

Microenterprise Small Business Development Classes

Class Fee \$50.00

*This form must be filled out in order to receive business training and counseling services.
All information will be held in the strictest confidence.*

Name _____ Date _____

Home Address _____ City _____ Zip _____

Home Phone _____ Pager/Cell _____

New Business Name or Idea _____ e-mail _____

New Business Address _____

New Business Phone _____ Other Info _____

Briefly describe your business or business idea _____

Business Type: Service Retail Wholesale Construction Manufacturing Craft
 Home-Based Other _____

Business Structure: Not Yet Determined Sole Proprietorship S Corporation Partnership
 Limited Liability Company Unregistered Other _____

Business Ownership: Male Only Female Only
 Co-Owned by Male and Female (What percent is female?) _____ %

Is Your Business In Operation Now? Yes No Full-Time Part-Time

How Long Have You Been In Business? _____

Business Is or Will Be Registered In What County? _____

Will Start-up or Expansion Bring Your Business To: Full-Time Status Part-Time Status

Microenterprise generally means a business that is very small and has less than 5 employees. Gross sales are usually less than \$150,000. Start up funding or expansion loans are typically no more than \$35,000. Is your business a *Microenterprise*? Yes No

How many employees do you have or anticipate? _____ Full-Time _____ Part-Time

In terms of money and equipment, how much do you have invested or plan to invest in your business?

Why did you start your business or why do you want to start or expand your business? _____

Self-Initiative and Self-Development Services (SISD)

Marilyn Warren, Program Manager 812.288.6451 Ext. 2113 or mwarren@casi1.org

Web page www.casi1.org



Why do you think you will be successful with this business or business idea?

What is a really wonderful skill or talent that you have?

Are you a Veteran? Yes No and If So, what department of the military _____

Please list your educational background, degrees earned, dates and location, or attach a resume.

Please list your work experience in as much detail as possible or attach a resume to the application.

How did you find out about our program? And who referred you to us?

Our program requires attendance at classes and some hours of self-study on your own. The course is intense, challenging and requires commitment.

Do you require assistance because of a life condition or language barrier? (Examples: extra time, reading problems, additional counseling hours, translated materials, etc.)
If so, please describe.

Signature _____ Date _____

**RETURN THIS COMPLETED FORM WITH PAYMENT TO
Community Action of Southern IN: To The Attention of Marilyn Warren**

**Microenterprise Business Development Center
1613 E. 8th Street
Jeffersonville, IN 47130**

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Course Structure

The classes are intended to be an introduction to the following topics, and to help small businesses identify areas where they may need to pursue additional training or other educational resources. This training is to provide small business owners or entrepreneurs considering starting a small business with a basic understanding of the financial aspects of running a small business.

Class Presentation Strategies

Each class will be presented as a separate course, generally taking about 1 and a half hours to present. Instructional strategies used to teach this class will include lectures, demonstrations, large and small group discussions, and activities to reinforce learning and student interaction.

Class Location

Classes will be held at Community Action of Southern IN, 1613 East 8th Street, Jeffersonville, IN 47130. Classes will be held each Thursday of the month October 27, 6:00PM – 7:30PM in the Family Living Room# 109

Class Schedule and Topics in Curriculum

Business Organization Types and Considerations Is Owning a Business a Good Fit for You
Business Organization Types & Considerations and Planning for a Healthy Business
Time Management for Small Businesses And Record Keeping
Writing a Business Plan
Credit Reporting for Small Businesses
Financial Management
Managing Cash Flow
Banking Services for Small Businesses
Tax Planning and Reporting
Risk Management
Insurance
Succession Planning or Selling a Business

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