

## Participant Testimonials

“As a business owner, no other action outperforms participation in UCC SBDC to improve your business.”

**-Tim Allen Equipment**

“We highly recommend the SBDC to all that are in business or thinking of starting a business.”

**-Bunnell Overhead Door, Inc.**

## Yes! I'm Ready!



### EMAIL US:

kemberly.todd@umpqua.edu



### CALL US:

541-440-7824



### VISIT US:

UCC SBDC at the  
Umpqua Business Center  
522 SE Washington Ave., STE 116  
Roseburg OR 97470  
<http://umpqua.edu/sbdc>



The Small Business Development Center is partially funded by the U.S. Small Business Administration. SBA's funding is not an endorsement of any products, opinions or services. All SBA funded programs are extended to the public on a nondiscriminatory basis. Reasonable accommodations for persons with disabilities will be made if requested in advance. Contact the Small Business Development Center of Umpqua Community College, located off campus in the Umpqua Business Center, STE 116, 522 SE Washington Ave., Roseburg OR 97470. Telephone: (541) 440-7824. Umpqua Community College is an equal opportunity educator and employer.

**UCC Small Business Development Center  
Umpqua Business Center STE 116  
522 SE Washington Ave.  
Roseburg OR 97470**



**Oregon Small Business  
Development Center**

**Umpqua Community College**

## Get Results! Grow Your Profitability



**Tools to build,  
repair & maintain  
a profitable  
business**

**UCC SBDC  
Small Business Management  
Program 2016 - 17**

**541-440-7824**

**HELPING BUILD OREGON'S BEST BUSINESSES**

# HELPING BUILD OREGON'S BEST BUSINESSES



## Take the test. Do you:

Have a desire to succeed as a small business owner?

Have great ideas to make your business more successful but no time to implement them?

Want to have a forum to discuss business strategies with other successful business owners?

Want to manage your time and financial resources to achieve a great return on investment?

Want to learn how social media platforms like Facebook, Twitter, and LinkedIn can be part of your successful marketing strategy?

Want to spend more time working *on* your business rather than *in* your business?

## Join us this FALL in our Small Business Management Program!

**Increase profits**  
**Decrease expenses**  
**Improve productivity**  
**Maximize potential**

### SBM Program, 2016-17

#### Welcome and Program Overview

Monday, October 3, 6:00 - 9:00pm

#### Understanding Cash Flow

Monday, Nov. 7, 6:00 - 9:00pm

Do you know where your money goes?

#### Creating Dollars for Your Business

Monday, December 5, 6:00 - 9:00pm

Use your numbers to operate a more successful business.

#### Financial Statements and Branding

Monday, January 2, 6:00 - 9:00pm

Learn to read your financial statements.

#### Social Media, Marketing & CyberSecurity

Monday, February 6, 6:00 - 9:00pm

Email marketing and search engine optimization

#### Growing Your Business

Monday, March 6, 6:00 - 9:00pm

Strategic planning and work/life balance

#### Customer Service

Monday, April 3, 6:00 - 9:00pm

Business ethics and great customer service skills

#### Human Resources

Monday, May 1, 6:00 - 9:00pm

Policy manuals, write job descriptions, employee relations

#### Succession Planning

Monday, June 5, 6:00 - 9:00pm

Developing an exit strategy

#### Graduation and Awards

To Be Determined

Graduation celebration!

### Program Format

- 9 sessions, 6:00 - 9:00pm
- 1st Monday each month, Oct. 3 - Jun. 5, 2017
- One-to-one confidential business mentoring, tools, market research, peer networking, financial analysis and more
- \$2500 value!

### COST

\$600/business, regular fee (2 people)

\$300/business with scholarship (limited to the first 10 paid registrations) VISA, Mastercard, cash or check.

Chamber member and tribal business discount of \$75

### LOCATION

Umpqua Business Center

Conference Room

522 SE Washington Ave., Roseburg OR

**Call us now at 541-440-7824 for your application appointment and get started!**



# Umpqua Community College Small Business Development Center

522 SE Washington Ave., Roseburg OR 97470 (541)440-7824 Phone

[www.umpqua.edu/small-business-development-center](http://www.umpqua.edu/small-business-development-center)

[www.bizcenter.org](http://www.bizcenter.org)



