



**Small Business  
Development Centers**

# 888 Training Report Manual

**Small Business Development Centers (SBDC)**

**Small Business Development Centers of Ohio  
Ohio Development Services Agency  
77 South High Street  
PO Box 1001  
Columbus, Ohio 43216-1001  
(800) 848-1300 ext.62711  
(614) 466-2711  
[www.ohiosbdc.org](http://www.ohiosbdc.org)**



**Department of  
Development**



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Program Income Cost/Revenue Sharing Agreement (*Sample*)

# 888 Training Report PROCEDURES

1. Plan a training event.
2. Enter your event into Center IC and track attendees. *Be sure to make your event "Public" so it can be placed on the Center IC Training listing.*
3. Hold the event.
4. Complete the SBA 888 Form. Service Center Director signature is **NOT** required.
5. If program income is applicable, complete and sign the Program Income Activity Report.
6. Cost/Revenue Sharing Agreement continues to be required where applicable. (It is the policy of the SBDC program that in instances where revenue is not used for the sole benefit of the SBDC program and where it is not controlled by the appropriate center and district Lead Center directors, a cost-revenue sharing agreement between the SBDC and any third party, including Host, must be on file at the State Lead Center.)

The Cost/Revenue Sharing Agreement may either take the form of the SBA line-by-line form, or consist of a narrative description of the distribution of costs and revenues (including percentages) between the parties.

7. Training sessions must be a **minimum of one (1) hour**.
8. Training must have a **minimum of two (2) attendees**.
9. All models require the SBA Form 888 to be completed online, and the appropriate "Report Package" submitted to the Training Office at the SBDC State Lead Center Office.
10. The Report Package must be submitted within 30 days of training.
11. Evaluations and Marketing Materials are to be maintained in the center's files (agenda, brochure, flyers, etc.) and **must** meet and include **all** the following marketing criteria:
  - **DATE and TIME**
  - SBDC Logo
  - SBA Logo
  - All SBDC marketing materials must display the SBA disclaimers, as set forth in the SBA Program Announcement.
12. Training must meet the SBDC related learning objectives.

## 888 REPORTING PROCESS UPDATE

- Event Status – Directors and AA should not change the status of the report. All should be in Not Verified status until reviewed by our staff – then we will change the status.
- Cancelled event – If you enter an event, decide to cancel – go back to the Event Title and include CANCELLED at the beginning or end of the title.
- Total Hours – Training hours as defined by SBA include the actual time spent in training. If your event includes a lunch – working or not – we are leaving the Total hour count to the director’s discretion.
- Rounding of Hours – we will continue to allow rounding. The time will need to meet the following guidelines – a hour and 15 minutes = 1.5 hours; or 1 hour and 45 minutes = 2 hours.
- Attendees need to be entered under the Attendees tab in Center IC. This is a great tool – calculates the fees and fills the demographic section of the report automatically. You are also able to use this data to market your future events and move them to a client status with a signed 641.
- Fee distribution – The total of this field must match the total of the Attendees Fees field.
- Other Income – on Center IC you will note the Other Income box. Do not use. We need to see only fees for the Training Event and then all other income and expenses detailed on the Program Income Activity Report.
- Event Notes – We like this box. You can note anything that may be unique to your report. It is easy for use to review and identify any special cases. Please continue to use!
- **Corrections** – when we need your help to change a report, we will have you make the changes, such as add or delete an attendee, or whatever the need is. We ask that you let us know that the change has been made and saved.
- **Reports must include 888 report form, agenda, attendee list or sign in sheet (if not clients); if fees are collected – the Program Income Activity Report; and if a co-sponsored event the Cost Revenue Sharing Agreement.**

# PREPARING THE 888 REPORT PACKAGE

## **STEP ONE:**

*It is important to consider two questions at the beginning of the process to determine the correct model to follow.*

1. Who is the sponsor of the event?
2. Who is to collect the revenue for the event?

## **STEP TWO:**

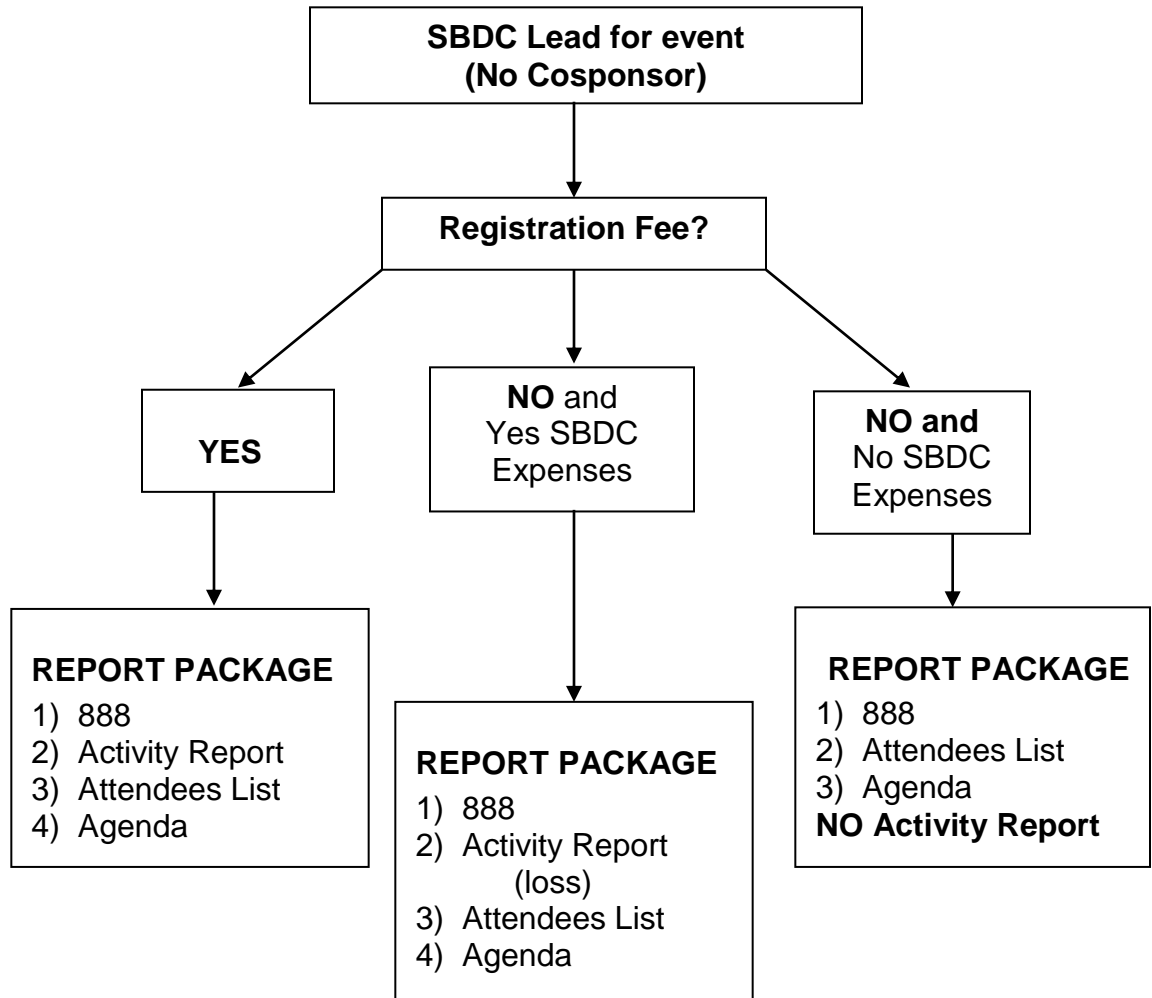
1. Examine the training report models and determine which one applies to your training (#1, 2, 3 or 4).
2. Follow the appropriate flow chart to determine which package reflects the requirements for your training.
3. Submit the appropriate paperwork listed in the appropriate flow chart under "Report Package".
4. For any one training event, there should be no less than three (3) items:
  - a) 888 Form,
  - b) Copy of Attendee List or Sign In Sheet (If not already clients), and
  - c) Agenda with appropriate marketing requirements.

