

## How faculty can include [The University of Scranton SBDC](#) when working with existing for-profit\*, small\*\* businesses.

*\*the SBDCs were established by SBA to serve for-profit small businesses. We are prohibited from working with non-profit organizations, nor do we have the expertise to do so.*

*\*\*there isn't just one way to define "small." Some small businesses can have up to 500 employees, which might not be what we think of as "small." We use the [SBA Table of Size Standards](#) to determine if they qualify as small.*

### Why include the SBDC?

**We can help you.** Our SBDC has a [staff](#) of full-time, professional business consultants who can add value to class projects done for small businesses by:

- ~providing guidance & information to help with the project
- ~helping the business move forward with implementation after completion
- ~offering guidance and regional resources to the business on additional areas of need
- ~following up with the business to collect information on milestones and outcomes

*We can also provide you with information on trends, small business needs, even identify small businesses who might be interested in benefiting from a class project! We subscribe to research databases that provide the most up to date information.*

**You can help our SBDC.** Our SBDC is funded by the Small Business Administration, the Pennsylvania Department of Community and Economic Development, The University of Scranton, and various other grantors in the case of special projects. Our SBDC has to meet goals and share stories of small businesses served in order to keep our funds and continue to help our University make an impact on our region. Each small businesses must become a client of the SBDC in order for us to capture any impact.

*Examples of some of our goals include clients served, consulting hours, capital formation, jobs supported, and business starts, just to name a few. (Yes, we provide business start-up services to aspiring entrepreneurs, too...including faculty and students!)*

### SBDC Contacts:

While our entire team is ready to help, we thought it'd make it easier for you to have two main contacts:

*Leigh Fennie, Business Consultant*

(570) 941-4152, [leigh.fennie@scranton.edu](mailto:leigh.fennie@scranton.edu)

*Lisa Hall Zielinski, Director*

(570) 941-4087, [lisa.hall@scranton.edu](mailto:lisa.hall@scranton.edu)

### How to work with the SBDC:

1. When you engage with a business for a project, [e-mail Leigh](#) with the business details.
2. Leigh will check to see if that particular business qualifies for SBDC services.
3. SBDC Client Intake (*Each small business must become a client in order for us to participate.*)
  - a. Leigh will check to see if they are already a client of our SBDC. If they've been a recent client of ours, they will likely not have to complete an intake form.
  - b. New clients will be asked to complete an online Request for Consulting by clicking the green box on this page: <https://www.scrantonsbdc.com/growing-an-existing-business/>
4. The Business Consultant assigned to work with the client (might be Leigh, might be one of her colleagues) will be in touch to discuss what you'd like in the form of SBDC involvement and any steps we need to take. There are a number of options and we aim to make it easy for you!
5. Student training:
  - a. Student time on these specific projects may be counted toward SBDC goals if we provide the students with a brief training by our team, if they are willing to agree to our SBDC Professional Code of Conduct (mainly focused on respecting client confidentiality), and keep a log of their hours. We have had great experiences with students over the years!