



**OPERATION** **BOOTS** *to*  
**BUSINESS**  
from service to startup



A S S O C I A T I O N O F  
W O M E N ' S B U S I N E S S C E N T E R S

# Boots to Business Overview

- **Boots to Business** is an entrepreneurial education program offered by the U.S. Small Business Administration (SBA) as an elective track within the Department of Defense's revised Transition Assistance Program called Transition Goals, Plans, Success (Transition GPS).
- **Introduction to Entrepreneurship two day course:**  
This course is taken during Transition GPS if the service member elects to participate. It is taught at participating military installations by subject matter experts from SBA or a SBA Resource Partner. Participants learn business fundamentals and work through an initial feasibility analysis of their business concepts.

# Roles and Responsibilities

- **District Offices**
  - **Coordinate, plan, implement B2B**
- **Resource Partners**
  - **Teach 2 day course**
  - **Communicate resource constraints with District Office**
- **Military Bases**
  - **Advertise B2B at TAP**
  - **Schedule dates and locations of 2 day class**

# **[www.Boots2Business.org](http://www.Boots2Business.org)**

- **User Name: B2Binstructor**
- **Password: b2binstructor**
  
- **Recommendations:**
  - **Watch all 3 videos**

# Required Forms for B2B instruction

- **2-Day Agenda**
  - **Make sure you complete it including instructors teaching each module: name and resource partner**
- **Sign-in Sheet**

*All of the above are located on the  
[Boots2Business.org](http://Boots2Business.org) website*

# 2-Day Agenda



## 2-DAY TAP INTENSIVE

### TRAINERS

XXXX Fill in the X's throughout the Agenda with appropriate names

### RESOURCES

- Introduction to Business Ownership Book
- The Nuts and Bolts to Great Business Plans

# 2-Day Agenda

## TRAINING SCHEDULE

### Day One

8:30–9:00 a.m.

#### **WELCOME AND INTRODUCTIONS**

**OBJECTIVE:** Provide an overview of the Boots to Business program, the 2-day workshop, and Introduction to Feasibility Analysis.

- XXX

9:00–10:00 a.m.

#### **TRAINING MODULE 1: INTRODUCTION TO THE ENTREPRENEURIAL EXPERIENCE**

**OBJECTIVE:** Provide an overview of the entrepreneurial process, what it means to be an entrepreneur, the opportunities and challenges and military skills and attributes that transfer over to entrepreneurship.

- XXX

# Sign-in Sheet

## Boots to Business - SBA Sign-in Sheet



	Name	Gender	Ethnicity	Military Branch & Civilian Status			Paygrade/Spouse/Dependent		
<b>1</b>	Last, First: Email:	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> African American <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other	<input type="checkbox"/> USA <input type="checkbox"/> USAF <input type="checkbox"/> USN <input type="checkbox"/> USMC	<input type="checkbox"/> USCG <input type="checkbox"/> Army Guard <input type="checkbox"/> Air Guard <input type="checkbox"/> DOD Civilian	<input type="checkbox"/> Active <input type="checkbox"/> Reserve <input type="checkbox"/> Retired <input type="checkbox"/> Spouse/Dep	<input type="checkbox"/> E1 to E5 <input type="checkbox"/> E6 to E9 <input type="checkbox"/> W1-W5	<input type="checkbox"/> O1 to O3 <input type="checkbox"/> O4 to O6 <input type="checkbox"/> Other <input type="checkbox"/> Spouse/Dep
<b>2</b>	Last, First: Email:	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> African American <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other	<input type="checkbox"/> USA <input type="checkbox"/> USAF <input type="checkbox"/> USN <input type="checkbox"/> USMC	<input type="checkbox"/> USCG <input type="checkbox"/> Army Guard <input type="checkbox"/> Air Guard <input type="checkbox"/> DOD Civilian	<input type="checkbox"/> Active <input type="checkbox"/> Reserve <input type="checkbox"/> Retired <input type="checkbox"/> Spouse/Dep	<input type="checkbox"/> E1 to E5 <input type="checkbox"/> E6 to E9 <input type="checkbox"/> W1-W5	<input type="checkbox"/> O1 to O3 <input type="checkbox"/> O4 to O6 <input type="checkbox"/> Other <input type="checkbox"/> Spouse/Dep
<b>3</b>	Last, First: Email:	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> African American <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other	<input type="checkbox"/> USA <input type="checkbox"/> USAF <input type="checkbox"/> USN <input type="checkbox"/> USMC	<input type="checkbox"/> USCG <input type="checkbox"/> Army Guard <input type="checkbox"/> Air Guard <input type="checkbox"/> DOD Civilian	<input type="checkbox"/> Active <input type="checkbox"/> Reserve <input type="checkbox"/> Retired <input type="checkbox"/> Spouse/Dep	<input type="checkbox"/> E1 to E5 <input type="checkbox"/> E6 to E9 <input type="checkbox"/> W1-W5	<input type="checkbox"/> O1 to O3 <input type="checkbox"/> O4 to O6 <input type="checkbox"/> Other <input type="checkbox"/> Spouse/Dep
<b>4</b>	Last, First: Email:	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> African American <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other	<input type="checkbox"/> USA <input type="checkbox"/> USAF <input type="checkbox"/> USN <input type="checkbox"/> USMC	<input type="checkbox"/> USCG <input type="checkbox"/> Army Guard <input type="checkbox"/> Air Guard <input type="checkbox"/> DOD Civilian	<input type="checkbox"/> Active <input type="checkbox"/> Reserve <input type="checkbox"/> Retired <input type="checkbox"/> Spouse/Dep	<input type="checkbox"/> E1 to E5 <input type="checkbox"/> E6 to E9 <input type="checkbox"/> W1-W5	<input type="checkbox"/> O1 to O3 <input type="checkbox"/> O4 to O6 <input type="checkbox"/> Other <input type="checkbox"/> Spouse/Dep
<b>5</b>	Last, First: Email:	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> African American <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other	<input type="checkbox"/> USA <input type="checkbox"/> USAF <input type="checkbox"/> USN <input type="checkbox"/> USMC	<input type="checkbox"/> USCG <input type="checkbox"/> Army Guard <input type="checkbox"/> Air Guard <input type="checkbox"/> DOD Civilian	<input type="checkbox"/> Active <input type="checkbox"/> Reserve <input type="checkbox"/> Retired <input type="checkbox"/> Spouse/Dep	<input type="checkbox"/> E1 to E5 <input type="checkbox"/> E6 to E9 <input type="checkbox"/> W1-W5	<input type="checkbox"/> O1 to O3 <input type="checkbox"/> O4 to O6 <input type="checkbox"/> Other <input type="checkbox"/> Spouse/Dep