Or – no more than five (5) items:

- a) 888 Form,
- b) Copy of Attendee List or Sign In Sheet (If not already clients),
- c) Agenda with appropriate marketing requirements, (Brochure can be submitted for logo and marketing materials, but not required.)
- d) Activity Report, and
- e) Cost Revenue Sharing Agreement.

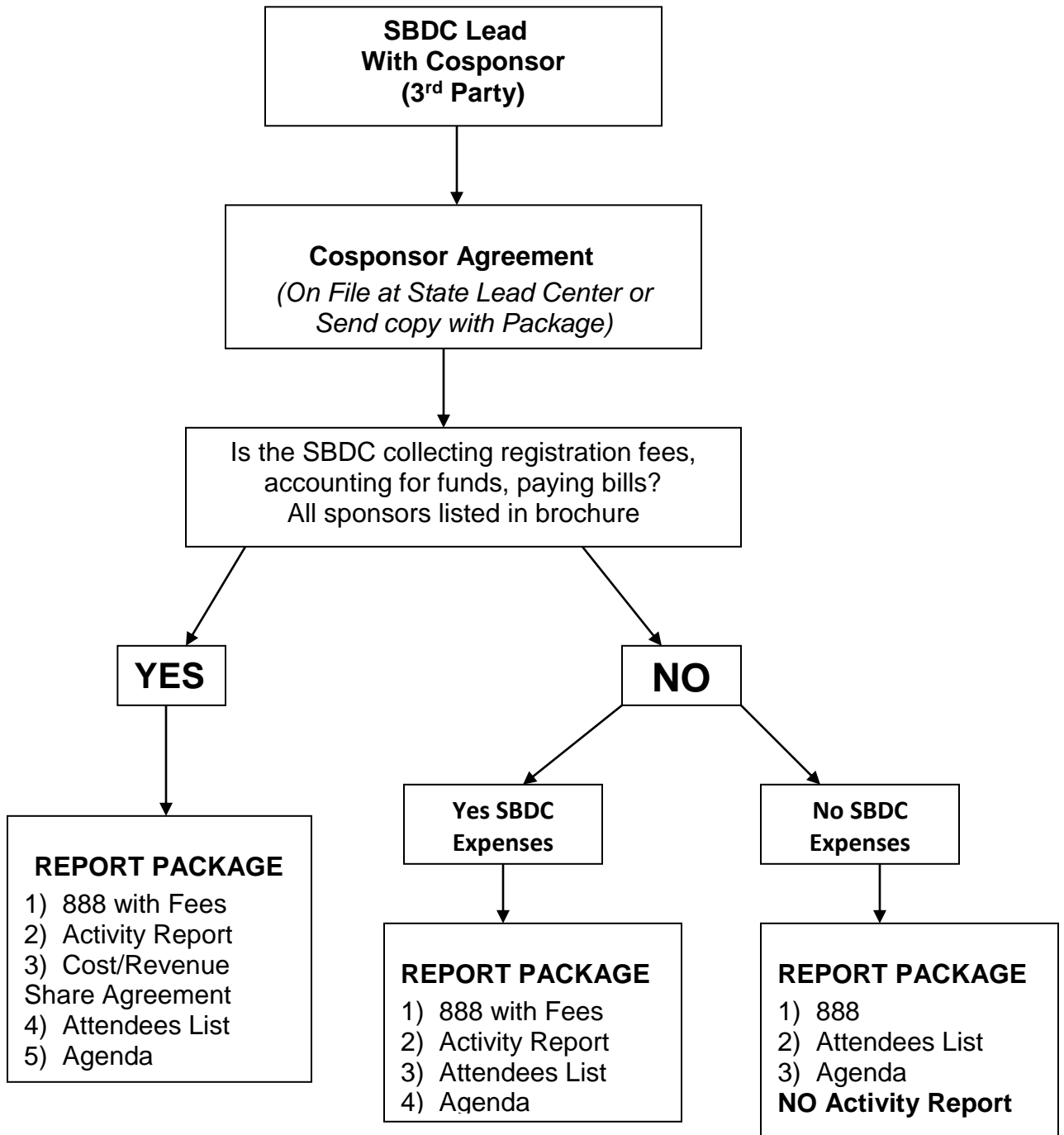
# TRAINING REPORT MODEL

#1



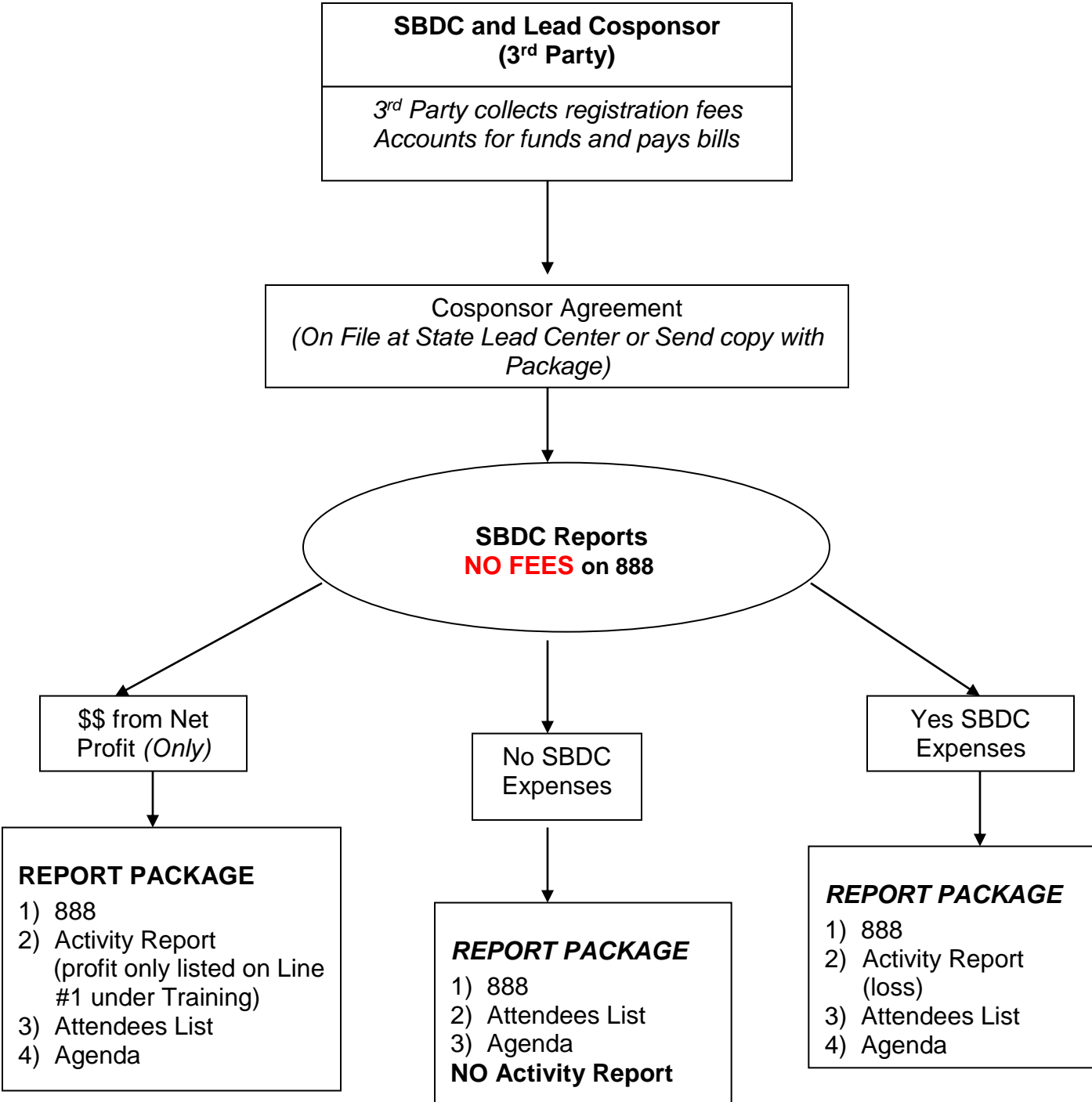
# TRAINING REPORT MODEL

#2



# TRAINING REPORT MODEL

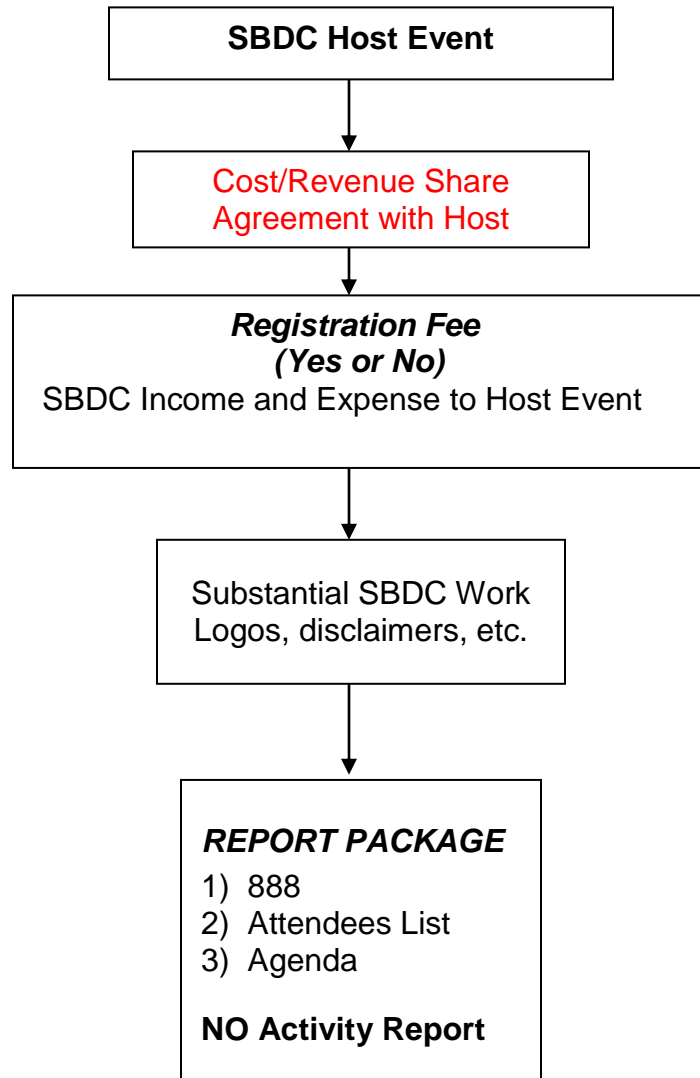
#3





# TRAINING REPORT MODEL

**#4**



## IMPORTANT NOTE

*It is important to understand that this is not the preferred Training Model by SBDC*

Please complete a separate form for each Activity

### Activity Report

HOST INSTITUTION \_\_\_\_\_ DATE \_\_\_\_\_

Title of Activity \_\_\_\_\_

**1) Current Activity Gross Program Income**

Activity	(1A. PARTICIPANT FEES	(1B. OTHER REVENUE
Training	\$ _____	\$ _____
Sales of Books etc	\$ _____	\$ _____
Advertising	\$ _____	\$ _____
Research Work	\$ _____	\$ _____
Trade Shows	\$ _____	\$ _____
Other (Describe)		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>TOTALS</b>	<b>\$ _____</b>	<b>\$ _____</b>

