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**CATALOGUE OF SERVICES FOR SMALL FARM  
AND NON-FARM BUSINESSES**

EDITED BY  
**CHARLES D. WHYTE**  
ASSISTANT DIRECTOR AND PROFESSOR OF ECONOMICS

**BUREAU OF ECONOMIC RESEARCH AND DEVELOPMENT**

**VIRGINIA STATE COLLEGE**

**PETERSBURG, VIRGINIA 23103**

**SEPTEMBER, 1976**



CATALOGUE OF SERVICES FOR SMALL FARM AND NON-FARM BUSINESSES

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## FOREWORD

The Bureau of Economic Research and Development of Virginia State College, in its efforts to find ways to improve the quality of life for rural residents, is interested not only in the farms but also in small businesses that play a vital role in rural development. The kind and quality of goods and services provided small farm and non-farm businesses are essential to the agrarian society.

Small businesses' ability to develop and advance is conditioned, to some extent, by the assistance provided by agencies, both public and private, local, state and federal, and other businesses with a mandate or commitment to provide such services. Small businesses are unaware of some of these services and sources that are surely needed by them.

This catalogue is designed to provide small farm and non-farm businesses with information regarding services available and sources in order that interested businesses may take advantage of those services needed. The catalogue includes the name of organization, location, type of service, application procedure, and cost if any. The listing is not a complete one. It represents the responses to BERD's inquiries and it is a fair representation of a cross section of services available in the State of Virginia.

The editor has organized the data in such a way to be most useful to users of the catalogue. The introduction and summary as written by the editor provide the reader with a background for the research involved in the information contained herein. Special appreciation goes to Dr. Charles D. Whyte, Assistant Director of BERD for revising, editing, and preparing the catalogue for publication.

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through a 211(d) institutional grant to Virginia State College's Bureau of Economic Research and Development (BERD); State of Virginia under its funding of BERD through Virginia State College; and from the Office of Minority Business Enterprise of Virginia. Special thanks to Dr. Ronald Thompson, former employee of BERD, Franklin Foreman and Yvonne Bates, both research assistants of BERD, who conducted the survey, tabulated the results, and wrote the initial draft. The assistance provided by the Dean of the School of Business Administration and Director of Virginia's Office of Minority Business Enterprise in the early stage of collecting the data is notably appreciated. We are indeed grateful to those agencies and businesses who responded to our requests.

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June, 1976

Huey J. Battle  
Professor of Economics and  
Director, Bureau of Economic  
Research and Development

## CATALOGUE OF SERVICES FOR SMALL FARM AND NON-FARM BUSINESSES

### INTRODUCTION AND SUMMARY

The idea of a catalogue for small farm and non-farm businesses grew out of our concern for the needs of the small businessmen in the Seventeen South Central Virginia County Area<sup>1</sup> where we conduct our research work on rural development problems. There are similar catalogues to this, published by the State of Virginia and elsewhere, none of which, however, meets the needs of the small businessman both in terms of contents and availability.

This catalogue is, therefore, a guide to the assistance which is available to small businessmen. The listing of programs is by no means complete. Those listed, however, were the ones most responsive to our requests for information concerning their operation. We feel that the agencies administering these programs will be most responsive to the needs of the small businessmen in Virginia.

The information contained in this catalogue consists of a general description of each program, the type of assistance available, the requirements and procedure for obtaining assistance, and the source to contact for information.

The listing of programs begins first with the Industrial Development Boards which are responsible for encouraging and promoting industrial and commercial enterprises in their respective counties. Secondly, there are the Statewide Associations listed under the following broad categories: Agriculture and Agricultural Services; Building/Contractors; Financial; Health; Manufacture and Trade; and Services. These associations are usually member-oriented and Thirdly, the Minority Group Associations are listed. They offer a wide range of services including marketing analyses, feasibility studies, contract procurement assistance, financial packaging, and managerial consulting. The fourth group of listings consist of the Small Business Investment Companies which are privately owned organizations whose purpose it is to provide equity capital and long term loans to small firms. The fifth group of listings is the Chamber of Commerce in the various counties and cities in Virginia. Their major concern is community development, including industry and trade. The final section of the catalogue lists the Business Schools, Community Colleges and Continuing Education Programs.

Charles D. Whyte  
Editor, and Assistant Director  
of BERD

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<sup>1</sup>The Seventeen Counties are: Amelia, Brunswick, Charlotte, Cumberland, Dinwiddie, Greensville, Halifax, Isle of Wight, Lunenburg, Mecklenburg, Nansemond, Nottoway, Pittsylvania, Prince Edward, Southampton, Surry and Sussex.

**INDUSTRIAL DEVELOPMENT BOARD**

The Local Industrial Boards are located in the majority of counties throughout the State of Virginia. These boards are responsible for encouraging and promoting industrial and commercial enterprises in their respective counties. They also prepare information for these enterprises concerning land sales and plant locations. The Industrial Development Board is authorized to issue tax-free revenue bonds and to conduct architectural reviews of projects located in their counties when needed.

At this writing thirty-three Development Boards were contacted but only seven responded with information concerning their services which is given below. The general nature of the Industrial Development Boards, that of attracting industrial enterprises to their counties, is found in all of the Local Development Agencies in the State of Virginia.

