



Small Business Strategic Partnership Program Application Form

June 2011 – November 2011

Name _____
Company Name _____
Street Address _____
City, State, Zip _____
Phone Number _____
Email _____
Trade _____
Yrs. in business _____ 3 yr. Avg. Revenue _____ Avg. Project Size _____
Type of Certification (SLEB, LBE, MBE, WBE etc.) _____

Thank you for applying to the Clark Construction Group Small Business Strategic Partnership Program.

The 2011 session will begin on **Wednesday, June 22, 2011**. If accepted into the program, please be advised, that you are making a commitment to attend all of the required program classes and the final presentation in October 2011. Program classes will be held on **Wednesdays, from 6:00 PM to 9:00 PM**. All courses will be held on the 3rd floor at Clark's office located at 7677 Oakport St. 1040, Oakland, California 94621. There is no cost to participate and dinner will be provided.

- Please check here if you are able to make the five (5) month commitment to this program (June 2011 – November 2011).
- Please advise if you will be able to bring a laptop computer to class during the Excel training.
- Please check here to acknowledge that you understand and will adhere to the following program policies:
 - The Small Business Strategic Partnership Program allows a maximum of (3) three absences (**NO EXCEPTIONS**). More than three (3) absences will result in your dismissal from the program.
 - **If you are unable to attend a class sending a replacement in your absence is prohibited.**

Applicant Signature: _____ Date _____



Small Business Strategic Partnership Program

Tentative Program Agenda

- **Orientation & Business Seminar** - (June 22, 2011)
- **Insurance and Bonding** – (June 29, 2011)
- **Financial Statements and Accounting** – (July 06, 2011)
- **Blueprint Reading** - (July 13, 2011)
- **Excel and Word** – (July 20, 2011)
- **Scheduling** – (July 27, 2011)
- **Estimating and Bid Proposals** – (August 03-10, 2011)
- **Marketing** – (August 17, 2011)
- **Purchasing** – (August 24, 2011)
- **Contracts** – (August 31, 2011)
- **PM Fundamentals** – (September 07, 2011)
- **Safety** – (September 14, 2011)
- **Presentation Skills Workshop** – (September 21, 2011)
- **Presentation Preparation** – (September 28 – October 12, 2011)
- **Preliminary Presentations** – (October 19, 2011)
- **Final Presentations** – (October 26, 2011)
- **Graduation** – (November 02, 2011)

Application forms must be returned, via email or fax to Clark Construction Group by **Wednesday, June 08, 2011**. Space for this program is limited. You will be notified of your acceptance into the program by **Monday, June 13, 2011**. If you have any questions or concerns please contact **Jermaine Wilson**. Thank you.

Jermaine Wilson
510.837.2710
Jermaine.Wilson@clarkconstruction.com
Fax: 510.430.1705