**Total Activity Program Income** (1C. \$ \_\_\_\_\_)

**2) Current Activity Program Expenditures**

EXPENSE CATEGORY	(2A. SBDC Amount only	(2B. Other
Personnel	\$ _____	\$ _____
Fringe	\$ _____	\$ _____
Consultants	\$ _____	\$ _____
Subcontracts	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Equipment	\$ _____	\$ _____
Supplies		
Other (Describe)		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>TOTALS</b>	<b>\$ _____</b>	<b>\$ _____</b>

**Total Activity Costs** (2C. \$ \_\_\_\_\_)

\*\*\*\*\*

**3) Net Activity Program Income** (Line 1C minus Line 2C) (3)\$ \_\_\_\_\_

**4) Net Income Assigned to Others** (Amount Determined by Center) (4)\$ \_\_\_\_\_

**5) Net SBDC Income** (Line 3 minus Line 4) (5)\$ \_\_\_\_\_

**6) Narrative Description of how program income was used to further program objectives.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that this report is true in all respects and that all disbursements have been made in accordance with current SBA requirements. I further certify that this institution maintains working papers supporting these figures.

NAME and TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

OPTION 1

SAMPLE

(Cost/Revenue Sharing Agreement)

\_\_\_\_\_ Date

This is a Cost/Revenue Sharing Agreement between the SBDC at \_\_\_\_\_ and cosponsor(s) \_\_\_\_\_.