INDUSTRIAL DEVELOPMENT BOARDS - BY COUNTY

AMHERST COUNTY

Industrial Development Corporation  
Mr. Zane G. Snead, President  
C/O Fidelity National Bank  
Amherst, Virginia 24521

Accomack Industrial Development Commission  
C/O County Administrator  
Accomack, Virginia 23361

ALBEMERLE COUNTY

Charlottesville - Albemarle EDC  
Mr. Fred E. Ferguson, Exec. Secretary  
P. O. Box 1564  
Charlottesville, Virginia 22902

APPOMATTOX COUNTY

Appomattox County Development Corporation  
Mr. James Smith  
Appomattox, Virginia  
804-352-8982

CAMPBELL COUNTY

Greater Lynchburg Industrial Development  
Mr. Thomas Nelson Naller, Director  
Lynchburg, VA 24501  
845-5966

CLARKE COUNTY

Mr. Chet Hobout  
Berryville, Virginia  
703-955-1148

FAIRFAX COUNTY

Fairfax County Economic Development Authority  
8415 Arlington Boulevard  
Fairfax, Virginia 22030

GILES COUNTY

Mr. Kyle Roop, County Administrator  
Giles County  
Pearisburg, Virginia 24134

GREENSVILLE COUNTY

Emporia - Greensville Industrial Development Corporation  
Mr. S. Kenneth Schubart, Director  
332 South Main Street  
Emporia, Virginia 23847

MECKLENBURG COUNTY

Mecklenburg County Industrial Development Board  
Mr. Thomas Lipscombe, Director  
Box 148  
Boydton, Virginia 23914

MONTGOMERY COUNTY

Industrial Development Board  
Mr. Perry Gorham, Chairman  
500-4th Street  
Radford, Virginia 24141

NEW KENT COUNTY

Clifton Forge Corporation  
Mr. Malcolm Sullivan  
Shenandoah, Virginia  
703-652-3288

NEWPORT NEWS (CITY OF)

Peninsula Industrial Committee  
227 27th Street  
Newport News, Virginia 23607

NORFOLK (CITY OF)

Norfolk Economic Development Council  
Mr. Robert B. Smith  
1118 Maritime Tower  
Norfolk, Virginia 23510

NORTHAMPTON COUNTY

Industrial Planning Commission  
Mr. William Lawson  
Eastville, Virginia 23347

NORTON COUNTY

Industrial Development Authority  
of Norton County  
Mr. W. P. Canto  
P. O. Box 572  
Norton, Virginia 24273

Industrial Development Authority of  
Wise County  
Mr. James Robertson  
Norton, Virginia

PITTSYLVANIA COUNTY

Chatham Industrial Development Board  
Commander Richard Arey  
Chatham, Virginia 24531  
804-432-8914

Danville Industrial Development Inc.  
Mr. William V. Rickman, President  
P. O. Box 1538  
Danville, Virginia 24541  
804-793-5422

ROCKINGHAM COUNTY

Broadway - Timberville Industrial Corporation  
Mr. Dow Souder, President  
Broadway, Virginia 22815

Rockingham Development Company  
Mr. D. P. Davis, President  
P. O. Box 269  
Harrisonburg, Virginia 22801

ROANOKE COUNTY

Greater Roanoke Valley Development Foundation  
Roanoke, Virginia

Roanoke County Industrial Development Authority  
Mr. Miller E. Petty, chairman  
Roanoke, Virginia

Roanoke Valley Development Corporation  
Roanoke, Virginia

Industrial Development Authority  
Mr. I. Ray Byrd, Chairman  
Salem, Virginia 24153

SHENANDOAH COUNTY

Shenandoah Industrial Corporation  
Mr. Malcolm Sullivan  
Shenandoah, Virginia

Industrial Development Authority  
Mr. William T. Shuller  
Shenandoah, Virginia  
703-652-3288

STAFFORD COUNTY

Rappahannock Area Development Com-  
mission  
913 Charles Street  
Fredricksburg, Virginia 22401

VIRGINIA BEACH (CITY OF)

Virginia Beach Industrial Authority  
Municipal Center  
Virginia Beach, Virginia 23456

WYTHE COUNTY

Wythe County Development Corporation  
Mr. K. Stafford Umberger, Director  
835 North 14th  
Wytheville, Virginia 24382

Wytheville Industrial Authority  
Mr. D. Wade Peterson, President  
1135 East Main Street  
Wytheville, Virginia 24382

Wythe Industrial Development Cor-  
poration  
Mr. John A. Lester, President  
140 South 4th Street  
Wytheville, Virginia 24382

Department of Economics Development, Municipal Center  
Mr. James DeBellis  
Virginia Beach, Virginia 23456  
804/427-4541

DESCRIPTION OF SERVICES:

This department, along with the Virginia Beach Development Authority, is actively promoting Virginia Beach as a location for industries. They have completed two park areas and have started another. These parks contain manufacturing, assembling and warehousing operations. These services would be offered to a small business, of an industrial nature, that wished to locate in Virginia Beach.

They prepare information on Virginia Beach, conduct negotiations for land sales and generally facilitate a plant location. The Development Authority is authorized to issue tax-free revenue bonds and to conduct architectural reviews of projects located on their land.

APPLICATION PROCEDURE:

Write or call Mr. A. James Debellis

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

None.

Fairfax County Economic Development Authority  
David A. Edwards, Executive Director  
8415 Arlington Boulevard  
Fairfax, Virginia 22030  
703/560-1800

DESCRIPTION OF SERVICES:

Encourages the establishment within Fairfax County of desirable industrial and commercial enterprises which will benefit the economic welfare of the county.

