



Solopreneur Course Handbook

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SBDC Solopreneur Workbook

Is solopreneurship right for you? – Slide 9

Does the idea of solopreneurship sound appealing to you?
Do you enjoy doing what you plan to do as a solopreneur?
Do you feel you have the necessary skills to go into business?
Will the income you receive be enough to provide for you and your family?

1-day pie exercise – Slide 16

1. ID activities you do specifically
2. Specify how many hours you spend on each per day
3. How does your pie break down now?
4. What needs to change?

Activity	Hours per day
Sleep	
Personal Maintenance (eating, hygiene, cleaning the house, yard work, etc.)	
Social/Recreation (Going out, time with family, entertainment, general relaxation)	

(use other cells to fill in other common activities in your routine)	

Time management matrix – Slide 18

List activities you would categorize in each quadrant. Consider how much time you spend on each. Is it too much, too little, or just right?

	Urgent	Not Urgent
Important	1	2
Not Important	3	4

Skills Needed Exercise – Slide 20

Fill out the table with specifics on what skills you will need to work on to be ready for solopreneurship

Organizational Skills

Financial Skills

Sales and Interpersonal Skills

Tech Skills

Core Competency – Slide 22

After watching the video, how would you characterize your core competency? Does it meet all the criteria described?

Customer Profile Exercise – Slide 24: Who is my customer?

Demographic info

- Gender
- Age
- Ethnicity

Economic info

- Income range

- Standard of living

Lifestyle info

- Family

- Motivations

Compile all answers into a sentence describing your customer:

SMART Goals Exercise - Slide 25

Write down a goal for your business that has all the elements of a SMART goal

Budget Exercise – Slide 27

As you progress through the course, identify areas with an associated cost and add them to this sheet with what you expect that item would cost for your business.

Item	Cost
Marketing	
Workspace	
Insurance	
Equipment	
Supplies/raw material	
Software	
Contracting (hiring accountant, lawyer, subcontractor etc.)	
Other(s)	

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Product or Service – Slide 31

Is your business selling a product or a service? Describe your product/service below

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Pricing Exercise – Slide 32

What does it cost to produce my product/service?

What margin do I want to earn on each transaction?

How much does my customer save by using my product/service?

How much would someone pay for it?

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Market Value Exercise – Slide 33, 34

multiply price by number of customers to get market value. Do this exercise first for your local market (selling to an area within driving distance) and then again with an economic base market (selling to customers in other states/countries).

	Local Market	Economic Base
Area(s) Served		
Number of customers in market		
Price		
Total market value		

Promotion Exercise: Marketing Channel Selection – Slide 36

Examine your customer profile and circle which channels they use to learn about your product/service.

Which, if any are you using now?

Which should you explore and learn more about?

Radio

Social Media

TV

Direct Mail

Newspaper

Flyers, bulletin board,
business cards

Phone calls

Word of mouth

Point of purchase

Other?

Competition Exercise – Slide 37

- Who are my competitors?

- How do I stand out from my competition?

- What do I do better than everyone else?

Operations Exercise – Slides 39, 43-46

Include comments relating to cost and profitability for each question below

Where will my product/service be made?

How will my product/service be delivered?
What will my workspace be? How will it be configured? (home, co-working, storefront, etc.)
What equipment will I need in my workspace? What software will I need?
What legal counsel will I need if any?
Will my business need insurance? What kind(s)?

Accounting Worksheet – Slides 53, 56
How do I keep records now?
What tools, practices should I add to ensure good record keeping?

Are my business accounts completely separated from personal accounts? If not, what do I need to do to fix that?

Do I know enough about each type of taxes? (how, when and where do I file? do I need assistance from a tax prep professional?)

Gross Receipts Tax

Business Income Tax

Personal Income Tax

Out-of-state taxes

Do I need to correct anything about my practice relating to taxes?

What are my next steps in becoming a solopreneur? – Slide 66

Write down what you think is next for you in becoming a successful solopreneur. Be sure to reference your SMART goal and stay aligned toward achieving it when you decide what to do next.

