

2011-2012 PROGRAM CATALOG

THE BUSINESS CENTER

For Entrepreneurship & Social Enterprise

Ready, Set,
Start...



YOUR
BUSINESS

Major Support Provided by Lomax Family Foundation

Letter from the Executive Director

Pamela Rich-Wheeler



Having the Right Tool

Recently I was helping my husband clean out and straighten up the garage. We decided it would be best to place some items on the wall with organizers. In an effort to do the task effectively we needed the right tools to hang the organizers on the wall.

At first my husband grabbed a tool and stuck it in the drill. However, the tool would not go in the wall at all, no matter how hard he drilled. Then he grabbed another tool and started drilling. Amazingly the tool went into the same wall with ease.

I said to my husband with amazement the right tool is required for the right wall and the right job. The same applies when starting a business. You must have the right tool. Different tools are applied at different stages of development.

If you are starting a business but do not have a business plan you do not have the necessary tool for your business. Your plan serves as a tool to guide your organization and your decision making process so that an informed decision is made. The business plan also serves as a tool that needs to be available for banking institutions and investors when deciding how much to invest in your company. Also in today's client businesses are forced to reinvent themselves, which requires going back to the business plan as a tool to determine what change in operations needs to be made.

The catalog offers six business plan classes to choose from - four are face to face and two are online courses. In addition, we have courses for the owners or managers who wish to take his or her team to the next level of professional development.

Contents

Business Center Services & Programs	3
Professional Organizations	4
Business Plan Workshop Dates	5
Business Systems and Technology	6
Partners, Supporters & Sponsors	7
Executive Workshops, Seminars, and Coaching on Demand	8
Executive Workshops, Seminars, and Coaching on Demand	9
Youth Entrepreneurship Program	9
On Demand One Day Seminars	10
Best Practices in Action	11
Instructors & Biographies	12
Instructors & Biographies	13
Registration	14
Policies & Locations	15
Open House Locations & Dates	16
Board of Directors & Advisors	16

We also want you to know that TBC will be changing its name to The Business Connector. We realize that after polling our customers that we serve as a tool and advise to connect clients to valuable resources to start, sustain, and expand operations. So give us a call and register today. We are happy to serve you by providing you with the proper tool to start, sustain, and expand your business.

Kindest Regards,

Pamela Rich-Wheeler
Executive Director

The Business Center (TBC) Services & Programs



Business Center Background

The Business Center is the only small business support center in Philadelphia's Northwest. Our mission is to equip entrepreneurs with the necessary tools to start, sustain, and expand a successful enterprise. We aid in the development of professional management and entrepreneurial skills. We provide consulting, workshops, and technical resources through a combination of in-house expertise and a network of community organizations. Our motto is "Building our Community One Entrepreneur at a Time."

We offer:

Virtual Incubator Program

Featuring coaching and mentoring for small businesses on underserved corridors. Consultants provide coaching to small businesses that reside in the northwest region. The Business Center holds monthly advisory meetings to strategize a game plan and create milestones for the business' expansion and sustained success. This is achieved by providing support through activities, educational programs, consulting and resources to businesses in the local economy.

Small Business Communitarity



The Business Center offers a 13-week course on writing a business plan. The Center also offers workshops on Business Management and Planning, Business Systems, Marketing Public Relations, Business Law, and a Young Urban Entrepreneurs Program.

The Youth Entrepreneurship Program

A motivational program that encourages youth between ages 10 - 17 to start their own businesses—exploring the basic characteristics of successful entrepreneurs, the risks and rewards of small business, the importance of a business plan and how to write a plan. See page 9.

Small Business Support Services

We provide office space, consulting, workshops, special programs, and technical resources through a combination of in-house expertise and a network of community organizations. This is one of our greatest strengths—matching clients with resources.

The Enterprising Woman Business Plan Competition

An annual competition which provides women with the tools they need to launch, improve and grow their businesses. Smaller to mid-sized businesses earning less than \$250,000 in annual revenue are invited to compete for cash and prizes to be awarded as part of the business plan competition. Check our website for additional details, www.thebizctr.com or you may call 215-247-2473 x3.



WACHOVIA

A Wells Fargo Company

What Professional organizations should I join for small business growth?