Contact desirable potential prospects to encourage them to establish industrial and commercial enterprises in Fairfax County.

Cooperate with other organizations interested in the industrial and commercial development of the Washington Metropolitan Area.

Act as liaison with various county agencies in connection with attracting desirable industry and commerce, and compile information for the use of businessmen.

Issue industrial revenue bonds to finance facilities for industry in the county.

FairFax County Economic Development Authority(Cont'd)

APPLICATION PROCEDURE:

Write or call Mr. David Edwards.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

No Fees.

Greensville Industrial Development Board  
Kenneth Schubart, Director  
332 South Main Street  
Emporia, Virginia 23847

DESCRIPTION OF SERVICES:

The Industrial Development Board of Greensville County is actively promoting Greensville County and Emporia as a location for industries. The board consists of 21 members who work at developing plant sites from 6 to 680 acres. The board compiles information on property options, helps package buildings for purchase or lease, helps in getting sewage and water hook ups, and works with any zoning problems that may occur. Any business of an industrial nature will receive these services regardless of size.

APPLICATION PROCEDURE:

Write to the Director.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

None.

Peninsula Industrial Committee  
King Meehan, Executive Director  
P. O. Box 338  
Newport News, Virginia 23607  
804/244-8471

Virginia Peninsula Industrial Committee-Solicits and aids in location of new manufacturing industry. Compiles economic data for site seekers and consultants. Aids existing industry with expansion. Seeks to maintain a favorable business climate on the peninsula.

Peninsula Ports Authority of Virginia - Acts to encourage the improvement of the Port of Newport News. Empowered to issue tax-free industrial revenue bonds.

Virginia Peninsula Industrial Committee - Free except for sale of published material to local inquirers.

Peninsula Ports Authority of Virginia - Administrative fees charged to cover costs of operation and reimburse VPIC for use of staff on PPAV business.

Peninsula Industrial Committee (Cont'd)

APPLICATION PROCEDURE:

Write or call the Executive Director.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

No Fees.

Rappahannock Area Development Commission  
Arthur A. Olson  
P. O. Box 863  
Fredericksburg, Virginia 22401  
703/373-2890

DESCRIPTION OF SERVICES:

Aids in site location and furnish economic data.

APPLICATION PROCEDURE:

Write or call Arthur A. Olson.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

None.

Virginia Industrial Development Corporation  
Robert DeRossett, Executive Director  
201 Mutual Building, 9th and Main Streets  
Richmond, Virginia  
804/643-1289

DESCRIPTION OF SERVICES:

The Virginia Industrial Development Corporation (VIDC) is a privately capitalized and financed lending agency chartered by a special act of the Virginia Legislature. VIDC makes loans to companies who cannot qualify for conventional financing. The proceeds of the loan must be used in such a way as to provide employment for Virginians, enhance the tax base of the state, or to develop its natural resources. Loans can be made on land and buildings, machinery, endorsements, leases, or combination of these things. Loan activity is restricted to Virginia and interest rates vary between 1 1/2 and 3 percentage points above the "prime" rate.

APPLICATION PROCEDURE:

Applicants should write or call the executive director.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

No fees.

**AGRICULTURE AND AGRICULTURAL SERVICE ASSOCIATIONS**

VIRGINIA AYRSHIRE BREEDERS' ASSOCIATION

Richard Lahman, President  
Elkton, Virginia 22827  
703/298-8222

DESCRIPTION OF SERVICES:

To promote the general welfare of Ayrshire breeders in Virginia.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Must be a Virginia Ayrshire Breeder

Dues \$10

APPLICATION PROCEDURE

Write association at above address or phone 703-298-8222.

BENEFITS:

No particular benefits, except to be part of an association.

VIRGINIA STATE BEEKEEPERS' ASSOCIATION

Gilbert Mays, President  
Route 1, Box 60  
Appomattox, Virginia 24522

DESCRIPTION OF SERVICES:

An association that sponsors legislation that affects beekeepers.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Keeper of bees or interested in bees.  
Dues - \$2 per year

APPLICATION PROCEDURE

Write to Gilbert Mays, President.

BENEFITS:

Benefit from legislation sponsored by the association.

VIRGINIA CHRISTMAS TREE GROWERS' ASSOCIATION

Joane S. Tannehill, President  
122 Fallow Street  
Staunton, Virginia 24401  
703/886-7423

DESCRIPTION OF SERVICES:

1. Assistance to small, new growers; conduct field training.
2. Computerization of a growers' entire operation (economic study).
3. Assistance is given freely and willingly by more experienced growers to "fledglings."
4. A nominal charge is made for VPI computer time.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

1. Requirements - an interest in growing quality Christmas trees in Virginia.
2. Fees - \$8.

APPLICATION PROCEDURE:

Apply by writing or calling the association. Contact Joane Tannehill, President, Dwain Place, Secretary/Treasurer, or Dr. John Gunter, Department of Forestry and Wildlife (VPI & SU).

BENEFITS:

Receive free field training and continued assistance.

VIRGINIA CROP IMPROVEMENT ASSOCIATION

420 Smyth Hall  
Virginia Polytechnic and State University  
Blacksburg, Virginia 24061

DESCRIPTION OF SERVICES:

The Association is an incorporated non-profit organization of seed-growers.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

The Association may admit as members any persons or regularly organized body of persons, growing seed on their own land or rented land, or contracting for growth of seed in Virginia, who may choose to make seed-growing a special branch of their farming operations and who conform to the regulations of the Association.