Thank you for attending the Solopreneur Course. Please consult with a local SBDC advisor for further information and guidance.

You can also visit www.nmsbdc.org for more info on the NM Small Business Development Centers.

Sample Budget

BUSINESS BUDGET



CURRENT BUDGET – GOODS

	\$5,450.00	\$7,020.00
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SUMMARY

Total Income
Total Expenses

BUDGET	ACTUAL	UNDER/OVER
\$ 7,270.00	\$ 7,020.00	\$ 250.00
\$ 5,023.00	\$ 5,450.00	\$ (427.00)

	BUDGET	ACTUAL	UNDER/OVER
INCOME			
OPERATING INCOME			
Category 1	\$ 6,000.00	\$ 6,000.00	\$ -
Category 2	\$ 200.00	\$ 150.00	\$ (50.00)
Category 3	\$ 100.00	\$ 100.00	\$ -
Category 4	\$ 55.00	\$ 20.00	\$ (35.00)
Category 5	\$ 500.00	\$ 500.00	\$ -
Category 6	\$ 300.00	\$ 200.00	\$ (100.00)
Category 7	\$ 115.00	\$ 50.00	\$ (65.00)
TOTAL	\$ 7,270.00	\$ 7,020.00	

EXPENSES	BUDGET	ACTUAL	UNDER/OVER
OPERATING EXPENSE			
Accounting & Legal	\$ 2,250.00	\$ 2,250.00	\$ -
Advertising	\$ 25.00		\$ (25.00)
Depreciation	\$ 40.00		\$ (40.00)
Dues & Subscriptions	\$ 44.00		\$ (44.00)
Insurance	\$ 20.00		\$ (20.00)
Interest Expense	\$ 15.00		\$ (15.00)
Maintenance/Improvements			\$ -
Taxes & Licenses	\$ 29.00		\$ (29.00)
Telephone			\$ -
Travel			\$ -
Utilities			\$ -
Web Hosting & Domains			
	\$ 2,423.00	\$ 2,250.00	
PAYROLL			
Payroll Expenses	\$ 2,600.00	\$ 3,200.00	\$ 600.00
Salaries & Wages			\$ -
Contractor Wages			\$ -
	\$ 2,600.00	\$ 3,200.00	
OFFICE			
Office Supplies			\$ -
Space Rental			\$ -
Décor			\$ -
Machine Rental			\$ -
Equipment			\$ -
Postage			\$ -
Other			\$ -
	\$ -	\$ -	
ENTERTAINMENT			
Video/DVD/Movies			\$ -
Concerts/Plays			\$ -
Sports			\$ -
Outdoor Recreation			\$ -
	\$ -		
HEALTH			
Health Insurance			\$ -
Gym Membership			\$ -
Doctors/Dentist Visits			\$ -
Medicine/Prescriptions			\$ -
Veterinarian			\$ -
Life Insurance			\$ -
	\$ -	\$ -	
VACATION/HOLIDAY			
Airfare			\$ -
Accommodations			\$ -
Food			\$ -
Souvenirs			\$ -
Pet Boarding			\$ -
Rental Car			\$ -
	\$ -	\$ -	
TOTAL	\$ 5,023.00	\$ 5,450.00	

Financial Statements

Paul's Guitar Shop, Inc. Income Statement For the Year Ended December 31, 2015

Revenues

Merchandise Sales	\$ 24,800	
Music Lesson Income	<u>3,000</u>	
Total Revenues:		\$ 27,800

Expenses

Cost of Goods Sold	10,200	
Depreciation expense	2,000	
Wage expense	750	
Rent expense	500	
Interest expense	500	
Supplies expense	500	
Utilities expense	<u>400</u>	
Total Expenses:		<u>14,850</u>

Net Income		<u><u>\$ 12,950</u></u>
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**Example Company
Balance Sheet
December 31, 2017**

ASSETS

Current assets	
Cash	\$ 2,100
Petty cash	100
Temporary investments	10,000
Accounts receivable - net	40,500
Inventory	31,000
Supplies	3,800
Prepaid insurance	1,500
Total current assets	<u>89,000</u>