1. If this is a blanket agreement for several training classes, use a statement such as:

This agreement covers all the training programs conducted during the period \_\_\_\_\_ (Date), and \_\_\_\_\_ (Date) that are designed to meet the following conditions:

2. If this is an agreement for a single training class, use statement such as:

This agreement covers \_\_\_\_\_ (name of course) to be conducted on \_\_\_\_\_ (insert date) and is designed to meet the following conditions:

3. Conditions for both statements could include:

- a. Subject matter is small business-related and consistent with SBDC objectives.
- b. The course will be planned for a minimum of one (1) attendee.
- c. The course will be designed for a minimum of one (1) hour.
- d. Cosponsor will ensure that marketing materials will include SBDC and SBA logos, as well as the SBA disclaimer.
- e. There must be prominent placement of language and logos reflecting SBDC's sponsorship role.
- f. Cosponsor(s) will provide the SBDC with contact information and a copy of the attendance sign-in sheet, agenda, evaluation forms, and marketing materials.

4. Insert the appropriate cost statement:

a. The costs of the program will be covered by \_\_\_\_\_

b. The costs of the program will be shared by the SBDC at \_\_\_\_\_ and (cosponsor) \_\_\_\_\_

in the following manner:

The SBDC will pay (dollar amount or percentage) and (cosponsor) will pay (dollar amount or percentage). (You may/may not elaborate on what dollars will be spent on)

5. Insert the appropriate revenue statement:

a. All revenues will be distributed to \_\_\_\_\_.

b. The revenues from the program will be distributed between the SBDC at \_\_\_\_\_ and (cosponsor) \_\_\_\_\_ in the following manner: The SBDC will receive (dollar amount or percentage) and (cosponsor) will receive (dollar amount or percentage).

6. Signatures of Center Director and Cosponsor are required.

**OPTION 2**

**PROGRAM INCOME COST/REVENUE SHARING AGREEMENT**

The \_\_\_\_\_ Manufacturing Small Business Development Center and the \_\_\_\_\_ enter into the following Program Income Cost/Revenue Sharing Agreement.

The Manufacturing Small Business Development Center will provide the following:

- Speaker \_\_\_\_\_ Estimated Cost \_\_\_\_\_
- Refreshments \_\_\_\_\_ Estimated Cost \_\_\_\_\_
- Coordinator \_\_\_\_\_ Estimated Cost \_\_\_\_\_
- Books \_\_\_\_\_ Estimated Cost \_\_\_\_\_
- Space \_\_\_\_\_ Estimated Cost \_\_\_\_\_
- Equipment \_\_\_\_\_ Estimated Cost \_\_\_\_\_
- Other \_\_\_\_\_ Estimated Cost \_\_\_\_\_
- \_\_\_\_\_ Estimated Cost \_\_\_\_\_
- \_\_\_\_\_ Estimated Cost \_\_\_\_\_

**TOTAL SBDC COSTS** \_\_\_\_\_

The \_\_\_\_\_ cosponsor will provide the following:

- Speaker \_\_\_\_\_ Estimated Cost \_\_\_\_\_
- Refreshments \_\_\_\_\_ Estimated Cost \_\_\_\_\_
- Coordinator \_\_\_\_\_ Estimated Cost \_\_\_\_\_
- Books \_\_\_\_\_ Estimated Cost \_\_\_\_\_
- Space \_\_\_\_\_ Estimated Cost \_\_\_\_\_
- Equipment \_\_\_\_\_ Estimated Cost \_\_\_\_\_
- Other \_\_\_\_\_ Estimated Cost \_\_\_\_\_
- \_\_\_\_\_ Estimated Cost \_\_\_\_\_
- \_\_\_\_\_ Estimated Cost \_\_\_\_\_

**TOTAL COSPONSOR COSTS** \_\_\_\_\_

**TOTAL COSPONSOR AND SBDC COSTS** \_\_\_\_\_

The cosponsor and the SBDC will share revenue in the same proportion as each has shared expenses:

**COSPONSOR COSTS/COSPONSOR COSTS PLUS SBDC COSTS =** \_\_\_\_\_%

**SBDC COSTS/COSPONSOR COSTS PLUS SBDC COSTS =** \_\_\_\_\_%

**TOTAL** \_\_\_\_\_%

SBDC DIRECTOR \_\_\_\_\_ COSPONSOR \_\_\_\_\_

SIGNATURE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

PHONE # \_\_\_\_\_ PHONE # \_\_\_\_\_

H. Marketing and Graphic Standards

1. The specific identification "Small Business Development Center" must be a part of the legal name of every SBDC location and be referred to accordingly in all of its marketing and public relations materials.
2. All marketing materials must contain the identification of the SBDC in the following manner:
  - a. The Ohio SBDC at The Any town Area Chamber of Commerce
  - b. The Ohio SBDC at Any town University

- c. The Ohio SBDC at Any State University – Any town District Campus
  - d. The Ohio International Trade Assistance Center at The Any town Chamber of Commerce
  - e. The Ohio Manufacturing & Technology SBDC at Any town Organization, etc.
3. All Service Center must comply with the SBDC of Ohio graphics standards. The use of the program's naming convention (Item 2 above), SBDC and SBA logos, disclaimers, and other standards must be used on all printed and electronic materials, media, etc.
  4. Each individual SBDC center must have brochure, business cards and marketing materials, marketing plan, etc., to be used in local, specific markets to meet requirements of the graphic standards.
  5. All SBDC, ITAC and MTSBDC marketing materials *must* display statements and disclaimers immediately below or adjacent to the SBA logo:
    - a. *"The Small Business Development Center Program of Ohio (SBDC) program is funded in part through a cooperative agreement with the U.S. Small Business Administration. The SBDC program is also funded in part by the Ohio Department of Development. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact (name, address, and phone number of person who will make the arrangements)."*
    - b. These statements and disclaimers must appear verbatim and may not be altered or replaced with substitute language. However, on materials with severe space constraints such as signs and banners, an SBDC may substitute "SBA" for "U.S. Small Business Administration" in the acknowledgement of support. The acknowledgement of support must be presented in a legible typeface, font size and - where applicable - color contrast.
    - c. This terminology is subject to change based on the SBA's current Program Announcement.
  6. The Ohio SBDC Network, including SBDC, ITAC, and MTSBDC program distinction must be prominent in all marketing materials.



Small Business  
Development Centers

# Examples of Best Practices

# Exploring the Possibilities of Starting, Buying or Expanding a Business?

*Discover what it takes by charting your course with*

## Small Business Basics

*presented by*

Ohio Small Business Development Center  
at Terra State Community College

Sponsored by

Citizens Bank • Croghan Colonial Bank  
Erie Basin Resource Conservation  
and Development • First National Bank  
PNC Bank • Sutton Bank • US Bank  
WSOS Community Action



### Seminar Outline

#### 1. Business Guide *(information you need to know)*

- name registration
- business entities
- licensing
- tax requirements
- employer requirements
- professional advisors
- sources of assistance
- business planning



#### 2. Business Plan *(what to do with the information)*

- functions
- narrative
- pro forma
- financial data worksheet
- funding

*First National Bank*



#### 3. Confidential, In-Depth

##### Business Counseling *(what you need to do)*

- complete research
- complete narrative
- complete financial data worksheet
- complete counseling information form
- contact SBDC for an appointment



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The Ohio Small Business Development Center Presents

## On BASE – Start-up Training

*On Building a Successful Enterprise*

**FREE** training for those interested  
in starting a business!

Fridays 8:30 – 11:30 a.m. Lakeland Community College		Monday 6:00 p.m. – 9:00 p.m. Auburn Career Center
Oct. 11, 2013	Apr. 11, 2014	Nov. 11, 2013
Nov. 8, 2013	May 9, 2014	Jan. 13, 2014
Dec. 13, 2013	Jun. 13, 2014	Mar. 17, 2014
Jan. 17, 2014	Jul. 11, 2014	May 12, 2014
Feb. 7, 2014	Aug. 8, 2014	Jul. 14, 2014
Mar. 14, 2014	Sep. 12, 2014	Sep. 15, 2014

### Friday classes

8:30 a.m. – 11:30 a.m.