Virginia Crop Improvement Association (Cont'd)

FEES:

- (a) Membership dues: \$1.00/year.
- (b) Field inspection fee - for each crop, \$6 for the first ten acres or fraction thereof, and 25¢/acre for each additional acre.
- (c) Field inspection fee for grasses - \$10 for the first ten acres or fraction thereof and 50¢/acre for each additional acre.
- (d) Bin recording fee - \$6 for the first 400 bushels, plus one cent for each additional bushel.
- (e) The field inspection fee for Hybrid Corn - \$14 for the first three acres, plus \$2 for each additional acre up to and including 10 acres, plus \$1 for each acre above 10 acres. The field inspection fee for single crossing plots shall be \$15 for the first plot, and \$5 for each additional plot. There shall be a further charge of \$2/acre for each acre in excess of two in each single crossing plot. The minimum charge for each in-bred plot shall be \$5 plus \$1 additional for each in-bred line.
- (f) Tags - 6¢ each for bags containing over 60 pounds, 4¢ each for bags containing 60 pounds or less.

Only those crop varieties that are approved by a state or federal Agriculture Research Station and accepted by the Virginia Crop Improvement Association with the approval of the Certified Seed Commission shall be eligible for certification.

APPLICATION PROCEDURE:

Write the Association. Application for inspection of a crop for certification shall be made on an official application blank of the association, which may be obtained from extension agents, vocational teachers, or by writing to the association office. The application must be properly filled out and mailed to the Virginia Crop Improvement Association, Blacksburg, Virginia, not later than the date indicated for that particular crop. Inspection fees and the annual membership fee must accompany the application.

BENEFITS:

Receive services paid for and assistance in the growing of and caring for crops

AMERICAN DAIRY ASSOCIATION OF VIRGINIA

Bob Earle  
309 East Main Street  
Bedford, Virginia 24523  
703/586-1290

DESCRIPTION OF SERVICES:

Dairy Department Management Seminar Program for dairy grocers and distributors.

American Dairy Association of Virginia (Cont'd)

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

\$25/person. 25 person minimum/seminar. Apply by contacting the above office, Mr. Earl Kimsey.

Requirements - voluntary membership of Virginia dairy farms. No fees.

APPLICATION PROCEDURE:

Write to the above address.

BENEFITS:

Non-brand advertizer, public relations and sales promotion endeavor of Virginia dairy farmers.

SANITARIUMS AND DAIRY FIELDMEN

William H. Gill, Secretary/Treasurer  
6702 Van Buren Avenue  
Richmond, Virginia 23226  
804/282-0246

DESCRIPTION OF SERVICES:

Seminar each year in March at VPI.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Must be a food or dairy industry plant worker.

\$3/year.

APPLICATION PROCEDURE:

Write to above address.

BENEFITS:

Sharing of information concerning the food and dairy industry.

VIRGINIA DAIRY PRODUCTS ASSOCIATION, INC.

W. M. Gaunt, Junior  
Executive Vice President  
1520 - 700 Building  
Richmond, Virginia 23219  
804/648-6583

DESCRIPTION OF SERVICES:

To promote the general welfare of Virginia dairy products.

Virginia Dairy Products Association, Inc. (Cont'd)

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Dues based on sales.

APPLICATION PROCEDURE

Write to above address.

BENEFITS:

Laws, lobbying, informational services.

VIRGINIA COUNCIL OF FARMERS' COOPERATION

Thomas L. Stuart, Executive Secretary  
Box 1034  
Richmond, VA 23208  
804/644-8081

DESCRIPTION OF SERVICES:

Hold manager/director workshops for farmer cooperatives.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

\$5 regular fee - one day.

Fee is based on the volume of business. Must be a cooperative engaged in purchasing, marketing, processing or service for farmers.

APPLICATION PROCEDURE:

Write to above address or phone 804-644-8081.

BENEFITS:

Participate in workshops to share information concerning farmers' cooperation.

VIRGINIA FARM AND INDUSTRIAL EQUIPMENT DEALERS' ASSOCIATION

R.B. Clay, Jr.  
P. O. Box 7357  
1109 N. Thompson Str-et  
Richmond, Virginia 23221  
804/353-1009

DESCRIPTION OF SERVICES:

They have programs designed to aid you with your day-to-day operating problems and to contribute to the increased profitability of your dealership.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Sustaining Membership - \$36/year  
Associate Membership - \$ 4/year

Virginia Farm and Industrial Equipment Dealers' Association (Cont'd)

APPLICATION PROCEDURE:

Apply by writing Virginia F and IED, P. O. Box 11362, Richmond, Virginia 23230  
or calling 804/353-1009.

BENEFITS:

1.) Management bulletins published monthly; 2.) computerized accounting services; 3.) meetings and conventions; 4.) accounting systems forms and supplies; 5.) legislative representation; 6.) trade-in guides; 7.) storehouse of information; 8.) cost of doing business; 9.) group insurance; 10.) farm and power equipment magazine; 11.) information service; 12.) management aids handbook; 13.) dealer/supplier relations.

MAR-DEL-VA FARM & POWER EQUIPMENT ASSOCIATION

Millard E. Eyler, Executive Secretary-Treasurer  
P. O. Box 285  
Winchester, VA 22601  
703/662-5981

DESCRIPTION OF SERVICES:

Liaison between dealer and manufacturer.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

\$80/annually

Must be a financial dealer of farm or garden equipment.