Investments	<u>36,000</u>
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Property, plant & equipment	
Land	5,500
Land improvements	6,500
Buildings	180,000
Equipment	201,000
Less: accum depreciation	(56,000)
Prop, plant & equip - net	<u>337,000</u>

Intangible assets

Goodwill	105,000
Trade names	<u>200,000</u>
Total intangible assets	<u>305,000</u>

Other assets	<u>3,000</u>
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Total assets	<u><u>\$ 770,000</u></u>
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LIABILITIES

Current liabilities	
Notes payable	\$ 5,000
Accounts payable	35,900
Wages payable	8,500
Interest payable	2,900
Taxes payable	6,100
Warranty liability	1,100
Unearned revenues	<u>1,500</u>
Total current liabilities	<u>61,000</u>

Long-term liabilities	
Notes payable	20,000
Bonds payable	<u>400,000</u>
Total long-term liabilities	<u>420,000</u>

Total liabilities	<u>481,000</u>
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STOCKHOLDERS' EQUITY

Common stock	110,000
Retained earnings	220,000
Accum other comprehensive income	9,000
Less: Treasury stock	(50,000)
Total stockholders' equity	<u>289,000</u>

Total liabilities & stockholders' equity	<u><u>\$ 770,000</u></u>
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The notes to the sample balance sheet have been omitted.

Cash Flow Statement

For the Year Ended December 31, 2016

Cash Flow from Operations

Net income	79,000
Adjustments for depreciation	2,000
Adjustments for increase in inventories	(22,000)
Adjustments for decrease in accounts receivable	12,000
Net Cash Flow from Operations	71,000

Cash Flow from Investing

Cash receipts from sale of property and equipment	10,000
Cash paid for purchase of equipment	(12,000)
Net Cash Flow from Investing	(2,000)

Cash Flow from Financing

Cash paid for loan repayment	(5,500)
Net Cash Flow from Financing	(5,500)

Net Increase in Cash	63,500
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Solowork-related Resources

The following is a categorized listing of key organizations and links relevant to soloworkers, communities, SBDC center directors and business advisors.

In addition to this listing, see <http://www.nmnetlinks.com/?p=293> for a comprehensive entrepreneurial resource listing.

Business Coaching, Education and Advisement

- NMSBDC - <http://www.nmsbdc.org>
- America's SBDC <https://americassbdc.org/>
- Creative startups - <http://www.creativestartups.org/>
- WESST - www.wesst.org
- STC - <https://stc.unm.edu/>
- Arrowhead - <http://arrowheadcenter.nmsu.edu/>
- SCORE - <https://albuquerque.score.org/>
- VBOC (Veterans Business Outreach Center) - <http://vboc.org/>
- SBA (Small Business Administration) - <https://www.sba.gov/>
- Chambers of Commerce (see below)
- Business Development banks of Canada <https://www.bdc.ca/en/pages/home.aspx>
- New Mexico Higher Education Department <http://www.hed.state.nm.us/>

Certified Business Incubators

- <https://gonm.biz/community-development/business-incubator-certification/>
- <http://www.nmpartnership.com/incubators/>

Remote Work Opportunities

- SoloWorks Centers – Solo Job Creation program in NM www.soloworkscenters.com
- Flexjobs - <https://www.flexjobs.com/>
- We Work Remotely - <https://weworkremotely.com/>
- Remote.Co - <https://remote.co/>
- Remotive - <https://remotive.io/>
- Skip the Drive - <https://www.skipthedrive.com/>
- Virtual Vocations - <https://www.virtualvocations.com/>
- Remote OK - <https://remoteok.io/>
- Working Nomads - <https://www.workingnomads.co/jobs>
- Jobspresso - <https://jobspresso.co/remote-work/>
- Europe Remotely – Remote jobs on European time <https://euoperemotely.com/>
- Jobscribe - Remote Jobs at Tech Startups <http://jobscribe.com/>
- WFH.IO - <https://www.wfh.io/>
- Outsourcely - <https://www.outsourcely.com/>
- Distantjob <https://distantjob.com/>
- Upwork – Find freelance work <https://www.upwork.com/>
- Nomads List - <https://nomadlist.com/>

