

**Business Management Trainings**

Butte College Small Business Development Center is offering business management trainings and one-on-one business consulting in all areas of business start-up, development, management and growth including: business and tax planning, legal issues, and government contracting, to help you run a successful business. Our trainings are designed to help you implement best practice strategies in your day-to-day operation. Pre-Registration is required. Advanced payment, where applicable, reserves your seat.

**How To Turn Your Hobby Into A Business**

**Date:** Thursday, April 5, 2018  
**Time:** 9:00am - 11:00am  
**Cost:** FREE  
**Location:** 125 East Walker, Orland

This workshop will take you through a step-by-step process on how to turn your hobby into a business. You will: learn what it takes to start & run your business - how to make money doing what you enjoy; brainstorm opportunities to generate enough income to make it worth your time; complete list of items needed to start your business; understand legal requirements (license, permits); grasp how to develop a basic business plan for success; determine the amount of money you need to start & sustain your business until it is profitable; calculate how much profit you need to make in order to maintain your standard of living; discover how to manage the financial side of your business (recordkeeping, bookkeeping, financial statements); understand that you are the boss & not an employee... and what that comes with; & implement time management practices.

**Basic Sales & Use Tax Seminar**

**Date:** Thursday, April 26, 2018  
**Time:** 9:00am - 11:30am  
**Cost:** FREE  
**Location:** 2480 Notre Dame Blvd., Chico

A representative from California Department of Tax & Fee Administration will provide information on basic sales & use tax requirements including, How To: acquire sales permits; prepare resale and exemption certificates; determine what is taxable and non-taxable; file your sales & use tax return electronically; identify your deductions, exemptions, and tax rate; become an eClient; file and pay online; maintain adequate records; navigate the application process; understand the definition of what is a sale, and other important facts and responsibilities of a business owner.

**Understanding Legal Liabilities Regarding Employment**

**Date:** Friday, June 8, 2018  
**Time:** 8:30am - 10:30am  
**Cost:** \$20 per person prepaid; \$30 at door  
**Location:** 2480 Notre Dame Blvd., Chico

Over sixty percent of business legal liability will occur in the area of employment law. The most types of employment litigation include wrongful discharge, retaliation, Fair Labor Standards Act (FLSA), & discrimination (hiring, promotion, terms & conditions, hostile work environment, reasonable accommodation). We will address these issues & provide you information on how to: protect your business from complaint to an enforcement agency or litigation; address wrongful discharge from At will employees, contractual, or unionized; understand retaliation/whistleblower issues & discrimination; and provide you with the key to protecting your business from legal problems.

**Introduction to Government Contracts**

**Date:** Thursday, June 14, 2018  
**Time:** 9:00am - 11:00am  
**Cost:** FREE  
**Location:** 2810 Main Street, Red Bluff

Government contracting can seem daunting for small businesses, but there are significant opportunities for most types of businesses to grow through working to support local, federal, & state government agencies. Join us to learn the basics of government market entry, and how the California Capital Procurement Technical Assistance Center can provide ongoing no-cost assistance to help your business effectively compete in the government market.

For additional information, please call, fax, stop by, or log onto: [www.buttecollegesbdc.com](http://www.buttecollegesbdc.com)  
Butte College SBDC, 2480 Notre Dame Blvd., Chico ■ (530) 895-9017 Phone ■ (530) 566-9851 Fax

**Register Today!** Please call, register online, stop by Butte College SBDC and mail or drop off registration form (one per person - cash, check, or credit card) to: Butte College SBDC, 2480 Notre Dame Blvd., Chico, CA 95928.

Apr. 5 - Turn Hobby into Business;  Apr. 26 - Sales & Used Tax;  June 8 - Legal Employment Liabilities;  June 14 - Gov't Contracts

Name \_\_\_\_\_ Business Name \_\_\_\_\_

Phone \_\_\_\_\_ Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_



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SBDC programs are nondiscriminatory and available to individuals with disabilities. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Sophie Konuwa, director, 2480 Notre Dame Blvd., Chico, CA 95928, [konuwaso@butte.edu](mailto:konuwaso@butte.edu), (530) 895-9017.

