

Business and You!

by Rosie Sufficool, STBC Business Information Counselor

Ongoing Training Gives You the Competitive Edge

What you think about education and training can make a big difference in whether you succeed or not.

There usually are two kinds of people, those who are glad they are out of school and through with education and those who continue to learn their whole lives.

Although learning something new can be hard work, it can give you the competitive edge in your career or help you become a successful entrepreneur.

There really is no good reason not to continue learning your whole life. It doesn't matter if you learn a hobby or a skill that will help you in your job or business, just the process of learning can really contribute to good mental health, keep your mind alert, and give you the competitive edge in your career or business.

For Siletz Tribal members, the opportunity to learn has been made easier by

the development of the Siletz Tribal Action Network, S.T.A.N.

A variety of basic S.T.A.N. workshops are held on the second and fourth Wednesday of each month at the Siletz Tribal Business Corporation in Lincoln City. The workshops are free, begin at 6:30 p.m., and are approximately two hours long.

Future workshops include: How to Repair Damaged Credit, Basic Computer Skills, Identifying Your Skills and Abilities, and Cash Handling.

If you are interested in learning something new and becoming the "best you can be," register now.

Space is limited, so pre-registration is necessary. For more information about S.T.A.N., contact me at 541-994-2142 or 1-877-564-7298 (toll-free).

**There is no time like the present to learn something new.
Do yourself a favor and sign up now!**

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Entrepreneurs – Give Yourself Plenty of Time

Entrepreneurs – excited about opening their new business – often don't realize the importance of **time!**

They are in a hurry to get everything done so they can open their doors and start making money. But many fail to realize that they are not always in control of the time it takes to get some things accomplished.

Just because you are ready to open your business doesn't mean it will happen. City, county, and state agencies that may have to provide licensing or permits can take several weeks or months to process your applications.

The best way to avoid a period of waiting that might delay the opening of your business is to plan, plan, plan!

When you are initially developing your business plan, it's important to research the type of licensing or permits you might need.

Contact licensing agencies and ask the length of time it normally takes for applications to be processed and what, if any, circumstances might occur to delay that process. Even though agencies may give you a specific processing time, it's unlikely things will **always** go as planned and happen in a timely manner.

There are some things that can help the application process run smoothly:

- Fill out your application **completely** and include a contact telephone number where you can be reached if there are questions.
- Make it a point to introduce yourself to the licensing department secretary or assistant and remember his or her name. Then if you have to call to check on the status of your application, you will be able to ask for a person by name.
- Be **polite** and **grateful** for any help you receive.
- If you are frustrated by a delay, **don't get angry!**
- Remember, city, county, and state governments have a process to follow; they tend to work slowly. Be patient!

By planning ahead, you can prevent costly delays that may have an impact on your business.

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

Elder Council Meeting

**Nov. 12, 2005 – 2 p.m. to 5 p.m.
Chinook Winds Casino Resort**

**If you need a ride, please call Angela Ramirez
1-800-922-1399, ext. 1225, or 541-444-8225**

Are You Really Enrolled?

Not fully, if you haven't submitted **all** of the required paperwork.

The Tribal Enrollment Department must have a copy of your or your child's **official Social Security card** or a **completed W-9** for the enrollment file to be complete.

Help us ensure that you will receive future per capita distributions by submitting this information for yourself or your child if you have not already done so. If your family has been

blessed with new babies, take care of their full enrollment right away.

For more information on obtaining or updating a Social Security card, contact your local Social Security office or visit www.ssa.gov/online/ss-5.html.

For enrollment questions, please contact Loraine Butler or Shelley Upchurch in the Enrollment Department at 1-800-922-1399, ext. 1258, or 541-444-8258.

S.T.A.N Program Offers Computer Use for Tribal Members

The Siletz Tribal Action Network (S.T.A.N.) recently installed six new computers in the S.T.A.N. Training Center in Lincoln City.

The computers will be used for S.T.A.N. workshops and to provide computer access for Siletz Tribal members. The computers are available for tribal members during regular business hours – 8 a.m. to 5 p.m., Monday through Friday.

The Siletz Tribal Business Corporation (STBC) board made the purchase of these computers for the Small Business Center and the S.T.A.N. program possible.

On Nov. 16, a S.T.A.N. workshop, Basic Computer Skills, is being offered.

The class will provide information on how to use your computer effectively, how to send and receive e-mail, and how to access the Internet.

The workshop will begin at 6:30 p.m. and will be taught by Sue Lemaster, STBC administrative assistant.

The S.T.A.N. Training Center is located in the STBC office – 2120 NW 44th St., Suite D, in Lincoln City.

Space for the workshop is limited and pre-registration is required. To register or for more information, contact the S.T.A.N. program at 541-994-2142 or 1-877-564-7298 (toll-free).

Attend the S.T.A.N. Workshops

**All free workshops are 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)**

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



Notices

1. The online training subscriptions to My Skill Source have expired. The online training programs are no longer active.
2. The warranty on the computers we distributed in 2002 has expired. People still can call the toll-free technical support number at 1-800-846-2303. Any repairs, however, would be at the expense of the tribal member.