduled classes to provide resources and concepts.
2. Set aside time each month for counseling sessions.
3. Be available by phone, email and fax.
4. Be proactive by constantly searching for information relevant to the client.
5. Assist client in exploring alternative solutions to business problems.
6. Continuously strive to remain "state-of-the-art" on business concepts.
7. Be supportive, respectful, non-judgmental, prompt and offer an outside perspective.

Please sign below:

Business Advisor

Date

Business Owner*

Date

**My signature here also indicates acceptance that my business name may be used in future promotions for the SBM program or other Small Business Development Center activities.*



U.S. Small Business
Administration



Funded in part through a Cooperative Agreement with the U.S. Small Business Administration.