- Forbes top 100 remote companies 2018 - <https://www.forbes.com/sites/laurashin/2018/01/17/work-from-home-2018-the-top-100-companies-for-remote-jobs/#123e983a76f0>

Economic Development

- NM Economic Developers - <https://gonm.biz/business-development/brc-directory/?category=economic-development-organizations>
- NM Councils of Governments - http://nmdfa.state.nm.us/Regional_Planning.aspx
- Chambers of commerce - <http://www.officialusa.com/stateguides/chambers/newmexico.html>
- NM Economic Development Department – www.gonm.biz

Capital/Investment (for businesses)

- SBIC - <https://www.sba.gov/sbic>
- ABQid - www.abqid.com
- ACCION New Mexico - <http://us.accion.org/your-accion/location/new-mexico>
- CNM – IGNITE Accelerator - <http://stemuluscenter.org/products/ignite-community-accelerator>
- FUNDIT - https://gonm.biz/uploads/documents/programs/Fund_it_Application_Checklist.pdf
- Enchantment Land Certified Development Company - elcdc.org
- NM Angels - nmangels.com
- NM Finance Authority - nmfa.net
- NM Venture Capital Association - nmvca.org
- Small Business Administration - www.sba.gov/about-offices-content/2/3132
- Verge Fund - www.vergefund.com
- WESST - www.wesst.org

Funding Sources for Communities

- Small Business Investment Corporation - <https://www.nmsbic.org/>
- USDA Rural Development - <https://www.rd.usda.gov/programs-services/programs-services-communities-nonprofits>
- US Economic Development Administration - <https://www.eda.gov/>
- Kellogg Foundation - <https://www.wkkf.org/grants>
- Federal Grants - <https://www.grants.gov/>
- McCune Foundation - <http://nmmccune.org/>
- NM Economic Development Department - www.gonm.biz
- HUD Community block grants - https://www.hud.gov/program_offices/comm_planning/communitydevelopment/programs
- Daniels Fund - <http://www.danielsfund.org/Grants/>
- State Legislature - <https://www.nmlegis.gov/> or contact your local state legislator
- WIOA/State and local workforce development board - <https://www.dws.state.nm.us/Job-Seeker/Resources/Local-Workforce-Development-Boards>

Co-working Spaces in New Mexico

- ABQ Co-working Alliance - www.albuquerquecoworking.com
- BioScience Center - www.thebiosciencecenter.com

- Carlisle Office Center - www.carlisleofficecenter.com
- Center for Collaboration & Commercialization (C3) - <http://sstp.org/c3>
- CNM STEMulus Center - <http://stemuluscenter.org/>
- Enterprise Center at San Juan College (Farmington) - www.sanjuancollege.edu/qcb/
- Edge Co-working space, Clovis - <https://www.edgecoworking.com/>
- FatPipe ABQ - www.FatPipeABQ.com
- Free Range Spaces - www.freerangespaces.com
- FUSE Makerspace - <https://fusemakerspace.org/>
- Gravitare! - <https://gravitareabq.com/>
- Ideas & Coffee Co-working - www.ideasandcoffee.com/blog
- Inter-Dimensional-Space-Port (formerly TechLove) - www.space-port-pros.com
- IOTA - www.iotasite.com
- Joseph L. Cecchi Venture Lab - <https://stc.unm.edu/cvl/>
- Mixing Bowl - www.mixingbowlnm.org/
- Native Entrepreneur in Residence - www.nmccnp.org/wordpress/native-entrepreneur-in-residence/
- Navajo Tech Innovation Center - www.navajotech.edu/
- NMSU – Arrowhead Center - <http://arrowheadcenter.nmsu.edu/>
- Office Alternatives - www.officealternatives.com
- Project Y Cowork (Los Alamos) - <https://www.projectYLosAlamos.com>
- Quelab - <https://quelab.net/>
- Rio Grande Community Development Corporation - www.rgcdc.org
- Rio Grande Tech Center - www.rgtechcenter.com
- San Juan College Enterprise Center, Farmington - www.sanjuancollege.edu
- Sandia Science & Technology Park - <http://sstp.org/>
- Santa Fe Business Incubator - www.sfb.net/
- Simms Space - <http://simmsspace.com/>
- SINC Nonprofit Incubator - www.sincnm.org
- South Valley Economic Development Center - www.svedc.org
- Taos County Economic Development Corporation - www.tcedc.org
- The Founders Institute, Santa Fe - http://fi.co/about?target=santa_fe
- WESST (6 Offices Statewide) - www.wesst.org
- Regus Workspaces (3,000 locations nationwide) - <https://www.regus.com/>