Lakeland Community College

7700 Clocktower Dr.

Kirtland, OH 44094

*Building T Room 209*

*Building E Room 116 (July/August)*

### Monday classes

6:00 p.m. – 9:00 p.m.

Auburn Career Center

8140 Auburn Road

Concord, OH 44077

*Technology Building, Room 106*

At the conclusion of this class you will know what it takes to start a business.

Some topics covered include:

- Your business idea
- Market research
- Regulatory Steps
- Ownership structures (LLC, Corp, etc.)
- Record keeping
- Financing
- Importance of a business plan
- Resources – where to get them, how to utilize them

### REGISTRATION REQUIRED:

Visit <http://www.entrepreneuriohio.org/center.aspx?center=17082&subloc=0>

440-357-2290 ext. 235 or [www.lcport.org](http://www.lcport.org) under Small Business Development

Center/Classes and Seminars

The Ohio SBDC at the Lake County Ohio Port and Economic Development Authority

and Lakeland Community College

1 Victoria Place, Suite 265A • Painesville, OH 44077

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# FACE IT: You need Facebook



**August 13, 2014**  
**8 - 9:30 a.m.**

**Chamber Conference Center:**  
140 East Main St., Logan

**Free of charge, but RSVP**  
is required to attend.

**RSVP by August 11, 2014:**  
call 740 385-6836 or e-mail  
[bill.rinehart@hocking.net](mailto:bill.rinehart@hocking.net)

Learn how to **create or enhance your social media presence and use Facebook to build relationships with your audience and drive business to your organization!**

*Presented by Angela Krile, President of Krile Communications  
– a local consulting firm specializing in communications  
strategy, marketing and public relations.*

A workshop sponsored by:



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# The Small Business Development Series



## Dayton 2014

Day / Date / Time			Program Title / Subject	
Tuesday	April 15	9:00-12:00	The Resource Network	(Small Business Resource Partners)
Tuesday	May 20	9:00-12:00	Starting Right and Beyond	(Legal, Accounting, Insurance)
Tuesday	June 17	9:00-12:00	Access to Capital	(Building Banking Relationships)
Tuesday	July 15	9:00-12:00	Credit Report/Credit Score	(How to Improve/Better Money Mgmt.)
Tuesday	Aug 19	9:00-12:00	Small Business Marketing	(Media and E-Commerce)
Tuesday	Sept 16	9:00-12:00	Small Business Procurement	(Opportunities & Certifications)

The Ohio Small Business Development Centers (SBDC), The Columbus District Office of the SBA, SCORE, The Entrepreneurs Center is offering this free 6 month Resource Training Seminar Series. Each individual seminar is designed to enhance the setup and/or growth of your small business concern. Mark your calendar and plan to attend these informative and very exciting small business seminars. *"You Owe Your Business, Every Opportunity For Its Success"*

**Register Now!**  
This Program is  
**FREE!**

## Registration is Required

Pre-registration is required. Please call 937-281-0118 for further information or register online at [www.entrepreneurio.org](http://www.entrepreneurio.org)

Programs will be held at:  
**The Entrepreneurs Center**  
714 E. Monument Ave., Suite 116  
Dayton, OH 45402

Parking lot across the street at Tech Town is open to the public. Parking also available on side streets by TEC, Taylor Street and Meigs Street.



**Ohio** | Development Services Agency



**Ohio** | Small Business Development Centers

The Small Business Development Center Program of Ohio is a funded program of the Ohio Development Services Agency and the U.S. Small Business Administration. The support given through such funding does not constitute an express or implied endorsement of any co-sponsor(s) opinions, products or services. The programs are provided on a non-discriminatory basis. Reasonable arrangements for persons with disabilities will be made if requested at least 2 weeks in advance. Contact: The Ohio SBDC at The Entrepreneurs Center, 714 E. Monument Ave, Dayton, OH 45402. Phone: 937.281.0118. Co-sponsorship # 14-0593-12.

**"EACH ONE TEACH ONE, EACH ONE TELL TEN"**

# Contracts, Credit *and* Counseling... The Three C's Workshop

*A "Bottom Line Series" presentation*

*At the Akron Global Business Accelerator*  
526 S. Main St., Conference Room # 904 – 9<sup>th</sup> Floor  
Akron, OH 44311

March 8, 2012, 9 A.M. to 10 A.M.

Please plan to attend this workshop on how to win federal contracts, obtain financing and putting your business plan into award winning shape.

John Renner and Mark Hansel from the US Small Business Administration will join with Mary Ann Jasionowski of the Small Business Development Center (SBDC), Rich Delisio of the Procurement Technical Assistance Center, and a group of local lenders to cover the "3 C's" and answer your questions.

Program is free but advance registration is required as space is limited. To register, please call the Small Business Development Center at 330.375.2111, or email to: [info@akronsbdc.org](mailto:info@akronsbdc.org). For a map with the building's location, please go to [www.akronsbdc.org](http://www.akronsbdc.org) and click on the "contact info" tab.

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The Butler County SBDC Presents...

### **The Micro Enterprise Business Management Course**



This ten-week course covers the key aspects of starting and managing a business, including:

- Proper entity selection, registration
- Researching the competition and determining feasibility
- Calculating income projections and maximum capacities
- Preparing income statements and cash flows
- Business plan creation, including operations and management procedures
- Legal issues involved with hiring and contracting
- Preparing an effective marketing plan
- Selecting the proper strategic team (accountant, banker, insurance agent, attorney)
- Selecting the right location for your business
- Determining the financial needs of the business and acquiring needed funds
- Ohio sales/use/CAT taxes and other licensing and legal issues that impact your business.

The course is offered three times a year and meets every Wednesday night from 6pm to 9pm at the Hamilton Mill Training Center, 20 High Street, Hamilton Ohio 45011. Weekly attendance is mandatory, and there are additional assignments that must be completed outside of class. Students are expected to meet with their assigned SBDC advisor at least three times during the ten week course.

Graduates will have the following as a result of completing the class:

- Completed, bank-ready business plan
- Opportunity to apply for a program Micro Loan at 2% interest
- Certificate of Graduation
- 90 day free membership in TBN networking group hosted by The Hamilton Mill incubator.