APPLICATION PROCEDURE:

Write to the above address.

ASSOCIATE MEMBERSHIP:

Manufacturer or distribution \$30.00.

BENEFITS:

Training guides, rental guides, sales--shop tickets, forms, leases, inventory cards; monthly magazine.

MEMBERSHIP:

Includes national membership.

## VIRGINIA STATE FEED ASSOCIATION

### Persons in Charge of each Program:

1. Michael L. Ellis, Operations Manager
2. Office Staff
3. Office Staff
4. Jerry H. Gass, Executive Vice President
5. Leon Hershberger, Senior Laboratory Technician

Post Office Box 1036  
Harrisonburg, VA 22801  
433 - 2451

Associate Members: individuals or firms allied to the feed industry who may be located outside of the state of Virginia, and out-of-state feed manufacturers who sell feed in Virginia. Associate members have no vote and cannot hold office.

### DESCRIPTION OF SERVICES:

1. A discount tax information service called Small Business Tax Control.
2. Convention program designed especially for the average feed or farm supply store.
3. Make available automobile rental discounts to small business and individual memberships.
4. Informal employment referral service.
5. Testing laboratory to evaluate feed ingredients and finished product.

### MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

1. \$36/year; must be a member.
2. Registration fee varies. Open to anyone interested.
3. No fee; must be a member.
4. Posted rate, according to test performed; open to anyone.

### APPLICATION PROCEDURE:

Complete membership card and enclose dues payment in full.

1. Application form available at federation office.
2. Registration available at convention headquarters.
3. Application form published in magazine.
4. Phone call to office.
5. Submit properly collected samples to the laboratory in Harrisonburg.

Virginia State Feed Association (Cont'd)

BENEFITS:

1. Identification through a membership certificate and a wallet-size membership card.
2. Subscription to the Virginia Poultryman, a colorful, awardwinning monthly publication for all members, plus non-member subscribers.
3. Bi-monthly newsletter, edited especially for members of the Virginia State Feed Association.
4. An annual directory, published each December, listing all members and appropriate government services.
5. Special mailing of issues of interest.
6. Committees that develop legislative programs and programs for government relations, air pollution control, educational endeavors, transportation issues, etc.
7. Special topic seminars.
8. Intercession with federal and state government agencies on behalf of member needs.
9. Support of national feed industry programs.
10. Annual convention, featuring outstanding speakers, workshops, etc.
11. Other services through their special programs.

VIRGINIA STATE FEEDER PIG ASSOCIATION

203 N. Governor Street  
Richmond, Virginia  
804/770-3951

DESCRIPTION OF SERVICES:

Purpose - 1. to promote the general welfare of the Virginia feeder pig industry; (2) to coordinate the sales of feeder pigs for member associations; (3) to promote sales of feeder pigs in member associations.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Fees - 1¢/head from each pig sold through these sales.

APPLICATION PROCEDURE:

Write to the above address.

BENEFITS:

Receive assistance and information in the sale of feeder pigs.

Charles Finley  
1 North 5th Street  
Richmond, VA 23219  
804/644-8462

DESCRIPTION OF SERVICES:

To promote the general welfare of members of the Virginia Forests Association.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Open membership

Dues - \$10/year

APPLICATION PROCEDURE

Write to above address or phone - 804-644-8462.

BENEFITS:

Educational and informational, demonstrations, magazine and newsletter, lobbying (national and local).

VIRGINIA MEAT PACKERS' ASSOCIATION

J. D. Gilliam, President  
1803 Holliday Street  
Lynchburg, Virginia 24500  
804/847-7766

DESCRIPTION OF SERVICES:

To promote the general welfare of meat packers of Virginia.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Have to be wholesaler of meat.

Fees based on sales.

APPLICATION PROCEDURE:

Write to the above address.

BENEFITS:

Lobbying, education and meetings.

VIRGINIA NURSERYMENS' ASSOCIATION

Box 87  
Rescue, Virginia 23424  
804/357-2443

DESCRIPTION OF SERVICES:

Annual - 3 day Trade Show and Educational Meeting  
3 day Summer Educational Tour

Involved in each of the following with Active Committees

1. Monthly newsletter, average 10 pages.
2. Highway Beautification.
3. Education - VPI - Vocational High School, etc.
4. Legislative National and State.
5. Research - VPI - Va. Track, etc.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

1 year in business, \$25/year.

APPLICATION PROCEDURE:

Write to above address or phone 804-357-2443.

BENEFITS:

Receive general assistance and information.

ASSOCIATION OF VIRGINIA POTATO AND VEGETABLE GROWERS' INC.

Box 265  
Belle Haven, Virginia 23306  
442-6187

DESCRIPTION OF SERVICES:

The Association serves as a clearing house for information which can be made available to anyone. This information pertains to the growing, shipping, packaging and merchandising of potatoes and other vegetables. They have programs designed to promote varietal improvements in potatoes and vegetables and the dissemination of any improvements among interested parties.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Fees: \$10 or \$25/year.

Vegetable and potato growers, processors, shippers, and related agricultural support industries are eligible. To become a member of the Board of Directors one must be either a grower, a brokershipper or on the staff at the Virginia Truck and Ornamentals Research Station.

Association of Virginia Potato and Vegetable Growers's Inc. (Cont'd)

APPLICATION PROCEDURE:

See a member or send in dues with a request for membership.