# Order Form Training Materials

## Boots to Business – Training Materials



**Date of Request:**

### Requestor:

Name:

Office:

Email:

Phone #:

### Date of Presentation:

Branch:

Base:

POC:

Base Location (City, State):

Number of anticipated attendees:

Slide Deck:

10 x 11.00 in

Introduction to Business Ownership:

# **Reimbursement from SBA-AWBC for B2B**

- **Centers will be reimbursed for each module taught. Only one instructor per module will be reimbursed.**
- **Rate of reimbursement is \$150 per module taught.**
- **Travel will be reimbursed at:**
  - **A rate of \$0.56 cents per mile traveled.**
  - **If travel exceeds two (2) hours, overnight provisions may be provided. Overnight travel can include expenses such as lodging, parking, tolls, and meals in line with the federal per diem.**

# Requirements for Reimbursement

- **Complete the Request for Module and Travel Reimbursement Form**
- **Please submit copies of the following forms along with the Request for Module and Travel Reimbursement:**
  - **Sign-in Sheet**
  - **2-Day Agenda**
  - **SBA 888 form**

## Association of Women's Business Centers

### Boots to Business Module and Travel Reimbursement Form

WBC Center:						FEIN #:	
Instructor Name:						SS#	
Last		First		MI		XXX-XX-	
						<i>only last 4 digits required</i>	
Center Address:							
P.O. Box or Street Address				City		State	Zip
Mode of Transportation:							
<input type="checkbox"/> Personal Auto		<input type="checkbox"/> Company Vehicle		<input type="checkbox"/> Other:			
Purpose of Travel:						Teaching of Boots to Business	





# Alternative Option for Reimbursement

- **Complete the Request for Module and Travel Reimbursement Form**
- **Please submit email confirmation from SBA District Office of**
  - **Modules taught**
  - **Dates and location**
  - **WBC Instructor and which module**
  - **Number of People trained**

*In some states all of the paperwork is held by SBA District Office thus we are allowing this option in those states.*

# **Timeline for Reimbursements**

- **AWBC's goal is to reimburse centers at the end of each Quarter upon completion of all required forms.**
- **Proper required documentation will make the process faster.**



# Requirements for Reimbursements

- The Boots to Business modules taught must be on a military base in coordination with the TAP program coordinator to receive reimbursements.
- Currently no reimbursement can be made for the B2B Re-Boot program. We are trying to push this into next years grant so we will be soliciting information on how many Re-Boot programs each center is conducting this year.

# Pre-Award Period

- AWBC will reimburse modules taught between March 30 and June 30, 2014.
- All documentation for this quarter must be submitted by **September 15<sup>th</sup>** to Tara Elder, AWBC B2B Project Director via email at [telder@awbc.org](mailto:telder@awbc.org)
- Reimbursements will be made by **October 31, 2014**

# First Quarter

- **AWBC will reimburse modules taught between July 1 – September 30, 2014.**
- **All documentation for this quarter must be submitted by **October 5<sup>th</sup>** to Tara Elder, AWBC B2B Project Director via email at [telder@awbc.org](mailto:telder@awbc.org)**
- **Reimbursements will be made by November 30, 2014**

# Second Quarter

- **AWBC will reimburse modules taught between October 1 – December 30, 2014.**
- **All documentation for this quarter must be submitted by **January 5<sup>th</sup>** to Tara Elder, AWBC B2B Project Director via email at [telder@awbc.org](mailto:telder@awbc.org)**
- **Reimbursements will be made by February 28, 2015**

# Third Quarter

- **AWBC will reimburse modules taught between January 1 – March 30, 2015.**
- **All documentation for this quarter must be submitted by **April 5<sup>th</sup>** to Tara Elder, AWBC B2B Project Director via email at [telder@awbc.org](mailto:telder@awbc.org)**
- **Reimbursements will be made by May 31, 2015**

# Fourth Quarter

- **AWBC will reimburse modules taught between April 1 – June 30, 2015.**
- **All documentation for this quarter must be submitted **by July 5<sup>th</sup>** to Tara Elder, AWBC B2B Project Director via email at [telder@awbc.org](mailto:telder@awbc.org)**
- **Reimbursements will be made by August 30, 2015**

# Reimbursements

- Our goal is to make reimbursements as timely as possible based on SBA guidelines and release of funds.
- You may submit reimbursement requests monthly however they may not be reimbursed until the end of the quarter.

# Contact Information

**Tara C. Elder**

**AWBC – B2B Project Director**

**137 Sunnyside Drive**

**Oak Hill, WV 25901**

**304-237-7567 cell**

**[telder@awbc.org](mailto:telder@awbc.org)**