

# YEP

## YOUTH ENTREPRENEURIAL PROGRAM

### 2009 Spring Buzz on Biz Academy

El Camino College  
Social Sciences Bldg. Room 109  
El Camino College  
16007 Crenshaw Blvd.  
Torrance, CA 90506  
(310) 973-3177 • Fax: (310) 973-3132  
sbdc@elcamino.edu • www.southbaysbdc.org

#### Academy Program Orientation

**Saturday, February 21, 2009 @ 10:00am**

El Camino College SBDC  
13430 Hawthorne Blvd. Hawthorne CA 90250

#### Academy Program Launch

**Saturday, February 28, 2009 @ 10:00am - 1:00pm**



*The Small Business Development Centers are funded by the U.S. Small Business Administration, the California Economic & Workforce Development Program, and center host institutions. Funding is not an endorsement of any product, opinion, or service. All Federal and State funded programs are extended to the public on a nondiscriminatory basis. Special arrangements for individuals with disability will be made if requested in advance.*



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## YOUTH ENTREPRENEURIAL PROGRAM

### 2009 Spring Buzz on Biz Academy Registration Package Includes:

- Program Admission Requirements
- Program Completion Requirements
  - Applicant Registration Form
  - Emergency Contact Form
  - Photo Release Form
- Rules of the *Buzz on Biz Academy*
- Codes of Conduct of the *Buzz on Biz Academy*
  
- To Be Completed with YEP Staff Member  
ID Verification Form



## YOUTH ENTREPRENEURIAL PROGRAM

# Buzz on Biz Academy

### *Program Admission Requirements*

The Buzz on Biz Academy Admission is offered to youth and young adults from 14 to 27 years old. This academy is designed to assist you in bringing your dream of owning and operating a part-time business into reality!

The application deadline is Friday, February 20, 2009. The admission requirements for the Buzz on Biz Academy are:

- Submit a completed and signed YEP Buzz on Biz Registration Form
- Submit a signed Consent Form (if 17 or under)
- Submit signed Photo Release Form
- Write and submit an Entry Essay, 250 - 500 words ***total*** covering ***each*** of the following topics:

Why should you do want to participate in the Buzz on Biz Academy?  
What valuable contribution do you plan to make to the program?  
What are your anticipated expectations and outcomes?

- 
- Copy of picture identification (please submit with complete registration package)
- Submit Emergency Contact Form

### METHODS TO APPLY:

- Fax completed application to (310) 973-3132, or
- Mail completed application to:

El Camino College Small Business Development Center  
ATTN: Youth Entrepreneurial Program (YEP)  
13430 Hawthorne Blvd  
Hawthorne, CA 90250

The YEP will acknowledge receipt of all applications within 2 days of receipt. In the case you have not been notified, please contact Martha Cisneros or Alin Sanchez at (310) 973-3177 or e-mail sbdc@elcamino.edu. Additional information is available on the website: [www.southbaysbdc.org](http://www.southbaysbdc.org).

**Cost: NONE!!!**



**YOUTH ENTREPRENEURIAL PROGRAM**

**Buzz on Biz Academy**

***Program Completion Requirements***

- 24 In-Person Academy Hours**
  - Mini Business Plan**
  - One Business Resource**
- Successful Development of Business Commercial**
- Entry and Completion One (1) Academy Contest**
- Attendance at Buzz on Biz Academy Awards Event**
  - Exit Essay (250 to 500) Survey**



Small Business  
Development Centers  
*Los Angeles Regional Network*



**YOUTH ENTREPRENEURIAL PROGRAM**

## Buzz on Biz Academy Applicant's Registration Form

Name:		
Address:		
City:	State:	Zip Code:
Phone:	E-mail Address:	

**Please complete the following information (your personal information will remain confidential)**

<input type="checkbox"/> Female	<input type="checkbox"/> Male	Date of Birth: Mo.	Day	Year
Age? _____		Years Old		

**What is your Ethnicity?**

<input type="checkbox"/> African-American	<input type="checkbox"/> Caucasian
<input type="checkbox"/> Asian-American	<input type="checkbox"/> Native American
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Other: - _____

**Does anyone in your family own and operate a business?**

<input type="checkbox"/> No	<input type="checkbox"/> Yes
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**Do you have access to a computer?**

<input type="checkbox"/> No	<input type="checkbox"/> Yes
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**Do you have access to the Internet?**

<input type="checkbox"/> No	<input type="checkbox"/> Yes
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**What types of software do you presently have access to?**

<input type="checkbox"/> Excel	<input type="checkbox"/> MS Word	<input type="checkbox"/> Power Point	<input type="checkbox"/> Other/Specify
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Do you have a specific business idea in mind?  Yes  No

If yes, please describe your business idea in 10 words or less:

What industry are you interested in?