Respected Area-wide Co-Working Space Networks

- Atlanta - <https://www.creativeloafing.com/article/13075937/atlantas-six-best-coworking-spaces-for-startups>
- Austin - <http://austin.culturemap.com/news/innovation/10-11-16-best-coworking-spaces-offices-guide-austin-update/#slide=0>
- Boston - <https://bostonstartupsguide.com/guide/boston-coworking-spaces-roundup/>
- Denver - <http://innovatorspeak.com/the-7-best-coworking-spaces-in-denver/>
- Detroit - <http://www.growdetroit.com/detroit-startup-list/detroit-coworking-spaces/>
- Kansas City - <http://www.kccoworking.com/>

- New York City - <https://thenextweb.com/contributors/2017/07/15/top-10-best-and-coolest-shared-work-spaces-in-new-york-city-in-2017/>
- Phoenix - <http://techaz.org/7-awesome-valley-coworking-spaces/>
- San Francisco - <https://blog.getkisi.com/top-40-coworking-spaces-san-francisco-bay-area/#Culture%20Spaces>
- Seattle - <https://seattle.curbed.com/maps/finding-the-perfect-seattle-coworking-space-for-you>

Basic Steps to Starting a Business

Section 1:

- Step 1. **Define the Business:** For whom, doing what, how and where
- Step 2. **Choose a Business Name.** If you are planning on using a web site then you should consider registering your trade name and logo with the U.S. Patent and Trademark Office. You can do the basic research at www.uspto.gov but will ultimately have to do a formal filing. The last thing that you want to happen is to receive a letter from some lawyer telling you to stop using the name you have chosen as it is trademarked.
- Step 3. **Choose and Register Your Legal Structure:** The choices of legal structure for a business are:
- Sole Proprietorship (Trademark filing is optional with Secretary of State)
- The following are registered with the Secretary of State, www.sos.state.nm.us who clears the name only in the state.
- Partnership
Limited Partnership
Limited Liability Partnership
Corporation (C-Corporation)
Limited Liability Company
- C corporations who wish to elect S corporation status should complete IRS form 2553 once their C corporation registration has been filed.
- Step 4. **Obtain your Federal Employers Identification Number (FEIN) from the IRS:** The application forms, SS-4, are available at www.irs.gov , by telephone, fax, the local IRS office or contact your closest SBDC for further assistance.
- Step 5. **Register with the State Taxation and Revenue for CRS tax number:**
<http://www.tax.newmexico.gov/Businesses/register-your-business.aspx>
- Step 6. **Obtain your Business License and Other Applicable Licenses**
- Step 7. **Report New Hires to the New Mexico New Hires Directory:** Federal and State law requires employers to report newly hired and re-hired employees in New Mexico to the New Mexico New Hires Directory.
<http://newhire-reporting.com/NM-Newhire/default.aspx>
- Step 8. **As soon as you start paying employee wages you need to fill out form ES802 on line with the New Mexico Department of Workforce Solutions.** <http://www.dws.state.nm.us/Business/Publications/Forms>
- Step 9. **If you have employees, contact the IRS and your State Taxation and Revenue Office or a tax accountant for the appropriate forms and rates for the following:** State Unemployment Tax (SUTA), Federal Unemployment Tax (FUTA), Federal Income Tax (FIT), State Income Tax (SIT) if applicable, Social Security Withholding (FICA), Medicare withholding, Immigration and Naturalization Service (INS) Form I-9 for Employment Eligibility Verification.
- Step 10. **Check with an Attorney Regarding Leasing Agreements, Contracts, Patents, Copyrights, Intellectual Property and Licensing Agreement Requirements.**
- Step 11. **Determine the Necessary Guidelines for Compliance with Title I and Title III of the Americans With Disabilities Act (ADA):** The latest information on this can be obtained on the following web site:
http://www.ada.gov/2010_regs.htm
- Step 12. **Establish a Business Bank Account:** If you plan to accept credit cards it may be necessary to setup a Merchant account.
- Step 13. **Check your Insurance Coverage:** The following are some, but not all, insurance policies you might consider:
- | | |
|---|--|
| Property and Liability
Business Interruption
Product and professional liability
Comprehensive general liability (umbrella policy)
Motor vehicle | Life and Health: Basic and Major Medical
Disability Income and Key Person
Insure major equipment for replacement value
Worker's Compensation: Required with 3 or more
Employees, contractors with no employees |
|---|--|