Client Testimony



Barbara Bond
Bond Crafts

"The Business Center is amazing! The entire staff is knowledgeable in all that is business. The information that they give is priceless. And it doesn't stop. They have provided countless opportunities for my business when I didn't even know they existed! If you plan on starting, growing, or maintaining your business, the Biz Center is your first and final stop."

Each organization consists of volunteers who serve and operate with a board of officers to coordinate and manage the daily functions of the associations. The Business Center is frequently asked, "What Professional organizations should I join for small business growth?" So we gathered a list of our preferred business associations and decided to share them with you. Please see their contact information listed below.

USA-Kenya Chamber of Commerce

Vuyo Dunjwa, VP Marketing & Public Relations
610-703-0287
www.uskcc.org

National Alliance of Market Developers (NAMD)

Norm Bond
215-724-8099
www.namdphiladelphia.com

African American Chamber of Commerce (AACC)

Nicole R. Giles, Director, Programs and Membership
215-751-9501
www.aachamber.org

West Oaklane Business Association (WOLBA)

Charlene Wallace, President
Karyn Conway, Bus. District Mgr.
Meeting 2nd Tuesday of each month
215.927.9544
www.wolba.org

**Building Our Community
One Entrepreneur at a Time**

THE BUSINESS CENTER

For Entrepreneurship & Social Enterprise

Small Business Programs

Virtual Incubation

The Enterprising Woman Business Plan Competition

Youth Entrepreneurship

Small Business Communiversity

215.247.2473

(fax) 215.247.2477

www.thebizctr.com

Business Plan Workshop Dates

Client Testimony

BUSINESS PLAN WORKSHOP - Popular Course

Join this dynamic motivational 9 week course created to encourage and prepare new and existing entrepreneurs with the information they will need to start, sustain and expand their business. Each person will participate in a pre-business self assessment, and will learn how to prepare a business plan from scratch. Discussions and exercises will include topics on how to research, market and finance a business concept. **Cost is \$350**

Instructors: Jeneen Barlow and Fran McNeal

SESSION 1: Thursdays, Sept. 29th — Dec. 22nd
(no class Nov. 24th) 6:30 PM - 8:30 PM

SESSION 2: Saturdays, Oct. 1st — Dec. 4th
(no classes on Oct. 3rd or Nov. 12th)
9:00 AM - 12:00 PM

SESSION 3: Thursdays, Jan. 26th — April 12th
(on-line only) 6:30 PM - 8:30 PM

SESSION 4: Saturdays, Jan. 28th — March 17th
(on-line only) 9:00 AM - 12:00 PM

SESSION 5: Thursdays, March 29th — June 14th
6:30 PM - 8:30 PM

SESSION 6: Saturdays, March 31st — May 19th
9:00 AM - 12:00 PM



Dottie Baumgarten,
Owner of
Sustainable Choices

"What's the difference between working for a business, and owning a business? When my full time work as a teacher ended two years ago, one part-time contract as an environmental education consultant started my business. I needed classes at The Business Center to learn the business skills that I used immediately and improved with time. I took every course that matched my needs. I particularly benefited from The Business Plan Workshop because the teachers were stellar and I was not alone-my classmates were learning business sense with me. Now, I'm in my third year of business, and going strong. Thanks."

MEMBERSHIP PACKAGE

Membership Has It's Privileges — \$50

Special Savings on Classes, Seminars
& Networking Events

Subscription to *Inc* or *Black Enterprise* Magazine



To Become a Member,
call
215-247-2473 x9

The only piece
missing is you!

Business Systems and Technology

Client Testimony



**Claudette
Carrion-Wardlaw**

"I thoroughly enjoyed The Business Center's Gala...I was amazed at the range of concepts presented in the Business Plan Competition and inspired to follow through with my dream. All of the women I had the pleasure of speaking with were supportive of my concepts and had great advice to share, but more importantly, they all spoke very highly of their experience at The Business Center."