<input type="checkbox"/> Services	<input type="checkbox"/> Catering-Food	<input type="checkbox"/> Technology	<input type="checkbox"/> Entertainment	<input type="checkbox"/> Fashion/Beauty
<input type="checkbox"/> Other (Specify):	Provide a business description of the industry you have chosen in your own words:			

**Why are you interested in starting a business? (check all that apply)**

<input type="checkbox"/> Financial Success	<input type="checkbox"/> Ownership and being my own boss
<input type="checkbox"/> Want to develop an income stream for lifestyle	<input type="checkbox"/> Inspired by mentor
<input type="checkbox"/> Other (Please Specify)	

**How did you learn about the Buzz on Biz Academy?**

<input type="checkbox"/> El Camino College SBDC	<input type="checkbox"/> Marketing Materials	<input type="checkbox"/> Program Participant	<input type="checkbox"/> Program Website
<input type="checkbox"/> Other (Please Specify)			

**Please list the top three (3) reasons for enrolling in the Buzz on Biz Academy:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Please list the top three (3) things you want to learn from the Academy:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Please turnover or go to next page for signature!**  
**Registration forms without signatures will not be accepted.**



**SIGNATURE REQUIRED ON THIS PAGE!**

**APPLICANTS 18 YEARS AND OLDER:**

\_\_\_\_\_ hereby am completing this the application myself, I am 18 years of age or older, subject to terms and conditions set forth for the Buzz on Biz Academy at the El Camino College Small Business Development Center, and hereby subject to the rules and regulations of the Buzz on Biz Academy. All the stated information is true and by signing below I acknowledge that I adhere to the rules and conditions of the Buzz on Biz Academy, and understand and agree that this application constitutes the sole agreement between the El Camino College Small Business Development Center Youth Entrepreneurial Program, its facilitators, sponsors, mentors, and guest speakers and the undersigned, and there no conditions or provisions other than herein noted in the entire Buzz on Biz Registration Package.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**UNDER 18 (BOTH APPLICANT AND PARENT SIGNATURES REQUIRED)**

If you are under the age of 18 there must be a consent by Parent or Guardian, as follows:

I have read and understand the expectations and responsibilities above and agree to all the conditions. I hereby give my consent to my minor son/daughter/niece/nephew to attend the El Camino College Small Business Development Center/Youth Entrepreneurial Program's Buzz on Biz Academy. \*She/he  does  does not need accommodations at the Academy due to disabilities. (\*Participants who need accommodations due to disabilities should make arrangements for these through their school districts in consultation with the Special Resource Center at El Camino College).

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**DO NOT WRITE IN THIS SPACE. FOR OFFICE USE ONLY!**

Date received \_\_\_\_\_

Received by: \_\_\_\_\_

Date entered in WebCATS: \_\_\_\_\_

Entered by: \_\_\_\_\_

Applicant's Form of ID: \_\_\_\_\_ ID #: \_\_\_\_\_ Copy of ID Received?  Yes  No



## YOUTH ENTREPRENEURIAL PROGRAM

# Buzz on Biz Academy

### Emergency Contact Form

<b>PERSONAL INFORMATION</b>			<b>DATE:</b>
Name:	First:	M.I.:	Last:
Nickname:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Date of Birth (MM/DD/YYYY):			
Citizenship:	<input type="checkbox"/> United States	<input type="checkbox"/> Other (Specify):	
Place of Birth (country/region):			
Home Address:	Street Number:	Street Name:	
City:	Zip Code:	County:	
Home Phone:	Cellular Phone:	Fax:	
Email Address:		Website:	
<b>MEDICAL INFORMATION</b>			
Doctor's Name:	First:	M.I.:	Last:
Address:	Street Number:	Street Name:	
City:	Zip Code:	Contact Phone:	
Blood type:	Medical Conditions:		
Allergies (list all allergies):			
Current Medications:			
<b>EMERGENCY INFORMATION</b>			
Emergency Contact's Name:	First:	M.I.:	Last:
Relationship:			
Address:	Street Number:	Street Name:	
City:	Zip Code:		
Phone Number 1:			
Phone Number 2:			
Email Address:			



## YOUTH ENTREPRENEURIAL PROGRAM

### PHOTO RELEASE FORM

I hereby grant the Youth Entrepreneurial Program (YEP) hosted by the El Camino College Small Business Development Center (ECC SBDC) to use my likeness in a video or photograph in any and all of its publications, including website entries, without payment or any other consideration.

