



OAK HILL YOUNG BUSINESS AWARD

Applicant's Name _____

Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____

Email Address _____

Male: _____ Female: _____ Age: _____

Business/Project Name _____

High School _____

Chosen College/University, if known _____

Intended Major/Trade _____

Please note: Applicant must be a **US citizen** and a resident of the Oak Hill Area to be eligible. Additionally, applicants must be a Texas high school or home-schooled student.

Father's Name _____ Occupation _____

Address _____

Mother's Name _____ Occupation _____

Address _____

If additional space is needed in answering the following questions, please reference the question and attach the additional pages.

1. Summarize your project in 250 words or less.

2. Student's Work History

Business	Type of Work	Employment Dates
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3. Extra-curricular activities, awards & honors. (Include club memberships, offices held, committee work, athletic teams, music organizations, community, church, etc.)

4. Guidance Counselors Name _____

Counselor's Phone _____

Counselor's email _____

5. **Letters of Recommendation (maximum 5 letters)**

Letters from Mentors, counselors, employers, teachers, pastors, etc.

6. **Attach your business plan.**

A Business Plan typically consists of the following:

- I. Company Description
 - A. Company Organization flow
 - B. Vision and Mission Statements
- II. Industry Description and Trends
- III. Competitive Analysis
- IV. Marketing Plan
 - A. Advertising
 - B. Target Market
- V. Operations and Management Plan
 - A. Day to Day processes
- VI. Finance Plan
 - A. Statements of financial need (ask for the money if seeking funding)
 - B. Funding Sources
 - C. Long term goals 6 months, 1 year, 3 year
 - D. Expected results and profit expectations
 - E. Bookkeeping and accounting tools
- VII. Community impact of the business
 - A. Job Creation
- VIII. Actual results so far, if any
- IX. Supporting Documents, if any

By signing below I agree to allow the Oak Hill Business and Professional Association and OHYBA to use my child's name and photo in any publicity articles if they receive an award.

Relationship to Student

Signature

IMPORTANT: Finalists will be notified on September 5th. If chosen as a finalist, student must participant in a **panel interview** during the week of September 18th. If chosen as an award winner, student, parents, and counselors, if available, will be asked to attend an **awards ceremony** after the OHYBA Scholarship Scramble golf tournament on September 25, 2017 where award certificates will be presented. Winners must complete and sign an IRS W-9 form prior to receiving award.

FULLY COMPLETED applications must be received by email Stacy@EmeraldTrainingSeminars.com by 8:00 AM, Tuesday, Sep 5, 2017. If assistance is needed in the timely delivery of your application, please notify Stacy via email or cell 512-468-0201.

APPLICATION CHECKLIST

If you are applying as a team, each team member MUST complete the application with ALL supporting documents. One of the team members MUST reside in the Oak Hill area.

- _____ **Application COMPLETELY filled out with all attachments**
- _____ **Letters of support (5 maximum)**
- _____ **If home-schooled, please attach certificate**
- _____ **Student's attendance record**
- _____ **Signature authorizing use of student name and picture in publicity articles**
- _____ **Business plan (one copy per team)**

If applying as a team, make sure all team members' names appear on the business plan.

Please scan and email your application, supporting documents (in the order above) to Stacy@EmeraldTrainingSeminars.com. You may scan the business plan separately if the file is too large to email as one document. Be sure your name and company name is on each document if sent separately.