QUICKBOOKS

Begin the process to take your business accounting processes to the next level. This is an electronic business accounting course that will review the Quickbooks program. This course will review setting up your bookkeeping system on your computer, learning to understand the credit and debit process, teach you how to generate reports, and help you keep accurate records for your reference. Hands-on experience in program navigation will be provided. **Cost is \$150**

Tuesdays

Instructors: Ada Olumbe and Scott Rubinsky

Location: The Business Center

6:30 pm - 8:30 pm — 4 sessions

The dates will be as follows:

Session #1: Sept. 27, Oct. 4, Oct. 11

Session #2: Jan. 10, Jan. 17, Jan. 24

Session #3: Apr. 17, Apr. 24, May 1



Citizens Bank
1-800-4BUSINESS
(1-800-428-7463)



Partners, Supporters & Sponsors

Foundations

- Citizens Bank Foundation
- Lincoln Financial Group Foundation
- Lomax Family Foundation
- Non-Profit Finance Fund
- Philadelphia Foundation
- PNC Bank Foundation
- The Elizabeth B. and Arthur E. Roswell Foundation
- The Northwest Fund
- Samuel E. Tabas Family Foundation
- Sovereign Bank Foundation
- Wells Fargo Foundation



Government Officials

- City Councilwoman Donna Reed Miller
- Congressman Chaka Fattah
- State Representative Cherelle Parker
- State Representative John Myers
- State Senator LeAnna Washington

Collaborative Partners

- African American Chamber of Commerce
- Blair Christian Academy
- Career Consciousness
- City of Philadelphia Commerce Department
- Greater Germantown Business Association
- Greater Philadelphia Chamber of Commerce
- Logan CDC
- Lutheran Theological Seminary
- Mt. Airy Community Service Corporation
- Mt. Airy Learning Tree
- Mt. Airy USA
- Neighborhood Interfaith Movement
- New Covenant Church of Philadelphia
- Northwest Philadelphia Interfaith Hospitality Network (NPIHN)
- Philadelphia Industrial Development Corporation
- Progress Investment Associates
- School District of Philadelphia
- Stapeley
- Tabas Funding
- The Enterprise Center
- US Small Business Administration
- USA-Kenya Chamber of Commerce
- WDAS Clear Channel
- West Oak Lane Business Association
- West Oak Lane Senior Center
- Women's Yellow Pages of Greater Philadelphia
- WURD Radio, LLC

Education Improvement Tax Credit Program Contributors

- Brian Madalione State Farm Agency
- Philadelphia Development Associates
- Brown's Family Shop Rite
- Conestoga Bank

Friends, Supporters and Sponsors

Reallionaire:

\$1,000 +

- Dr. Okechukwu Onyemelukwe
- Enon Reinvestment Ministry
- Lambert Worldwide Services, LLC
- OARC
- Omega Psi Phi Fraternity — Mu Omega Chapter
- Pamela and Solomon Wheeler
- Philadelphia Activities Fund
- Philadelphia University

Directors Level:

\$100 - \$249

- David Brown
- Franne McNeal
- Hilderbrand Pelzer
- Dr. Karen James
- Gregory Miller, Sr.
- Howard James

Benefactor Level:

\$500 - \$999

- Janice Thornton
- Kendall Hayes
- Kenyatta James
- Nicole Kilburg
- Weavers Way Co-op

Ambassador Level:

\$250 - \$499

- Kennedy Broughton
- Michelle Broughton
- Big Daddy's BBQ
- Arthur Wells
- Henrietta Hadley
- Parris Hall
- Maurice Hampton
- Darisha Miller
- William Parshall
- Diane Richardson
- James Smith
- Walter Toliver, PC

Executive Workshops, Seminars, and Coaching on Demand

Who Should Attend?

*Managers,
People in Transition
(Recent Grads,
Stay at home moms,
Unemployed)
Entrepreneurs*

Let the Experts come to you!

Executive Workshops, Seminars and Coaching on demand!

All workshops are 2 hours long.

Cost is \$49.99/pp Minimum of 10 people required.

The Balancing Act: Women, Mothers and Wives in Business

Lisa Dent, President, LLD Systems

This course is the introductory course to a series of accompanying workshops and seminars developed specifically for women in business. It outlines the challenges and rewards that are unique to women business owners and women in executive positions. All discussions are based on a women's perspective. Participants will come away with a number of techniques which can be immediately utilized to overcome stressful situations and create a more balanced personal and business life. This course will definitely provide value to all who participate as it's not just a lecture but an interactive experience.