Section 2:

Patents/Trade names/Trademarks

U.S. Patent and Trademark Office
1-800-786-9199
www.uspto.gov

Office of the Secretary of State

New Mexico State Capital
325 Don Gaspar, Suite 300
Santa Fe, NM 87501
(505)8273600
N.M. Toll Free (800) 477-3632
Forms: www.sos.state.nm.us

If issuing securities:

Form: Form J Notice of Claim Exemption; Fee \$350
Regulation and Licensing: Security Division
Plaza San Miguel
725 St. Michaels Drive
(505) 827-7140

Internal Revenue Service

2945 Rodeo Park Drive E. Suite 2
Santa Fe, N.M. 87505
1-800-829-4933 (Phone application)
1-859-669-5760 (Fax. application)
Forms available: www.irs.gov

N.M. Taxation and Revenue Department

Manuel Lujan Building
1200 S. St. Francis Dr.
Santa Fe, N.M. 87505
(505) 827-0946
Register online:
<http://www.tax.newmexico.gov/Businesses/register-your-business.aspx>

City of Santa Fe Business Licenses

200 Lincoln Avenue
Santa Fe, N.M. 87501
Building Inspections: (505) 955-6646
http://www.santafenm.gov/doing_business_with_the_city#apply

County of Santa Fe Business Licensing

County Court House
102 Grant Avenue
Santa Fe. N.M. 87501
Building & Development Services, John Salazar 986-6229
jmsalazar@santafecountynm.gov
http://www.santafecountynm.gov/growth_management/building_development_services/permit_applications

Department of Workforce Solutions

301 W. DeVargas 2nd Floor
Santa Fe, N.M. 87501
(505)827-7437/7438
Forms Available: www.dws.state.nm.us

Copyrights and Intellectual Property

U.S. Copyright Office
Public Information Office (202) 707-3000
www.copyright.gov

Worker's Compensation Administration

810 West San Mateo, Suite A2
Santa Fe, NM 87505
(505)476-7381
<http://www.workerscomp.state.nm.us/about.php>

Occupational Safety and Health Admin. (OSHA)

827 Camino De Los Marquez, Suite 3
Santa Fe, N.M. 87502
(505) 827-4230
http://www.nmenv.state.nm.us/Ohsb_Website/index.htm

District 2 Environmental Department

#4 Calle Medico
Santa Fe, N.M. 87505
(505)827-1840
http://www.nmenv.state.nm.us/NMED/field_op.html

Construction Industries Division

Toney Anaya Building:
2550 Cerrillos Road
P.O. Box 25101
Santa Fe, N.M. 87504-5101
(505) 476-4700