The program is funded by Supports to Encourage Low Income Families of Butler County (SELF) and certain income limits exist for free tuition. For an initial screening, contact Mark Lankford or David Riggs at the Butler County SBDC: (513) 737-6543.

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# Certified Global Business Professional Exam Training

## In person Boot Camp

October 9-11, 2014  
Cleveland State University West Campus  
Westlake, OH  
\$495/person - \$395/person early bird

**Register Today!**

## Online Instruction

September 8—October 6, 2014  
\$295/person

**Register Today!**

### Training will cover primary content of the CGBP Exam:

- Global Business Management
- International Logistics
- International Marketing
- Trade Finance

### Sample Topics Covered and Skills Participants will Learn:

- Assess a company's export readiness
- Select modes of entry to foreign markets
- Choose appropriate incoterms
- Calculate landed cost
- Understand payment mechanisms
- Access government tools, services and grants
- Evaluate international freight forwarders
- Complete international documentation
- Check foreign buyers' credit
- Navigate international trade compliance



#### **About the Instructor:**

Nate Ward is Director of the Ohio ITAC at CSU. He has taught international supply chain and his center specializes in international market research. He has conducted export over eight years in the manufacturing sector in sales, logistics and management.

**For more information,**  
Email: [gbc@csuohio.edu](mailto:gbc@csuohio.edu)  
Call: 216-687-4750

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Development Services Agency

## Fall 2014 Workshop Schedule

The Small Business Development Center (SBDC) at LCCC presents workshops that are designed to accelerate Ohio's economy by helping people start, sustain and grow their businesses

Special Thanks to Our Premier Sponsor:



**Time Management is a Silly Idea!  
It Just Doesn't Work. Learn What Does!** August 15, 2014 8am – 10am

In business, time is your most valuable asset. Getting the most out of your time increases your profitability and results. At this seminar you will learn: The 3 Keys to Getting the Most Out of Your Time, The 3 Approaches to Evaluating your Time, and leave with practical tools for immediate implementation! If you find yourself saying: "I'm too busy" or "I don't have enough time" or "I couldn't get to it." If you want to have a great life and a great business come to this informative and valuable seminar and learn how to have time on your side.

Presented by Dennis Willis, Action Coach

**HR –Best Hiring Practices** August 19, 2014 8:30am-10:30am

"You are only as good as the people you hire" –Ray Kroc We will discuss best hiring practices such as:

- HR Compliance Updates
- Writing job descriptions and postings
- How to conduct Passive Searches
- Conducting a phone interview
- What does a resume really tell you
- Applicant tracking systems
- On boarding for success
- Behavioral vs. Traditional Interviewing

And MORE!!

Presented by Michele Hicks, Lighthouse HR Group

**Business by the Numbers  
For People Who Don't Like Numbers** September 19, 2014 8am-10am

This class will review basic business financial tools (Balance Sheet, Profit & Loss Statement, Cash Flow Statement) from a different view. This class is designed for beginners as well as experienced business owners that want to use their financial statements as a tool to gain profitability and strong cash flow. You will walk away with new ideas and tips on how to manage the finances of your business.

Presented by Dennis Willis, Action Coach

**How to Sell Your Products or Services  
to the Federal Government** September 23, 2014 10am – 12pm

Each year, our government spends billions of dollars in goods and services purchases from private firms. The Small Business Administration (SBA) works to create an environment for maximum participation by small, disadvantaged, and woman-owned businesses in federal government contract awards and large prime subcontract awards. If you are interested in entering the government marketplace the Procurement Technical Assistance Center (PTAC) can help!

Presented by SBDC, PTAC and SBA

**FEBE3** Wednesdays 10:00am – 11:00am

Blackstone LaunchPad, GLIDE and the Small Business Development Center (SBDC) will offer a free networking group every Wednesday from 10:00am – 11:00am, in LCCC's Desich Business and Entrepreneurship Center beginning July 10, 2013. The group is open to all and will include a presentation from a local resource or entrepreneur. Participants will have an opportunity to meet with other entrepreneurs and network with other students and alumni. No Registration Required. Free Coffee provided by Dunkin Donuts

For more info: [www.lorainccc.edu/blackstone](http://www.lorainccc.edu/blackstone)

**Special Event for Non-Profits Series** Located in Spitzer Center

Governance as Leadership: Reframing the Work of the Nonprofit Board (August 27, 2014, 8-10am)  
Volunteer Recruitment, Engagement, and Management (September 24, 2014, 8-10am)

For more information: [www.loraincountyleap.com](http://www.loraincountyleap.com)

\*\*All Workshops will be held at SBDC at LCCC -151 Innovation Dr, Elyria unless otherwise noted  
Visit [www.lorainccc.edu/sbdc](http://www.lorainccc.edu/sbdc) for more information.

## Pre-Venture and Early Start-Up Orientation Fall 2014 Schedule

The Small Business Development Center (SBDC) at LCCC presents workshops that are designed for new and pre-venture entrepreneurs. These workshops are pre-requisites to scheduling free, private one-to-one business advising sessions with SBDC counselors.

Special Thanks to Our Premier Sponsor:



Business Start-up Basics I			Business Start-up Basics II		
Overview covers basics of entrepreneurship, business planning and research, regulatory overview, financing and record keeping. This workshop will help you determine key areas to focus on as you start your business. Cost: Free			Learn the basics on how to project your true start-up costs, your potential sales figures, costs and estimate your potential profits. This workshop will assist you with designing the financial section of your Business Plan. Cost: Free		
Date	Time	Location	Date	Time	Location
8/5	10:00am-12:00pm	UPRC	8/21	5:00pm-7:00pm	DEC
9/9	9:00am-11:00am	Wellington	9/25	5:00pm-7:00pm	UPRC
10/8	5:00pm-7:00pm	DEC	10/23	10:00am-12:00pm	DEC
11/6	10:00am-12:00pm	DEC	11/13	10:00am-12:00pm	DEC
11/17	2:00pm-4:00pm	DEC			
12/3	5:00pm-7:00pm	UPRC	12/9	5:00pm-7:00pm	DEC

Business Start-up Basics III					
Learn the basics of business bookkeeping. Learn the basics of a Balance Sheet, a Profit & Loss Statement, keeping track of your business revenue and expenses, using accounting software vs. spreadsheets and how to set up a basic chart of accounts. This workshop is designed to help the newer business owner or pre-venture business owner organize and keep track of their financials. SBDC at LCCC (DEC)					
9/11	9:00am-11:00am		11/11	3:00pm-5:00pm	

**DEC**  
SBDC at LCCC  
151 Innovation Drive  
Elyria, Ohio 44035

**UPRC**  
LCCC University Partnership  
Ridge Campus  
32121 Lorain Road  
North Ridgeville, Ohio 44039

**Wellington**  
LCCC Wellington Center  
151 Commerce Drive  
Wellington, Ohio 44090

**Admin**  
Lorain County Admin Building  
226 Middle Avenue, 5th Floor  
Elyria, Ohio 44035

\*\*Class offerings and dates are subject to change. For more information, including current schedule and registration, please visit [www.lorainccc.edu/sbdc](http://www.lorainccc.edu/sbdc) or call 440-366-4370.