Mastering The Sales Process

Milton Corsey, CEO, Evolution Management
Training and Consulting

This seminar is geared to teach you strategic and practical sales techniques in a highly interactive and experiential environment. These techniques are the vital tools that give you an edge in the market. The practice and application sections are geared toward your product and market so you are learning methods that can be turned into workplace results.



**REGISTER
TODAY!**

The Destiny Statement Process Professional Development Series:

Jeneen Barlow, President & CEO, Barlow Enterprises

Jéneen is the Chief Executive Officer and Co-founder of Barlow Enterprises, formerly known as A More Excellent Way Presenters, Inc. Barlow Enterprises, a consulting and motivational speaking company, seeks to provide the business community, students, families and individuals with the processes they need to "Be More Excellent. On Purpose."[™] She and her husband, Omar Barlow, are most well-known for their life purpose-clarifying Destiny Statement Series[™]

She obtained a Bachelor's degree in Elementary Education from Rider University and a Bachelor's degree in Sociology, and from Eastern University with a Masters of Science degree in Urban Economic Development she has used her unique background to write curricula, research and development programs, teach, dance, and establish vehicles for empowering youth through adults to overcome their fears and just do what they would do if they had no fear. Jéneen is currently a student at the University of Pennsylvania College of Liberal and Professional Studies.

Executive Workshops, Seminars, and Coaching on Demand

Client Testimony

A few topics on which she presents are: discovering purpose and vision, parenting, young adult development, leadership, spirituality, relationships, and overcoming fear. Articulate and mild, yet poignant in her approach, Jéneen is skilled at searching out the audience's needs and providing them with the information and motivation they need to become instant agents of change. Whatever the need, she is creative in her address and often uses dance and visual arts to further clarify the principles of process on which she is presenting.

Learning How to Put First Things First

Ellen White, Moderator

Learning how to Put First Things First — the essence of good time management — can be a real challenge for many people. This principle is actually Habit 3 from Stephen Covey's best-selling book *The 7 Habits of Highly Effective People*. Join this lively discussion on effectively managing time.

Human Resources (HR) Strategies for Entrepreneurs

Rachel Grace, Principal Consultant,
Grace Consulting International, LLC

Need advice on recruiting, hiring, firing, and/or retaining employees? Then this is the seminar for you! Good employees facilitate the success of any business. As an entrepreneur you need to develop a HR strategy that is unique for your business. This seminar will cover the employee life cycle and address issues that every entrepreneur confronts when dealing with employees.



Ayana
Pilgrim-Brown
Career Compass

"Entering the Enterprising Women's Business Plan Competition has proven to be a great business decision. As I re-launch my business I needed support, encouragement and motivation. The staff of the Business Center provided all three during the application process. When I needed direction they provided it and welcomed the chance to help. I value having them in my community and I look forward to leveraging more of their support in the future."

YOUTH ENTREPRENEURSHIP PROGRAM



LOOK FOR OUR PROGRAMS AT:

Furness High School
Germantown High School
Jenks Middle School
Lutheran Theological Seminary
Roxborough High School

Students who participate in the program are introduced to the idea of starting nontraditional businesses. They are taught about the rewards and challenges of being an entrepreneur and how to build the components of a business plan. Classroom lessons are reinforced by site visits to successful local businesses. Curriculum details can be adapted to beginner, intermediate and advanced students ranging from 6th grade to 12th grade.

LEARN GROW SUCCEED

On Demand One Day Seminars

Let the Experts come to you!

Executive Workshops, Seminars and Coaching on demand!

All workshops are 2 hours long.

Cost is \$20/pp

Minimum of 10 people required.

PLANNING FOR PROFITABILITY

Business runs on numbers. In this workshop, Franne shares how to increase revenues, reduce expenses, and increase profits.

Franne McNeal, CEO, HR Energy

*No walk-ins allowed for this seminar, pre-registration required

GUERRILLA MARKETING

Guerilla Marketing provides an innovative, creative, and non-traditional approach to marketing tactics. Identify creative ideas to market your service or product.

Megan Smith, Brownstone PR

CREATIVE & STANDARD WAYS OF FINANCING

Start-up businesses often have few assets to use as collateral, which makes it hard to obtain loans. This one-day workshop will provide creative ways to locate money for your business.