BENEFITS:

Up-to-date facts and figures on most matters that affect the potato industry; an opportunity to have a collective voice (industry participants) heard in the legislatures of the state and the nation on issues vital to the potato industry.

VIRGINIA SEEDSMENS' ASSOCIATION

C. Mott Sanford, President  
Murphy Seed Service, Inc.  
Mount Holly, Virginia 22524

DESCRIPTION OF SERVICES:

The object of this association is to develop and foster friendly business and social relations between its members, to make an effort to increase the purity and quality of all seeds, and to work closely with Southern Seedsmens' Association and the American Seed Trade Association.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

The Association consists of persons or firms who are recognized as general dealers in seed and farm supplies located in Virginia.

APPLICATION PROCEDURE:

Write to the above address.

BENEFITS:

The VSA sponsors a short course each year where members see firsthand the growing and development of seed and hear from experienced speakers on timely and worthwhile information related to the business.

They sponsor an annual convention each fall for 3 days. Mr. Gil Barber, first Vice President, is in charge.

VIRGINIA SOYBEAN ASSOCIATION

Post Office Box 7217, Holland Station  
Suffolk, Virginia 23237  
804/657-6378

DESCRIPTION OF SERVICES:

The Virginia Soybean Association in cooperation with the Cooperative Extension Service of VPI & SU sponsors an annual Soybean Conference held to bring the latest information in soybean production research to the knowledge of soybean farmers. The Association also sponsors, along with Va. Tech., the publication

Virginia Soybean Association (Cont'd)

of production guides and bulletins that are of assistance to the producer. The Association publishes a newsletter quarterly and in addition to announcing meetings that may be of importance to soybean producers, also lists current tips that will enable them to do a better job of producing soybeans.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

There are no fees connected with the Soybean Conference. Any farmer is eligible to attend all functions of the Soybean conference. The only fees involved pertaining to newsletters is the \$10 membership fee.

Attend meetings where programs are announced.

Fees - \$10

Requirements - interest in soybean production.

APPLICATION PROCEDURE:

Fill in an application blank.

BENEFITS:

Members receive, in addition to the quarterly newsletters published from the Association office, The Soybean Digest, a producer oriented periodical that is distributed monthly from the American Soybean Association, Hudson, Iowa. This gives information of interest to the soybean producer from a national standpoint.

VIRGINIA SWEET POTATO ASSOCIATION, INC.

Russel Custis  
P. O. Box 26  
Onley, Virginia 23418  
804/787-3720

DESCRIPTION OF SERVICES:

The Association is dedicated to the advancement of the sweet potato industry in Virginia. In cooperation with the Virginia Sweet Potato Commission, it participates in promotion, education and research programs. The association also takes positions on various issues of interest to the sweet potato industry. Association is charged by law for making nomination for seats on the Virginia Sweet Potato Commission to the Governor.

The Association started February 1962.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Must be a grower, shipper or processor of sweet potatoes on a commercial basis. An associate membership is available for professional workers (i.e. county agents, etc.).

Virginia Sweet Potato Association, Inc. (Cont'd)

Fee basis - Growers - \$5/year.  
Shippers, growers-shippers, and processors - \$25/year.  
Associate - \$1/year.

APPLICATION PROCEDURE:

Write to above address.

BENEFITS:

Receive educative information on matters concerning the industry.  
Receive benefits from research findings.

VIRGINIA PUREBRED YORKSHIRE SWINE BREEDERS' ASSOCIATION

Richard S. Ellis, IV, Secretary-Treasurer  
Mount Rush Farm  
Buckingham, Virginia 23921  
804/969-4119

DESCRIPTION OF SERVICES:

To promote the general welfare of purebred Yorkshire Swine Breeders in Virginia.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Must be a purebred Yorkshire Swine Breeder.

APPLICATION PROCEDURE:

Write to above address or phone 804-969-4119.

BENEFITS:

Receive educative information about the industry.

VIRGINIA TURFGRASS COUNCIL, INC.

Mr. Jack Henry, President  
Route 3, Box 16A  
Culpepper, Virginia 22701  
703/825-9401

DESCRIPTION OF SERVICES:

The council sponsors: a turf seminar; and extension work in turfgrass; It acts as a voice in certain legislative matters and conducts a Virginia Turfgrass Survey.

Virginia Turfgrass Council, Inc. (Cont'd)

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Membership is usually made up of persons involved in turfgrass management sales.

Dues - \$3 individual  
          \$10 organization  
          \$25 industrial

APPLICATION PROCEDURE:

Write to above address.

BENEFITS:

Publishes a quarterly newsletter.

**BUILDING/CONTRACTOR ASSOCIATIONS**

VIRGINIA BRICK ASSOCIATION, INC.

Gilbert A. Meland, Executive Secretary  
4615 West Broad Street, Suite 211  
Richmond, Virginia 23230  
804/355-2708

DESCRIPTION OF SERVICES:

Provide engineering assistance.

MEMBERSHIP OR ELIGIBILITY:

Must be in the design profession and or construction business.

Dues based on amount of sales.

APPLICATION PROCEDURE:

Write to above address or call 804/355-2708.

BENEFITS:

Receive engineering assistance.

