

TRIBAL PROGRAM NEWS



S.T.A.N. Holds First Workshop – The Siletz Tribal Action Network, S.T.A.N., recently held its first workshop. The program offers free basic skills development classes for Siletz Tribal members, non-tribal spouses, and adult children. Participants in the first class were (left to right): Billie Wills, Revelle Lewis, Rene' Deras (instructor), Donna Rodriguez, Cy Hill, Denise Riding In, and Amy Rouske.

Attend the S.T.A.N. Workshops

All free workshops will be held at the Siletz Tribal Business Corporation, 2120 NW 44th St., Suite D, Lincoln City

Open to Siletz Tribal members, their non-tribal spouses, and adult children

Space is limited. Pre-registration is required.
Call 541-994-2142 or 1-877-564-7298 (toll-free)

Oct. 12, 6:30 p.m. Identifying Your Skills

What are your skills? How can you use them in a business?

Instructor: Rosie Sufficool, Business Information Counselor

Oct. 26, 6:30 p.m. Setting Up Your Office For Success: Basic Office Procedures

Learn how to set up your office professionally and efficiently.

Instructor: Sue Lemaster, Administrative Assistant, STBC

Nov. 16, 6:30 p.m. Basic Computer Skills

Learn how to use a computer effectively, send and receive e-mail, and access the Internet.

Instructor: Sue Lemaster, Administrative Assistant, STBC

Nov. 30, 6:30 p.m. Business and You!

Have you always wanted to own your own business? Learn how to plan and develop your business idea.

Instructor: Rosie Sufficool, Business Information Counselor



Dec. 14, 6:30 p.m.

Intermediate Bookkeeping

For students who have taken Basic Bookkeeping

Instructor: René Deras, CPA, STBC

Dec. 28, 6:30 p.m.

Taxes: What Every Business Owner Should Know

Instructor: René Deras, CPA, STBC

Business and You!

by Rosie Sufficool, STBC Business Information Counselor

A Home-Based Business – Is It Right For Me?

Each year, the number of home-based businesses grows and many entrepreneurs choose to open and operate a business in their home.

Although the idea of having a business in your home can sound very appealing, this type of business is not for everyone.

The reasons many people choose to operate a business from their home vary. Many like the idea of not having to commute and operating a home-based business also can be a lot less expensive than renting a store location.

But remember, just because you are working from your home, your customers will still expect you to provide the product or service they want in a professional manner.

Before you start a business in your home, call your city or county office to find out about any home-based business zoning restrictions in your area. Many cities and counties only license certain types of home-based businesses.

Operating your business from your home may **not** be a good idea if you expect frequent deliveries of product and a large number of customers coming to your home.

Here are some tips for operating a home-based business:

- Designate a specific area or room in your home for the business.
- Remember, when you start work each day, you should be ready to do business. Don't get distracted by other home responsibilities.
- Install a separate telephone line and answering machine for your business.
- Maintain regular business hours.
- Keep accurate records of income and expenses.

It doesn't matter if your business is in a storefront or in your home, the key to being successful is being professional and taking care of your customers!

If you have a business question or a topic you would like to see discussed in this column, e-mail me at rsufficool@stbcorp.net or call 541-994-2142 or 1-877-564-7298 (toll-free).

Business and You!

by Rosie Sufficool, STBC Business Information Counselor

Choosing the Right Name for Your Business

Choosing a name for a new business is not an easy task. There are many things to consider when deciding on a name that will identify your business.

First of all, it's important to decide if your business name should reflect the type of service or product that you provide.

For example: if you sell bakery items, you might use "bakery" in your name, such as "Hometown Bakery." If you provide a service and have a good reputation in the community you plan to start your business in, you might include your name, such as "John Green's Landscaping."

Make a list of names that you think you might like to use. Ask your friends or family for their suggestions, but remember that once you choose a business name, you might use it for a long time.

After you have chosen your business name, it's necessary to register it with the state of Oregon. They will do a search to find out if the name already is being used by another business in the state. If another company already is using the name, you will have to choose a new one.

If your business name is not being used by another business in Oregon, you will be given a tax identification number. For more information about registering your business name, contact the Oregon Business Referral Center at 503-986-2200 or visit www.oregon.gov.

For information about obtaining an EIN or tax identification number from the Internal Revenue Service, visit www.irs.gov.

Remember, the business name you choose is something you should be proud of; you might use it for a very long time.