Christopher Chaplin, Kasava Inc.

DOING BUSINESS LOCALLY, STATE-WIDE AND INTERNATIONALLY

Complete required forms for doing business with the city and find out everything you need to know about bid announcements, becoming a bidder, and competing for State contracts.

Carol Brooks, Manager International Trade

Derek Green, Esquire

Harold Levy, Business Enterprise Analyst

SPEED NETWORKING

Learn and refresh your techniques for meeting business professionals in a short amount of time. Then have time to network and practice what you just learned.

Terri Rivera, Dir. of Educational Programs, The Business Center



GOOD CREDIT STRATEGIES

Learning to effectively manage your financial responsibilities can be challenging to even the most organized individuals. This workshop will educate participants on how to eliminate debt, rebuild credit, establish savings, prepare dispute letters, understand the lending process and the art of successfully acquiring new life changing habits for your life.

Anthony Miles, Miles School of Business Credit

MEET THE PRESS

This workshop includes innovative approaches to get the word out to the press. Learn the basics of working with the media to secure positive coverage that speaks to your audience. Local newspaper and marketing experts will be on hand to provide a sample press release and give tips to help you advertise your service or product with the press.

Megan Smith, Brownstone PR

Karl Biemuller, Germantown Chronicle

Earl Harvey, National Alliance of Market Developers

CONSTANT CONTACTS

Learn best practices for networking and keeping in touch with your customers.

J. C. Lamkin, Gypsy Lane Technologies

FOOD FOR THOUGHT – TAKING YOUR FOOD PRODUCT TO MARKET

Learn what it takes to put your homemade delicious recipes into your local markets. Experts at Weavers Way Co-Op will show you how to distribute in their stores.

Norman Weiss, Purchasing Mgr, Weavers Way Co-Op

Tanya Stewart, President & CEO, Food Safety Essentials, Inc.

CASE STUDY

Learn the common mistakes to avoid from victories and failures of Fortune 500 companies. Evaluate and analyze a businesses strengths and weaknesses.

Pamela Rich-Wheeler, Executive Director, The Business Center

Paula Watts, Business Development Specialist, SBA

Best Practices in Action

Client Testimony



Blane Stoddart
BFW Group, LLC and
Green Building
Conversions

"We are a fledging company that provides construction project management, owners representation, and construction site monitoring. TBC provided technical assistance to develop our QuickBooks accounting system and the consultant is still working with us. TBC has been critical to our success and survival."

Best Practices in Action

Save the Date!
Friday November 18,
2011
6:30 PM – 9:30 PM

Join TBC as we celebrate the excellence of past and present clients. Come out and network and reconnect with Business Plan clients from 2002 • 2003 • 2004 • 2005 • 2006 • 2007 • 2008 • 2009 • 2010. More information coming soon.

Sovereign bank is part of the community, and we want to know our customers by name. **Come meet our Retail Banking Manager, Veronica Williamson,** and find out what Sovereign can do for you.

Stop by our Mt. Airy Community Banking Office at 6740 Germantown Avenue and meet Veronica Williamson today.

215-842-4881

sovereignbank.com

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Sovereign Bank



Santander

Instructors & Bios



Janeen Barlow



Lola Harper



Karen James



Marie Lambert



Franne McNeal



Anthony Miles



Sheila Mitchell-Green



Ada Olumbe



Gisele Quarterman



Pamela Rich-Wheeler



Terri Rivera



Solomon D. Wheeler

Lola Harper is a nationally recognized award-winning advocate for small urban businesses. Prior to starting IgC LLC, Lola worked with countless economic and business development agencies, always with one goal in mind — to level the playing field for minority, small, and women owned businesses. Lola started her career as a Merchandise Manager for a national retailer. Lola prides herself on working with businesses, particularly on urban commercial areas, to help them gain access to needed financial and technical assistance. Her success working with not only small businesses, but in urban neighborhoods garnered national attention when she was honored by Hector Barreto, former Administrator of the Small Business Administration as one of the Nation's top small business advocates.

Karen James, Ed.D is the CEO of Holistically Yours, a holistic health consulting company offering naturopathic services with an emphasis on Homeopathic medicine. She is certified in Homeopathy and is a certified natural health practitioner. In addition, as retired business educator she also has over 25 years of experience in Career and Technical Education. She earned her doctorate degree in Leadership and Innovation from Wilmington University. She has been a member of the board of The Business Center for one year.