## SMALL BUSINESS MANAGEMENT PROGRAM

### Registration 2016-17

<b>Owner Applicant</b>	Birthdate(Required)	<input type="text"/> / <input type="text"/> / <input type="text"/>									
<input type="text"/>											
Last Name		First Name									
<input type="text"/>											
Business Name											
<input type="text"/>											
Your Title		Date Business Opened									
<input type="text"/>											
Business STREET Address		Zip									
<input type="text"/>											
Email Address											
<input type="text"/>											
Business Phone		Cell Phone									
<input type="text"/>											
Are you computer savvy?	Very <input type="checkbox"/>	Somewhat <input type="checkbox"/>	I get by <input type="checkbox"/> Not at all <input type="checkbox"/>								
Are your business financials computerized?	Yes <input type="checkbox"/>	No <input type="checkbox"/>									
<p><i>All optional information listed below is voluntary. It is required we request this for federal and state funding and will be kept confidential.</i></p> <p>Mark one for each section below:</p> <table border="0"> <tr> <td>Ethnicity</td> <td>Business Organization</td> <td>Type of Business</td> <td>Ownership</td> </tr> <tr> <td> <input type="checkbox"/> American Indian  <input type="checkbox"/> Alaskan Native  <input type="checkbox"/> Asian  <input type="checkbox"/> African American  <input type="checkbox"/> Caucasian  <input type="checkbox"/> Hispanic Origin  <input type="checkbox"/> Native Hawaiian/  Pacific Islander </td> <td> <input type="checkbox"/> Sole Proprietorship  <input type="checkbox"/> Corporation  <input type="checkbox"/> LLC  <input type="checkbox"/> Partnership  <input type="checkbox"/> Other </td> <td> <input type="checkbox"/> Retail  <input type="checkbox"/> Services  <input type="checkbox"/> Wholesale  <input type="checkbox"/> Manufacturing  <input type="checkbox"/> Construction </td> <td> Minority Owned  YES <input type="checkbox"/> NO <input type="checkbox"/>   % Woman Owned  <input type="text"/> </td> </tr> </table>				Ethnicity	Business Organization	Type of Business	Ownership	<input type="checkbox"/> American Indian <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> African American <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic Origin <input type="checkbox"/> Native Hawaiian/ Pacific Islander	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Other	<input type="checkbox"/> Retail <input type="checkbox"/> Services <input type="checkbox"/> Wholesale <input type="checkbox"/> Manufacturing <input type="checkbox"/> Construction	Minority Owned YES <input type="checkbox"/> NO <input type="checkbox"/>  % Woman Owned <input type="text"/>
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<b>2nd Key Person</b>	Birthdate(Required)	<input type="text"/> / <input type="text"/> / <input type="text"/>									
<input type="text"/>											
Last Name		First Name									
<input type="text"/>											
Title											
<input type="text"/>											
Business MAILING Address (If different)		Zip									
<input type="text"/>											
Email Address											
<input type="text"/>											
Cell Phone											
<input type="text"/>											
Business Website Address											
<input type="text"/>											
Is your business using Social Media Tools?	Facebook page	YES <input type="checkbox"/>	NO <input type="checkbox"/>								
	LinkedIn	YES <input type="checkbox"/>	NO <input type="checkbox"/>								
	Twitter	YES <input type="checkbox"/>	NO <input type="checkbox"/>								
	YouTube	YES <input type="checkbox"/>	NO <input type="checkbox"/>								
	Other	<input type="text"/>									
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**Request for Management Assistance**

I request business management counseling from the Small Business Administration (SBA) through the SBDC. I agree to cooperate should I be selected to participate in surveys designed to evaluate the SBDC (SBA) assistance services. I authorize SBDC (SBA) to furnish relevant information to the assigned management counselor(s) although I expect that information to be held in strict confidence to the extent allowable by law.

I further understand that any Small Business Development Center (SBDC) counselor has agreed not to:

(1) recommend goods or services from sources in which s/he has an interest; (2) accept fees or commissions developing from this counseling relationship.

In consideration of SBDC (SBA) furnishing management or technical assistance, I waive all claims against SBDC personnel and its host organizations, and SBA personnel arising from this assistance.

\_\_\_\_\_  
Signature (Required)

\_\_\_\_\_  
Date



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# SBDC Workshop Coordinator Only

## Program and Payment Information

### Tuition & Fees

Full Fee (no scholarship) \$600.00  
Fee w/scholarship \$300.00  
Chamber Discount <\$75.00>  
Tribal Business Discount <\$75.00>  
TOTAL FEES: \$ \_\_\_\_\_  
LESS DISCOUNT(S): < \_\_\_\_\_ >  
TOTAL DUE: \$ \_\_\_\_\_

Yes No

### Payment Type (Check One):

Cash Amount: \_\_\_\_\_  
Check Check #: \_\_\_\_\_ Amount: \_\_\_\_\_  
VISA/MC: Please use UCC Credit Card Form.

PAYMENT PLAN? (Circle one) YES NO  
Payment 1: Date Paid \_\_\_\_\_ Amt \_\_\_\_\_  
Payment 2: Date Paid \_\_\_\_\_ Amt \_\_\_\_\_  
Payment 3: Date Paid \_\_\_\_\_ Amt \_\_\_\_\_

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## Registration Information

Name: \_\_\_\_\_  
Student ID: \_\_\_\_\_  
CRN FALL Term: \_\_\_\_\_  
CRN WINTER Term: \_\_\_\_\_  
CRN: SPRING Term: \_\_\_\_\_

Name: \_\_\_\_\_  
Student ID: \_\_\_\_\_  
CRN FALL Term: \_\_\_\_\_  
CRN WINTER Term: \_\_\_\_\_  
CRN: SPRING Term: \_\_\_\_\_

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## NOTES: