Online Network for Entrepreneurs (ONE)
Organization Summary Directions

The summary statement for your organization should be a brief paragraph, containing no more than 200 words. Content for this paragraph should include the topics listed below.

- Programs or services offered to businesses
  - Provide examples specific enough that someone unfamiliar with your organization can gain a clear understanding of what you do.
- Unique services targeted to specific populations
  - ie., students, gender, race, specific types of businesses
- Eligibility requirements for receiving your services
  - i.e., membership, income level, business size, business certification, geographic area
- Fees or requirements to receive these services
  - i.e., complete application, obtain certification, pay registration, provide cost recovery, submit permit/license fee
- Steps that a client would take to receive these services
  - i.e., call, make an appointment, fill out request for assistance, provide certain documentation
- Specific parishes and/or cities that you serve
- Any other information that might help a prospective client determine whether your services are appropriate for them
  - Other client requirements or unique/specialized services
- Your organization's hours and days of operation
  - The time when a client can receive full services by interacting with a staff member. Please note when there is a closure for lunch or breaks.

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