ASSOCIATED GENERAL CONTRACTORS OF AMERICA, INC., VIRGINIA BRANCH

4009 Fitzhugh Avenue  
Post Office Box 6775  
Richmond, Virginia 23230  
804/359-9288

DESCRIPTION OF SERVICES:

1. 1975 Construction Education Program
2. Weekly information bulletin to keep members aware of changes and trends in the industry.
3. Semi-monthly safety bulletin (Safety Sam).
4. Weekly publication of work to be bid on.
5. Wide area of public relations material and technical information.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Fees for education program are for membership only.

Membership for general contractors based on a percentage of business volume with a base minimum fee of \$50.00. Membership fees for sub-contractors, material suppliers, and other allied construction interests are based on a flat fee.

Regular Members - general contractors. Must be registered with the Virginia State Registration Board for Contractors. The contractor shall have been engaged actively and continuously in the general contractor business for a period of at least two years.

Associated General Contractors of America, Inc., Va. Branch(Cont'd)

Associate Members - Allied construction interests. Elected to membership or recommended by at least two general contractors.

APPLICATION PROCEDURE:

Apply at office for membership and specify desire for seminar attendance. Contact Burton C. Kidd, Administrative Coordinator.

Completed application must be submitted to Board of Directors for approval

BENEFITS:

Receive Weekly Publications.

RICHMOND CONTRACTORS ASSOCIATION

James B. Wooding  
1502 Brook Road  
Richmond, Virginia 23220  
804/648-4421

DESCRIPTION OF SERVICES:

R.C.A. was established by the Tidewater Area Minority Contractor's Association in 1974. T.A.M.C.A. operates the R.C.A. on a grant provided by the United States Department of Commerce through the office of Minority Business Enterprise. Services provided by T.A.M.C.A. to its membership are provided to members of R.C.A. through the Richmond office. Those services include:

1. Assistance in developing estimates.
2. Assistance in monitoring the performance of contracts.
3. Assistance in obtaining performance bonds.
4. Loan Packaging.
5. Bookkeeping Assistance.
6. Publication of invitations for bids.
7. Assistance in development and submission of bids and
8. Limited working capital loans.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

There are no fees for any of the services R.C.A. offers other than an interest charge on any loans. Services are available to licensed contracting businesses or to individuals who wish to establish such a business. A qualifying applicant must have majority management or ownership from persons who are from under-represented groups in the business arena. Annual membership fees are \$130.00 but an applicant need not establish membership before obtaining assistance.

APPLICATION PROCEDURE:

Write to the above address.

BENEFITS:

Receive professional assistance on all problems connected with the industry.

VIRGINIA ASSOCIATION OF CONTRACTORS, INC.

J. Arthur Bruno, Office Manager  
6620 West Broad Street  
Richmond, Virginia 23230

DESCRIPTION OF SERVICES:

No special programs for small business. They offer services only to members. A service organization for members.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Must be a construction company with membership to AFL-CIO Building Trade Unions. No fees.

APPLICATION PROCEDURE:

Apply directly to the above office.

BENEFITS TO MEMBERS:

Negotiate contracts.

VIRGINIA ASSOCIATION OF CONTRACTORS, INC.

James W. Rushing, Executive Director  
Suite 209-5 Koger Executive Center  
Norfolk, Virginia 23502  
804/499-5491

DESCRIPTION OF SERVICES:

This association has the responsibility of representing union contractors in their relationship with the Building Trades Unions, that is, they negotiate on behalf of management the contracts covering union work in the eastern part of Virginia. Size of the company is not relevant in regard to membership in this organization, as the only requirements are that the company have at least one union agreement and be willing to subscribe to our bylaws.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

No initiation fee or dues; they are financed by "Industry Advancement Funds" (1¢/man hour) inserted into the union agreement.

APPLICATION PROCEDURE:

Write to the above address.

Virginia Association of Contractors, Inc. (Cont'd)

BENEFITS:

Representation during contract negotiation.

VIRGINIA READY-MIXED CONCRETE ASSOCIATION

J. W. Doswell, Executive Director  
419 North Boulevard  
Richmond, Virginia 23220  
804/355-6862

DESCRIPTION OF SERVICES:

Business Promotion Committee for ready mix concrete companies.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Fees based on companies production from the previous year. Require that companies be licensed ready-mix concrete producers.

APPLICATION PROCEDURE:

Call, write or phone above office. Submit an application and it will be reviewed by the Board.

BENEFITS TO MEMBERS:

Lobbying organization  
Convention for members to talk over their problems  
Promotion of Business  
Monthly Newsletter

**FINANCIAL ASSOCIATIONS**

Mr. Marchant D. Wornom, Executive Vice President  
700 Building, 14th Floor  
Richmond, Virginia 23203  
804/743-7469

DESCRIPTION OF SERVICES:

Seminar and schools on banking  
Schools for training  
Handle legislative program  
Give information on banking to the schools and the public

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Must be a state or national bank. Dues based on total resources

APPLICATION PROCEDURE:

Write to the above address.

BENEFITS:

Information bulletins.

ASSOCIATION OF VIRGINIA COMMISSIONERS OF THE REVENUE

Walter O. Conley, Jr., Secretary-Treasurer  
City Hall, Bristol, Virginia 24201  
703/466-2221

DESCRIPTION OF SERVICES:

Works collectively towards the improvement of the profession.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Composed strictly of constitutional officers who are Commissioners of Revenues.

Fees: based on salary.

APPLICATION PROCEDURE:

Apply to the above office.

BENEFITS:

Work collectively with tax problems.

