

Small Business Counselor Application

Grand Junction Small Business Development Center

Contact Information	
Please complete the following:	
Name:	
Company Name:	
Address:	
Phone:	
Fax:	
E-Mail Address:	
Please Attach Business Card	

Educational Background	
Please provide the following information:	
Degrees in:	
Additional training in (certificates received):	
Work experience (positions held)	
Industry experience (type of industries you have worked in or with)	
Other:	

Please Attach Your Resume *(if available)*

As an SBDC Instructor or Program Consultant/Business Advisor, I agree not to overtly promote my business, recommend goods/services I have an interest in, or accept fees or commissions for this service directly from an SBDC client while serving in this capacity.	
<hr style="width: 80%; margin: 0 auto;"/> Signature of Instructor or Consultant / Adviser	<hr style="width: 80%; margin: 0 auto;"/> Date

Areas of Expertise

The SBDC is seeking assistance in filling specific needs of small businesses which include but are not limited to the areas listed on the back of this sheet. Please place a checkmark next to the areas you have specific expertise in and would be willing to share with an SBDC client.

Areas of Expertise – *continued*

Also you can write out or attach a list of seminar topics you instruct on

<input type="checkbox"/> Business Administration	
<input type="checkbox"/> Business Management	
<input type="checkbox"/> Business Operations	
<input type="checkbox"/> Business Planning	<input type="checkbox"/> Providing guidance in developing a business plan <input type="checkbox"/> Reviewing and critiquing business plans <input type="checkbox"/> Developing financial projections for start-up businesses <input type="checkbox"/> Other:
<input type="checkbox"/> Business Software	<input type="checkbox"/> Please indicate the type of accounting software programs for small businesses that you can provide assistance with: <input type="checkbox"/> Other - software knowledge outside of accounting:
<input type="checkbox"/> Finance / Accounting	<input type="checkbox"/> Choice of legal entity – tax implications <input type="checkbox"/> Tax compliance issues for self-employed and employers <input type="checkbox"/> Financial analysis – evaluating business financial performance <input type="checkbox"/> Helping small businesses understand financial statement info. <input type="checkbox"/> Cash management <input type="checkbox"/> Other:
<input type="checkbox"/> Human Resources	<input type="checkbox"/> Employment Application <input type="checkbox"/> Interview process <input type="checkbox"/> Hiring process <input type="checkbox"/> Developing an employee handbook <input type="checkbox"/> Employee benefits <input type="checkbox"/> Legal/tax compliance issues <input type="checkbox"/> Workers comp. <input type="checkbox"/> Other:
<input type="checkbox"/> Insurance	
<input type="checkbox"/> Legal Issues	<input type="checkbox"/> Choosing the appropriate legal structure for a business <input type="checkbox"/> Collection problems <input type="checkbox"/> Structuring a business to attract outside investors <input type="checkbox"/> Preventive legal strategies for start-up businesses <input type="checkbox"/> Other:
<input type="checkbox"/> Marketing	<input type="checkbox"/> Marketing plan development (<i>guidance</i>) <input type="checkbox"/> Target market identification <input type="checkbox"/> Branding / Corporate Identity <input type="checkbox"/> Guidance in developing/critiquing materials/ads <input type="checkbox"/> Writing a press release <input type="checkbox"/> Pricing <input type="checkbox"/> Guidance in advertising media selection <input type="checkbox"/> Internet Marketing <input type="checkbox"/> Other
<input type="checkbox"/> Sales	<input type="checkbox"/> Developing a sales plan <input type="checkbox"/> Developing a sales follow-up system <input type="checkbox"/> Hiring a commissioned salesperson <input type="checkbox"/> Coaching a beginner in effective sales techniques <input type="checkbox"/> Other:

<input type="checkbox"/> Start-Up Business Expertise	
<input type="checkbox"/> Technology	
<input type="checkbox"/> Web Design & Applications	
<input type="checkbox"/> Other:	