## How to Sell Your Products or Services to the Federal Government

September 23<sup>rd</sup>, 2014

10:00am – 12:00pm

**Registration:** <https://clients.ohiosbdc.ohio.gov/workshop.aspx?ekey=83340050>

**Location:** Lorain County Community College Elyria Campus  
Richard Desich Business and Entrepreneurship Center  
151 Innovation Drive Suite 121  
Elyria, Ohio 44035

**Cost:** Complimentary

**Seating is limited! Please register at: [www.ohiosbdc.org/events](http://www.ohiosbdc.org/events) or  
call the SBDC at 440-366-4370 by September 22, 2014**

Each year, our government spends billions of dollars in goods and services purchases from private firms. The Small Business Administration (SBA) works to create an environment for maximum participation by small, disadvantaged, and woman-owned businesses in federal government contract awards and large prime subcontract awards.

SBA Administers several programs and services that assist small businesses in meeting the requirements to receive government contracts, either as prime contractors or subcontractors. These include the 8(a) Business Development Program, SAM, HUBZone Program and SUB-Net. Find out how these programs can help your business.

**If you are interested in entering the government marketplace the Procurement Technical Assistance Center (PTAC) can help!**

**The road to becoming a successful government contractor is fraught with twists, turns and regulations. PTAC can provide the map and compass so you can navigate the maze of contracting requirements and procedures!**

**Sponsored by:**



The Small Business Development Center of Ohio (SBDC) program is funded in part through a cooperative agreement with the U.S. Small Business Administration. The SBDC program is also funded in part by the Ohio Development Services Agency. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. For arrangements, call the Ohio SBDC at 440-366-4370.

Rev. 4/2014



# EXPORT COMPLIANCE ITAR/EAR SEMINAR

## July 10, 2014

**Cost:** Early Bird Price: \$150.00  
Regular Price: \$175  
(Breakfast and Lunch and printed study materials will be provided.)

**When:** July 10, 2014

**Time:** 8:00 AM - 5:00 PM

**Location:** Holiday Inn 6001 Rockside rd Independence,

### [REGISTER NOW](#)

This program will provide participants with a solid understanding of Export Compliance under ITAR and EAR, with a focus on Export Control Reform (ECR). It will further provide each attendee with an understanding of their responsibilities in supporting their companies' compliance responsibilities.

#### The program will cover:

- Compliance
- Responsibility for Compliance
- Knowing your Customer
- Export Control Reform
- Manufacturers Licensing Agreements
- Distribution Agreements
- Licensing
- Violations, Penalties and Administrative Procedures
- Record Keeping
- and much, much more ...

#### Who should Attend?

- Export Compliance Officers
- Legal Department
- Government liaisons
- Trade Logistics Personnel
- Subsidiaries, affiliates and parents of US businesses
- Personnel from overseas companies who deal with US-based companies or that purchase US-origin products, components or technology

#### Instructor: *Robert Imbriani* - Team WorldWide

He is considered an expert in the area of export controls under the International Traffic in Arms regulations (ITAR), The Export Administration Regulations (EAR) and other U.S. Export Control laws and regulations. His audits are accepted by these control agencies and he has provided services directly to The U.S. Department of State, The U.S. Department of Commerce, The Norwegian, Finland, Danish, South Korean, Brazilian and other foreign militaries. His background and degrees in Aerospace Engineering is of benefit to many who fall under the ITAR or EAR controls.

Mr. Imbriani is a recognized authority in the international logistics field having provided "expert" testimony in numerous court actions. Mr. Imbriani is a member of the Air Freight Forwarder's Compliance Committee and Chairperson of their E-Commerce Committee. He is a regular contributor to major trade publications such as Air Cargo Magazine, The Journal of Commerce, World Trade Magazine, The Shipping Digest and many others.



**Questions:** Call International Trade Assistance Center-Program Coordinator, Ucee Faenza at 216-687-4797 or [u.faenza@csuohio.edu](mailto:u.faenza@csuohio.edu).

Seminar attendees are eligible to receive: 7 CCS/CES continuing education credits from [NCBFAA](#) and/or 7 CEU for CGBP from [NASBITE International](#).



The Small Business Development Center (SBDC) in the Monte Ahuja College of Business at Cleveland State University is one of 41 funded SBDCs throughout Ohio. Our center provides no-cost, confidential, in-depth, one-on-one counseling for businesses that will or currently employ under 500 employees. Additional services include training, e-counseling, quality-based assessments, technical assistance, loan packaging guidance, and information on federal, state, and local regulations and programs.

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# The PINK Party



## Women in Business EXPO

### Vendor Registration

## Bringing Women in Business Together

~Hats Off to Women in Business!!~

Fri., Oct. 3, 2014 from 11 a.m. to 1 p.m.

The Performing Arts Center at  
Kent State University at Tuscarawas

330 University Drive NE, New Philadelphia

- All vendors wear and show off your **FANCY HATS**
- Promote your business with the **PINK** theme  
No Selling permitted at event
- Guest offerings at your table:
  - Appetizers and beverages highly recommended
  - Register-to-win prizes/promotional items



### \$75 vendor fee includes:

Non-Refundable

- 6 ft table / 2 chairs (table coverings not included)
- Set up for event 8 to 9 a.m.
- Vendor Networking Breakfast 9 to 10:45 a.m.



[www.facebook.com/thepinkpartywomeninbusinessexpo](http://www.facebook.com/thepinkpartywomeninbusinessexpo)

Payable To: Kent State University (Proceeds to benefit entrepreneurship throughout our district)  
Mail To: Ohio Billing Inc., PO Box 515, Bolivar, OH 44612

Woman Owned Business

Woman In Business

\*Registration Deadline: Sept. 19, 2014

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_ Contact #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ County: \_\_\_\_\_

Email Address: \_\_\_\_\_

For More Information Contact Terri (ext 315) or Pam (ext 302) 330.874.1140



Small Business  
Development Centers



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Procurement Technical  
Assistance Center

Small Business Seminar

## **PTAC ORIENTATION**

April 19, 2012

Noon to 3 PM

### **HELPING BUSINESS SELL TO THE GOVERNMENT: Targeting Bid Opportunities and Marketing Assistance**

Free seminar to be held in the 7<sup>th</sup> floor computer lab  
at the  
Akron Global Business Accelerator 526 S. Main St., Akron, OH  
44311

Presented by: Rich Delisio, Director  
Procurement Technical Assistance Center

Seating is limited, so please **RSVP BEFORE** April 18, 2012 by  
calling 330.672.9448, or email to [rdelisio@krba.biz](mailto:rdelisio@krba.biz).

