

# TRIBAL PROGRAM NEWS

## Business and You!

by Rosie Sufficool, STBC Business Information Counselor

### Business Owners – Don't Be Afraid to Ask for Help!

New business owners often are overwhelmed by all of the responsibilities associated with opening a business.

As the owner, you will find that all of the jobs associated with running the business have landed in your lap. Particularly if it's a small business, you will be responsible for sales, record keeping, maintenance, cleaning, employees, inventory control – in reality, everything!

Of course there are some things you may be able to do better than others. You might be great at sales or dealing with employees and not very good at record keeping or maintenance. A smart business owner **should not** be afraid to hire professional help for things he/she doesn't feel equipped to handle.

For example, record keeping is a very important part of business, so hiring an accountant or a bookkeeper may save you a lot of money in the long run. If you don't understand finances and tax laws, you could end up in trouble with the Internal Revenue Service.

If you plan to hire a professional to help you in some part of your business, it's important to choose someone who will do the job **you want** done, efficiently and cost effectively.

Some things to remember when you are hiring someone to help you with your business are:

- **Check their references.** If they don't have any or don't want to give you references, don't hire them!
- **Can you afford their services?** If the cost seems too high, shop around until you find someone who is competent that you can afford. A good way to locate the type of service or professional you need is to ask other business owners. They usually are happy to tell you if they are satisfied with someone's services or not. You also can check with your local Chamber of Commerce or Better Business Bureau for possible referrals.
- **Don't ever give total control of your business to anyone!** It doesn't matter how good the professionals you might hire are, it's still important that you know everything they are doing.

Hiring professionals to help you with some of your business tasks will allow you more time to devote to the things you do best, which will increase your chances for business success!

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

## Use Computers at S.T.A.N. Center

To help Siletz Tribal members become the "best they can be," there are now six new computers available for use at the Siletz Tribal Action Network (S.T.A.N.) Training Center in Lincoln City.

Free computer use is available for tribal members, their non-tribal spouses, and adult children.

If you are interested in learning more about computers, just stop in during regular business hours from 8 a.m. to 5 p.m., Monday through Friday. Staff will provide assistance as needed.

The S.T.A.N. training center is located in the Siletz Tribal Business Corporation office at 2120 NW 44<sup>th</sup> St., Suite D, near the Chinook Winds Human Resources Department in Lincoln City.

So if you have children or grandchildren who know more about using a computer than you do, this is a great opportunity to catch up with technology and learn how to use a computer.

For more information, contact Rosie Sufficool, business information counselor and S.T.A.N. coordinator, at 541-994-2142 or 1-877-564-7298 (toll-free).

## Handbook Committee Needed for New Academy

Attention parents, community members, and all others interested in working on the new Parent Student Handbook for Siletz Valley Early College Academy!

A committee of volunteers with representation from SVS staff, school board members, parents, and community members is needed. The handbook will lay out the policies and procedures for students (and their parents) attending the academy, which is scheduled to enroll students this coming fall 2006.

Be active and lend your input to this project! With your help, we hope to draft a well-rounded handbook with a strong community voice. If you are interested, please join us.

When: Jan. 26, 2006, at 6 p.m.

Where: Siletz Valley School

What: Drafting session for 2006-07 Siletz Valley Early College Academy Parent Student Handbook

Contact Siletz Valley School at 541-444-1100

## Attend the S.T.A.N. Workshops

All free workshops are held at the Siletz Tribal Business Corporation, 2120 NW 44<sup>th</sup> 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)

### Jan. 9: How to Set Goals for Yourself and Meet Them!

Instructor: Rosie Sufficool, Business Information Counselor

### Jan. 10, 17, 24, 31, and Feb. 7: Basic Bookkeeping

(five-week workshop designed to give you a good working knowledge of bookkeeping)

Instructor: René Deras, STBC CPA

### Feb. 6: Identifying Your Skills

Instructor: Rosie Sufficool, Business Information Counselor

### Feb. 13: Basic Computer Skills

### March (date TBA): How to Repair Damaged Credit

Instructor: Sherrie Cummins, Bank of the West

### March 22: Introduction to MS Word

March 29: Introduction to Excel  
Instructor: René Deras, STBC CPA



### April 12: Communication Skills

Instructor: Rosie Sufficool, Business Information Counselor

### April (date TBA): How to Find Help with Legal Issues

### May 10: Setting Up Your Office for Success! Basic Office Procedures

May 24: Introduction to Excel  
Instructor: René Deras, STBC CPA



### Computers, con't from page 1

tact Gateway. The tech support folks can help you find out the type and amount of memory with which your computer will operate best. You can purchase memory from Gateway or any number of vendors, provided you know the speed and type of memory to purchase.

If you are unfamiliar with installing memory in your computer, you should contact a vendor or technician who is familiar with it in order to protect your computer from harm. Please note that you should check with Gateway before upgrading your memory to make sure you do not void your warranty.

Additionally, you may need additional protection on your computer to ward off viruses, worms, and spy ware. Many of you probably have heard about different viruses that have taken over people's operating software and rendered their computers inoperable. This can be prevented by purchasing and regularly using anti-virus and spy ware software.

**Anti-Virus Software** – Many different software programs are available for purchase that seek out and destroy viruses that infect your computer and render it

inoperable or slow. When you received your computer, Norton Anti-Virus had a short introductory period. You can renew that software or purchase any number of capable programs that seek to protect your computer.

**Spyware Program Software** – If you download or visit sites on the Internet, often your computer downloads cookies, popup banners, ads, etc. Many spy ware programs exist that you can purchase or download to help find and remove these annoying cookies and ads that take up space on your computer.

Many different software programs will do this for you, including Spyware Nuker, McAfee, and several others. You can even download free software from [www.adaware.com](http://www.adaware.com) or [spybot at www.safer-networking.org](http://spybot.atwww.safer-networking.org).

If your program stops altogether, you will need to contact Gateway (if your warranty has not expired) or you may have to locate a computer technician to help you. You will need to have available the Restore CD disks that came with your computer when you first received it. The cost for these repairs is at your expense.