Marie Lambert has been a pre-school teacher since 1987 and has earned her degree in Early Childhood Education. Marie has enjoyed producing plays and dance routines for young people. She has lent her talent to The Business Center for the purpose of the Youth Entrepreneurship Program where she has been an instructor at three schools. The programs have been well received and Marie looks forward to another semester of teaching.

Franne McNeal, Significant Business Results Coach, HR Energy, helps entrepreneurs get more clients, revenues and profits. Franne is a serial entrepreneur, author and keynote speaker who has coached over 450 entrepreneurs. 83% of her clients have gained 2 new clients within 2 months of coaching. Franne also provides executive coaching to individuals and teams to facilitate improved performance, process and profits.

Anthony Miles is the founder and President of Miles International, a full-service training and consulting firm. Anthony is a nationally known speaker, credit pro and debt elimination expert in Philadelphia. In addition to co-authoring *Everything You Ever Wanted To Know About Credit But Were Too Ashamed To Ask*, he is also a professional speaker and economic empowerment coach.

Instructors & Bios

Sheila Mitchell-Green is the CEO of Soles A Shoe Experience, an online women's shoe boutique. She has been a member of the board of The Business Center for one year. Sheila has several years experience in designing websites and assisting others in establishing their businesses. She has a degree in Business Administration from North Carolina Central University.

Ada Olumbe, currently works with Girl Scouts of Eastern Pennsylvania. She has 18 years of experience in bookkeeping and accounting and has earned a Masters degree in Accounting and Financial management from Keller Graduate School of Management. She is currently enrolled in the CPA program and is a member of the Pennsylvania Institute of Certified Public Accountants (PICPA) and National Association of Certified Public Bookkeepers (NACPB).

Gisele Quarterman is a retired teacher with over 20 years experience working with adults as well as children. With a BSEd in Elementary Education from West Chester University, she is certified in Pennsylvania to teach grades K-8. Gisele also holds a certification in Middle School Science. Currently she volunteers teaching Science to adults in a GED Preparation Program at Zion Baptist Church. She has received special training from MicroSociety, a program designed to train students how to start and run their own small businesses.

Pamela J. Rich-Wheeler, MBA, has, since 1999, been serving as co-founder and Executive Director of The Business Center, providing consulting, educational workshops and business support services to tenants and affiliates. Pamela knows first hand the challenges and rewards of small businesses because she owned and operated one, PJ Tours & Travel, Inc. She has an MBA in Marketing from the University of Pittsburgh. Additionally, Pamela has been the recipient of prestigious awards such as MBA of the Year, from the Philadelphia National Black MBA Association, and the Philadelphia Business Journal 40 Under 40, bestowed upon up and coming leaders in community and economic development.

Terri Rivera serves as the Director of Educational Programs at The Business Center. Her primary responsibility is to oversee the adult and youth educational programs. She also conducts open houses and workshops to assist entrepreneurs in their endeavors. Terri is a native of Philadelphia. She has a Bachelor of Arts degree in Business Administration from Temple University and a Masters Degree and Certification in Elementary Education from Arcadia University.

Solomon D. Wheeler, works for the US Small Business Administration with the 8(a) contracting program. He volunteers as a special consultant to The Business Center for development of services and programs enabling small businesses to grow. He has acquired extensive experience in finance, auditing, and commercial lending working for Fortune 500 companies such as Coca-Cola and Unisys Corp.

THE 10TH ANNUAL ENTERPRISING WOMAN BUSINESS PLAN COMPETITION WINNERS

Left to right (first row):

Third Place Winner, Ayana Pilgrim-Brown, President, Career Compass; Pamela Rich-Wheeler, Executive Director, The Business Center for Entrepreneurship & Social Enterprise; (second row):

First Place Winner, Michelle Tollen, President, Natural Hair Care Training;

Second Place Winner, Alicia Agnew, President, Polished Professionals;



Get Registered

Name _____

Address _____

City/Zip Code _____ E-mail _____

Day Phone# _____ Eve. Phone# _____

*Banking Institution: _____ *Annual Household Income: _____

*Birthdate: _____ *(This information used for government funding sources only)

Phone number required. Specific courses offer Continuing Education Units.

