



Small Business Center Virtual Volunteer Program

Small Business Center (SBC) Mission:

To cultivate the entrepreneurial community and stimulate local jobs by assisting individuals launch and/or expand their business. The Small Business Center accomplishes this by providing affordable, accessible, high-quality training and knowledge-sharing opportunities to help clients achieve their business goals.

SBC Services:

Counseling: The SBC staff and Virtual Volunteer Counselors represent a cross section of experienced business professionals with a passion to share their wisdom to help others succeed as an entrepreneur. SBC staff and Virtual Volunteer Counselors provide assistance to clients in a variety of areas, including but not limited to:

Accounting and QuickBooks	Business Startup/Venture Creation
Business Financing	Business Planning
Marketing and Sales	Strategic Planning
Basic Legal Matters	Technology

Training: The SBC provides no cost seminars, tuition-based courses, and hosts a variety of special training events. Offerings are delivered by part-time faculty, contracted facilitators or volunteer presenters and are held across Mecklenburg County at Central Piedmont Community College (CPCC) campuses, public libraries and via the Internet. All offerings focus on topics of interest to business owners and entrepreneurs. Seminars are generally 1-3 hours in length and tuition-based courses range from 6-40 hours in length. Both course and seminar participants leave the sessions with entrepreneurial skills and knowledge that can be utilized immediately.

Resources: The SBC offers a variety of resources to assist the business owner and/or entrepreneur in researching, planning, and operating a small business. A resource library is located at the SBC on CPCC's Central campus and boasts business specific books, magazines and journals. Touch-down computer stations are also available and equipped with a variety of business software to help individuals develop a business plan, marketing plan, access standard legal forms and more. The SBC website offers information and links to other important resources, features client success stories and provides activity updates.

Contributions are welcome in the form of materials for the SBC resource library and/or articles for the website and/or monthly newsletter.

For information about the Small Business Center at Central Piedmont Community College, visit www.cpcc.edu/sbc

SBC FY 2014-2015 Advisory Board Members

- Ernie Aschermann, Managing Director, emGovPower, LLC
- Thomas Conroy, President, TEC Strategic Consultant
- Dan Crummey, Owner, Endeavor CPR and First-Aid
- Jason Fararoei, Principle, Yellow Cape Communications
- Jada Grandy, Senior V.P., Regional Director Community & Economic Development, Fifth Third Bank
- Jerrienne Jackson, Economic Development Small Business Liaison, City of Charlotte
- Briles Johnson, Director, Women's Business Center of North Carolina
- George McAllister, Regional Director, Small Business and Technology Development Center
- Lydia Towery, Foundation Center Information Coordinator, Librarian, Charlotte Mecklenburg Public Library
- Lenore Vassil, President, The Torch

SBC Virtual Volunteer Counseling Program

Purpose:

The SBC seeks volunteers from within the business community to assist clients who need limited professional help in specific areas of business.

Process for Involvement:

1. Potential volunteers should complete and submit the [SBC Virtual Volunteer Application](#) along with a current resume or bio.
2. A review of the application will be made and compared to the Center's current needs.
3. The SBC will interview the Virtual Counseling Volunteer Applicant to determine best placement and timeframe for desired activities.
4. If approved by the director, the following documentation will be completed and signed:
 - [Volunteer Consumer Reports Release Form](#)
 - [Volunteer Data Information Sheet](#)
 - [CPCC Volunteer Agreement](#)
 - [Volunteer Background Authorization](#)
 - [NCCCS Small Business Center Network Conflict of Interest & Confidentiality Agreement](#)
5. After the above paperwork is processed, a program developer will schedule an orientation date to acquaint the volunteer with SBC counseling procedures and the online tool to be used for virtual counseling (WebEx).
6. Volunteer activities will begin.

SBC Virtual Volunteer Counselor Paper Application

Name: _____
 Company: _____
 Address: _____
 Phone: (W) _____ (H) _____
 Fax: _____ email: _____
 Preferred time/way to contact you? _____

I would like to participate in the Virtual Volunteer Counseling Program and support the Small Business Center at Central Piedmont Community College in:

Virtual Client Counseling on an as-needed basis, up to 3 hours per month. *Please indicate the area(s) in which you would like to counsel clients; indicate special topics and areas of expertise or skills that will help the Center match your knowledge to client's needs.*

	Fundamentals of starting a business	Using technology in business
	Licensing/Registration	Retail/Restaurant issues
	Business plan preparation	Home-based business issues
	Business law	Franchise issues
	Organizational forms of business	Real estate issues with your business
	Business Finance	Starting/managing a nonprofit
	Tax issues	Strategic planning
	Accounting	
	Sources of Funding	Other areas/skills/expertise:
	Marketing/Market Research	
	Human Resource management	
	Management/Operations	

Preferred Counseling Schedule:

Maximum number of one-hour counseling sessions per-month _____; () flexible

Time periods not available for counseling: _____

Preferred time(s) of day/evening _____; () flexible

Preferred day(s) of week _____; () flexible

Please attach a copy of your resume or bio with education and professional history.

Submit by mail to:

Or by fax or email at:

CPC Small Business Center
 Attn: Renee Hode
 P.O. Box 35009
 Charlotte, NC 28235-5009

Fax: (704) 330-6832
 Email: cbc@cpcc.edu

Subject line: Volunteer Application