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#####



526 S. Main Street - Suite 813 - Akron, Ohio 44311 - (330) 375-2111 / (330) 375-2175 (fax)  
[www.akronsbdc.org](http://www.akronsbdc.org) / [info@akronsbdc.org](mailto:info@akronsbdc.org)



526 S. Main Street - Suite 813 - Akron, Ohio 44311 - (330) 375-2111 / (330) 375-2175 (fax)  
www.akronsbdc.org / info@akronsbdc.org



FOR IMMEDIATE RELEASE

## **"Business Basics" Seminar**

Presented by Jim Griggy, CBA, at the Ohio Small Business Development Center (OSBDC) at the Summit Medina Business Alliance (SMBA)

And

Mark Hansel, Cleveland District Rep for the Small Business Administration, Department of Economic Development / Lender Relations

Date: November 6, 2013

Time: 4 - 6:30 PM

Place: Akron Global Business Accelerator

526 S. Main St., 9<sup>th</sup> Floor Conference Room #904

Akron, OH 44311

The fundamentals for those interested in starting their own business or for those who have recently started a business, whether a commercial lease or a home-based operation. Learn about the planning process, initial financial projections, ownership options, review of the required forms, licensing, loan options and additional funding availability. Participants will receive the business plan outline during the session.

Seminar is free, but registration in advance is required. To register, please call 330.375.2111, or email [info@akronsbdc.org](mailto:info@akronsbdc.org).

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###



Small Business  
Development Centers





# 5th Annual Clermont Business Plan Competition



The Ohio Small Business Development Center at the Clermont Chamber of Commerce and UC Clermont College are pleased to announce our fifth annual Business Plan Competition. This competition is designed to stimulate entrepreneurial activity and increase awareness of resources available to grow entrepreneurs in Clermont County.

Vicki & Sam Tuten

Competitors must submit a complete business plan of no more than 30 pages for a company that operates or will operate in Clermont County. It can be for a new business, early stage company, or a proposed expansion or recovery of an existing business. Winners must use their winnings in the business itself.



Entry deadline is 5 p.m. October 17, 2014. Individuals or teams may submit entries.



First Place \$3,000

Second Place \$1,000

Third Place \$500



Complete rules and [www.clermontchar.com](http://www.clermontchar.com)



All competitors are invited to attend classes offered by U Small Business Development Centers for schedule of class competition)



NOTE: While it is our intent to award prizes, we do not guarantee that all competitors will receive an award. Should no entries be received for that year and the award prize depends on the skill of the competitors, the responsibility of the awarding organization is to make the award.

## FREE Business Planning Classes

For those entrepreneurs planning to enter the Fourth Annual Clermont Business Plan Competition (as well as for those who would simply like to build a quality business plan for their business), UC Clermont College will be offering four two-hour business planning classes beginning Monday, July 28, and continuing on consecutive Monday nights through Monday, August 18. Each session will be from 6 p.m. to 8 p.m. at the main campus (4200 Clermont College Drive, McDonough Room 210) in Batavia.

Interested entrepreneurs may register at 513-360-8042. Because each session will feature a different topic, attendance at all four sessions would be best. However, that is not required. Entrepreneurs are encouraged to register and attend to fit their needs and schedules.

Monday, July 28 - Overview of the Competition/Financial Tips & Tools

Monday, August 4 - Business Rules & Laws of Running A Business

Monday, August 11 - Marketing your Business to Customers & Managing the Business

Monday, August 18 - Business Startup Best Practices & Business Plan Tips/Tricks



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**Ohio Small Business Development Center**  
THE Resource for Small Business Growth in Ohio

Business Help | Training & Events | Other Services | Contact Us

Go to comments | Leave a comment

Welcome to SBDC...

[← Register for NEW Classes →](#)

5 Steps to Expand Your Small Business Internationally  
Boots to Business and Vetrepreneur Academy Information  
SBDC Training Schedule || International Trade Assistance Center Info & Training

**How Can We Help Your Business?**

Business & Strategic Planning || Sales & Marketing  
Management, Profitability & Cash Flow  
Analysis & Troubleshooting || Projections & Goal Setting  
Expansion, Financing & Product Development

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**Kat Goon** 11/27/2012 at 3:02 PM  
Very interesting presentation today at Stateville created, that is independent of our current ho

**SBDC @ WRIGHT STATE WEBSITE**

**Margaret** 05/22/2012 at 4:44 PM [Reply](#)

How much is the charge for the training workshops? I live in Banning Ca. 92220 where is the closest training workshops located?

05/29/2012 at 4:37 PM [Reply](#) **sbdcwsu**

Margaret,  
Classes here at our SBDC are provided at no charge, however some SBDC's must charge to cover operating expenses so I cannot say if your area SBDC's will charge. The nearest SBDC to your zip code is:

Ezekiel Bonillas, Director  
3111 E. Tahquitz Canyon Way  
Palm Springs, CA 92262  
Phone: 760-340-1575  
Email: ezeki.bonillas@cvep.com

**April R. Guy** 05/03/2012 at 4:06 PM [Reply](#)

Looking for great things to come from this. ARG~

Please Comment...

Enter your comment here...

**Twitter Posts**

- New SBDC Workshop September 30th Introduction to LinkedIn - LinkedIn is known as a social media site for recruit... ow.ly/2NOS3b 3 days ago
- Want Free Money to Help Grow Your Small Business? - Starting this month, Chase and Google just kicked-off the 2014... ow.ly/2N1rhk 2 weeks ago

Follow @WSUSBDC

**Links of Interest**

- Learn WordPress.com
- Log In
- SBDC Tools Committee
- WSU SBDC on Pinterest
- Intuit Biz Research
- 2014 Dayton Wordcamp
- Quickbooks for SBDC
- Ohio Business Central (NEW)
- SBA Size Up Tool

**RAJ SOIN**  
College of Business  
WRIGHT STATE UNIVERSITY

**USA TODAY BEST COLLEGE 2011**  
Business Programs

**AMERICA'S SBDC**  
ACCREDITED MEMBER

U.S. Small Business Administration  
**SBA** Ohio | Small Business Development Center  
Your Small Business Resource

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## SAMPLE COUNSELING TOOLS\*

	Public	Subscription Required**	OhioNet	OHIOLINK	SBDC Access
American FactFinder (US Census Bureau)					
BCC Research					
Bizminer					
BLS (Bureau of Labor Statistics)					
Books 24x7 (SkillSoft)					
Bplans					
Business and Company Resource Center (Gale Cengage)					
COSE (Council of Smaller Enterprises)					
DemographicsNOW					
Ebrary					
EBSCOhost					
Factiva					
FINTEL					
First Research					
GrowthWheel					
IBIS World					
IntelliConnect					
IRS					
Klout					
LexisNexis Academic					
Mergent Archives					
Mergent Online					
Mintel Oxygen					
MRI+ (Mediamark Reporter)					
NE Ohio Products (Akron Beacon Journal)					
Ohio Business Gateway					
Ohio Proud					

\* Check local libraries for additional resources.

\*\* At State, Host or center level



Passport GMID					
Plunkett Research Online					
ProfitCents					
Profit Mastery					
ProQuest Entrepreneurship					
Quantcast					
ReferenceUSA					
SBA					
SBDC Net					
SimplyMap					
Small Business Resource Center (Gale Cengage)					
Statista					
The Conference Board					
VAST: Academic Video Online					
WARC (World Advertising Research Center)		