Course Title	Fee
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____

Non-refundable registration fee of \$6 per term \$ 6.00

Total _____

(Card #) _____

(Exp. Date) _____

Pay by Cash, Check, Money Order, or Mastercard/Visa only. (Please circle one)

Name of credit card holder (please print)

I hereby authorize the use of my Mastercard/Visa (signature)

Installment plans are available and are automatically charged to your credit card the second week of each month beginning October 13th. A credit card or debit card must be submitted at time of registration in order to participate in this payment option. The first payment for all plans is due at the time of initial registration.

I would like to make a contribution to The Business Center

Enclosed is a check for the following amount: \$25 \$75 \$100 Other

4 Ways to Register

Online: Register at www.thebizctr.com

In Person: Cash payments must be made in-person at the Business Center. Office Hours Monday through Thursday, from 9:00 am to 5:00 pm,

By Mail: Make checks or money orders payable to: The Business Center, 7500 Germantown Ave., Elders Hall, Ste.113

Philadelphia, PA 19119. Do not send cash in the mail.

By Fax: Fax Registration Form to 215-247-2477. Include Mastercard/Visa with expiration date. Include card holder's name if different than course registration.

Policies & Locations

Cancellation Policy: Clients will be given reasonable notice if a seminar/workshop will be cancelled. Sessions will be cancelled if enrollment does not reach a full class population. Clients may be notified via phone or e-mail 24 hours prior to class date. Personal consultations with class instructors may be negotiated at the agreement of student, instructor and Business Center staff.

Refund Policy: The registration fee is mandatory and non-refundable. Any monies paid for seminars or workshops not attended will be transferred to the next class registration as long as you notify The Business Center in advance that you will be unable to attend the class. Course payments are non-refundable. Class information will be held for 12 months only. If your employer has paid for you to attend the class, and you cannot attend, you must give 1 week written notice. Additionally, your employer may send someone to attend class in your place. Again, no refunds will be given

Returned Checks: Clients will be charged a \$20 fee on any returned checks. All checks must be made payable to The Business Center. We are not responsible for checks which are lost or stolen in the mail.

Questions? We are here to help. Contact us at 215-247-2473 ext. 7, Monday through Friday 9:00 am — 5:00 pm or e-mail us at info@thebizctr.com.

Registration space is limited: Please register early to guarantee your seat!

Disclaimer: Dates, times, locations, and speakers are subject to change.

Employer Assistance

Your Employer may pay for you to participate in this program (ACME, VERIZON, HUP) please call The Business Center for more details.

*Your source for
small business development!*

Locations for Courses and Open Houses

La Salle University
1900 W. Olney Ave.,
Philadelphia, PA 19141

PNC Bank
4060 City Avenue
Philadelphia, PA 19131

The Business Center
7500 Germantown Avenue
Elders Hall Conference Room
Philadelphia, PA 19119



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**The Business Center for
Entrepreneurship & Social Enterprise**

7500 Germantown Avenue
Elders Hall, Suite 113
Philadelphia, PA 19119-1650

Dated Material

Open House Location & Dates

These dates have been selected to give our community an opportunity to learn about The Business Center, register for courses and find out about upcoming events and seminars. Call 215-247-2473 ext. 7 to confirm.

Thursday, September 8, 2011, 6:30 PM – 8:30PM
LaSalle University St. Benilde Tower
Wister Street (between Chew and Belfield Aves)
West Campus
Executive Conference Room 5011 (Park in Lot K)

Tuesday, January 10, 2012 6:00pm - 8:00pm
The Business Center
7500 Germantown Avenue
Elders Hall

Saturday, March 3, 2012, 10:00 AM – 12:00 PM
PNC Bank
4060 City Line Avenue

Board of Directors

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RENOVO Development Group
Walter Toliver, Esquire
Walter T. Toliver, PC.
Darisha K. Miller, Director of Media Relations
Ross Associates
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Youth Empowerment Group
Maurice T. Hampton, President & General Manager
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Pamela Rich-Wheeler, Executive Director
The Business Center for Entrepreneurship & Social
Enterprise

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