Regulation and Licensing Department

P.O. Box 25101
725 St. Michaels Dr.
Santa Fe, N.M. 87504
(505) 827-7003 Fax. (505) 827-1157
www.rld.state.nm.us

New Mexico New Hires Directory

<http://newhire-reporting.com/NM-Newhire/default.aspx>

For specific occupational licenses contact the appropriate division of the Regulation and Licensing Department

NEW MEXICO SMALL BUSINESS DEVELOPMENT CENTER PRE-TRAINING PARTICIPANT PROFILE RECORD

Date: _____ **Title:** _____

Thank you for filling out this pre-training form. The questions below are used strictly for internal reporting purposes. Your cooperation in answering the questions accurately and completely is greatly appreciated. Thank you for your assistance!

Name: _____ Company Name (if applicable): _____

Telephone: _____ Address _____
Street City State Zip

Email Address: _____

Would you like to receive workshop updates by E-mail? Yes No

1. Are you now:

- a. _____ a present owner of a small business? c. _____ a past owner of a small business?
b. _____ planning to start a small business? d. _____ Other (explain) _____

2. If you are an owner of a business:

- a. _____ Month and year you started the business? (Estimated.)
b. _____ Month and year you purchased the business? (Estimated.)

3. Check the type of business you are engaged in, or plan to be engaged in

- a. _____ Retail e. _____ Agriculture
b. _____ Wholesale f. _____ Construction
c. _____ Manufacturing g. _____ Other (specify) _____
d. _____ Service (other) _____

4. Are you currently an SBDC client? Yes _____ No _____

5. Gender: Male Female

6. Veteran status:

- a. _____ Vietnam veteran e. _____ National Guard
b. _____ Veteran (other than Vietnam) f. _____ National Guard – Active Duty
c. _____ Disabled veteran g. _____ Reservist
d. _____ Reservist – Active Duty h. _____ Not a veteran

7. Disabled Yes _____ No _____

8. Ethnicity:

- a. _____ American Indian or Alaska Native d. _____ Hispanic
b. _____ Asian or Pacific Islander e. _____ White
c. _____ Black (not Hispanic) f. _____ Other (specify) _____

9. How did you hear about this program?

- | | | |
|--------------------------------|---------------------------|------------------------------|
| a. _____ Advertising/Marketing | g. _____ City Government | m. _____ PTA Program |
| b. _____ Bank | h. _____ State Government | n. _____ SBA Network Program |
| c. _____ Chamber of Commerce | i. _____ Internet | o. _____ SBDC |
| d. _____ Client Word of Mouth | j. _____ Local Eco. Dev | p. _____ Training Seminar |
| e. _____ College/University | k. _____ Media- TV/Radio | q. _____ Yellow Pages |
| f. _____ Flyer | l. _____ Newspapers | r. _____ Other |

Training Dates: Jun 21, 2018 to Jun 21, 2018

Center: SBDC at UNM-Valencia (018 UNM-V)

Location: 336 Luna Street SE

Instructors: Yvonne Sanchez , Christopher Garcia

Description: Learn about small business insurance options from Yvonne Sanchez, owner of Rio Grande Financial Network.

Public Please enter any additional comments/suggestions here:

	5=Strongly Agree	4=Agree	3=Neutral	2=Disagree	1=Stronly Disagree
Workshop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pace was appropriate (not too fast or too slow)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was a good investment of my time/money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced my knowledge of the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall, I was satisfied with what I gained from attending this event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Trainer (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was prepared and organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Had adequate knowledge of the topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectively communicated the information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided useful handouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spoke to my level of knowledge about the subject.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gave me practical information I can use immediately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I would attend another course taught by this instruct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Trainer (2).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was prepared and organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Had adequate knowledge of the topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectively communicated the information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided useful handouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spoke to my level of knowledge about the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Gave me practical information I can use immediately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I would attend another course taught by this instructor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Trainer (3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was prepared and organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Had adequate knowledge of the topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectively communicated the information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided useful handouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spoke to my level of knowledge about the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gave me practical information I can use immediately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I would attend another course taught by this instructor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>