I understand and agree that these materials will become the property of the YEP and will not be returned.

I hereby authorize the YEP to edit, alter, copy, exhibit, publish or distribute this video or photo for purposes of publicizing the YEP program or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photograph.

I hereby hold harmless and release forever discharge the YEP all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this administration

---

Applicant Signature

Date

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Applicant Name

#### **UNDER 18 (Both Applicant and Parent Signatures REQUIRED)**

If you are under age 18, there must be consent by a parent or guardian, as follows:

I hereby certify that I am the parent or guardian of \_\_\_\_\_ (**please print name**), and do hereby give my consent without reservation to the foregoing on behalf of this person.

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Parent/Guardian Signature

Date

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Parent/Guardian Name



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## YOUTH ENTREPRENEURIAL PROGRAM

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# Buzz on Biz Academy

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### Rules of the *Buzz on Biz Academy*

<b>Creating an Academy Environment</b>
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#### *In the Academy*

All participants agree to create and maintain an academy environment that is the cornerstone to fostering an Entrepreneurial Spirit and Mindset that is conducive to learning the theory of and application to the entrepreneurial way of thinking. Everyone at the El Camino College Small Business Development—Youth Entrepreneurial Program is responsible for helping to create this environment, including academy participants. Simple rules of courtesy apply.

**1. Respect for the Facilitators** - This means arriving on time, not leaving early, bringing appropriate materials, not speaking with other participants while a lecture is in progress, not bringing outside food or drink to the academy, not being loud, boisterous or argumentative.

**2. Respect for Other Participants** - This means not interfering with the rights of others to listen and participate, not being disrespectful, not using inappropriate language or harassing others in any way.

**3. Academy Honesty** - Lack of honesty in the academy is considered a very serious offense. Any form of turning in projects which are not one's own work (plagiarism), furnishing false information to facilitator or knowingly misrepresenting ones-self in the academy is grounds for disciplinary action. The consequences are severe and may include the possibility of expulsion from the academy.

**4. Facilitator's Rights** - A facilitator has the right to remove a participant from the academy at any time he/she considers a participant's actions to be interfering with a proper academy environment. The facilitator may also refer the incident to the Campus Police for further action as warranted.

**5. Participant's Rights** - All participants have a right to due process. If academy conflicts occur, discuss them with your facilitator.



## YOUTH ENTREPRENEURIAL PROGRAM

# Buzz on Biz Academy

### Participant Codes of Conduct for the *Buzz on Biz Academy*

The *Participant Codes of Conduct for the Buzz on Biz Academy* is hereby established by the El Camino College Small Business Development Center's Academy participants shall respect and obey civil and criminal law and shall be subject to the legal penalties for violation of the laws of the city, county, state and nation. Participants codes of conduct at the El Camino College Small Business Development Center must conform to district policy and regulations and college procedures. Violations, for which participants are subject to disciplinary action, include but are not limited to the following:

1. *Willful disobedience to directions of academy facilitator (including guest speakers and mentors) acting in the performance of their duties.*
2. *Violation of Academy rules and regulations, including those concerning participants, mentors and stakeholders, the use of college facilities or the time, place and manner of public expression or distribution of materials.*
3. Dishonesty, such as knowingly furnishing false information to the academy.
4. Forgery, alteration or misuses of college documents, records or identification and unauthorized entry to or use of facilities.
5. Obstruction or disruption of classes, administration, disciplinary procedures or authorized academy activities.
6. Theft or damage to property belonging to the college, a member of the business training center or academy activity.
7. Disorderly, lewd, indecent or obscene conduct, including profanity.
8. Conduct which disrupts orderly operation of the academy, or which disrupts educational activities of individual members of the academy including, but not limited to, the harassment of another participant or facilitator of the college academy based on race, religion, national origin, gender, sexual orientation or any other legally protected status.
9. Use, possession, distribution or being under the influence of alcoholic beverages, illicit drugs or other controlled substances while on campus or in connection with academy activities.
10. Assault or battery, abuse or any threat of force or violence directed toward any participant or facilitator of the academy or visitor engaged in authorized activities.
11. Possession, while in the academy or sponsored function, of any weapons.
12. Possession of any article, not usually designated as a weapon, when used to threaten bodily harm.
13. Misuse of any computer technology, including equipment, software, network or internet access. computer technology.