VIRGINIA CONSUMER FINANCE ASSOCIATION

4900 Augusta Avenue  
Richmond, Virginia 23230  
804/353-2322

DESCRIPTION OF SERVICES:

No special programs.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Fee: Based on net receivables.  
Requirements: Small loan license.

APPLICATION PROCEDURE:

Apply for election to membership by board. Program has operated since 191-.

BENEFITS:

1) legislative lobbying, 2) industry newsletter and bulletins, 3) legal representation before State Corporation Commission which regulates and supervises this industry, 4) industry educational workshops and seminars, 5) conventions attendance enabling an exchange of management techniques, 6) continuing public relations program to groups, 8) legal opinions on any law or supervisory regulation from federal or state government, 8) continuing government relations program by staff maintaining liaison with government officials.

VIRGINIA CREDIT UNION LEAGUE

Post Office Box 375  
Lynchburg, Virginia 24505  
804/239-0318

DESCRIPTION OF SERVICES:

Promotes the general welfare of the members of the union.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Must be a legally chartered credit union. Request membership and agree to abide by the laws.

APPLICATION PROCEDURE:

Apply to the Virginia League for membership. Staff is under direction of Board of Directors who are elected by members of the credit union. The program has been in operation since 1934.

BENEFITS:

Receive general assistance and information.

THE VIRGINIA SAVINGS AND LOAN LEAGUE

Mark W. Sours, President  
Imperial Building, Suite A, 5th & Franklin Streets  
Richmond, Virginia 23219  
804/644-0316

DESCRIPTION OF SERVICES:

Purpose: To promote generally the interests of savings and loan associations in Virginia; to foster cooperative action among such associations to the end that they may best serve the public interest.

1. Conducts meetings such as the Annual Convention of Members, management workshops, staff conferences, attorneys-manager conferences and seminars on current topics.
2. Sponsors group insurance plans for members.
3. Sponsors a retirement program.
4. Formulates league legislative program.
5. Coordinates activities with the U. S. League in regard to federal legislative programs and Federal Home Loan Bank Board.
6. Handles regulatory matters with State Corporation Commission and the Bureau of Banking.
7. Maintains liaison with other trade associations in order to work harmoniously in areas of mutual concern.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Must be a banking institution.

APPLICATION PROCEDURE:

Write to the above address.

BENEFITS:

Distributes letters of interest and also distributes monthly newsletters, legislative reports, the Virginia League Quarterly, League Clipper, Special Bulletins.

HEALTH ASSOCIATIONS

VIRGINIA NURSING HOME ASSOCIATION

4615 W. Broad Street  
Suite 216  
Richmond, Virginia 23230  
804/353-9101

DESCRIPTION OF SERVICES:

They have three main statewide meetings per year, primarily of an educational nature, to assist nursing homes to become better acquainted with all local, state and federal regulations and to assist them in all areas of management and patient care. In addition, their Association has five districts which carry on educational programs throughout the year. They also inform members of all related educational programs being carried on in Virginia and throughout the nation.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Membership is open to nursing homes and homes for adults which are licensed by the State of Virginia. The association is currently working on other membership requirements. Association membership is open to business and individuals in all phases of long-term care.

- (1) For American Nursing Home Association, fee - \$30 + \$3/bed, not to exceed 150 beds.
- (2) For Virginia Nursing Home Association, fee - \$20 + \$6/bed in residential facilities, not to exceed 150 beds.

APPLICATION PROCEDURE:

Write to the above address or phone 804-353-9101.

BENEFITS:

Receive information on all related educational programs being carried on in Virginia.

VIRGINIA ASSOCIATION OF WORKERS FOR THE BLIND, INC.

Ms. Kathryn Gahan, Executive Secretary  
6400 Rigsby Road  
Richmond, Virginia 23226  
804/282-0813

DESCRIPTION OF SERVICES:

Offer assistance to the blind of Virginia along all lines not covered by the government. They have bought homes for blind people, helped financially to start them in business, helped with medical care, hospital bills, special emergencies, transportation, tuition, recreation and cultural activities. Distributes christmas gift checks.

.Virginia Association of Workers for the Blind, Inc. (Cont'd)

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Blindness. Recommendation by a member. Total blindness is not a requirement, but visual handicap is.

Fees:

Active membership	\$ 5.00	annually
Sustaining membership	\$ 10.00	annually
Associate membership	\$ 25.00	annually
Life membership	\$100.00	annually

Requirements:

· Desire to help blind Virginians--financially or otherwise.

APPLICATION PROCEDURE:

Contact above office for reservations at the Vacation Center in Burkeville for the summer season.

The Association Board of Directors is in charge of the program. It has been in operation since 1919.

Fill out application card, attach check and send to the Association's office at address above.

BENEFITS TO MEMBERS:

Satisfaction of helping the handicapped; tax-deductible gifts.

MANUFACTURE AND TRADE ASSOCIATIONS

VIRGINIA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

Suite 1010  
700 E. Main Street Building  
Richmond, Virginia 23219  
804/643-1489

DESCRIPTION OF SERVICES:

Managing an Accounting Practice Conference.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

The last conference was held in November of 1974 - fee \$75. This was an in-state program, developed by the Virginia Society. They plan two conferences for 1975; one co-sponsored with American Institute and another developed by our society.

APPLICATION PROCEDURE:

The last conference was held in November of 1974 - fee \$75. This was an in-state program, developed by the Virginia Society. They plan two conferences for 1975; one co-sponsored with American Institute and another developed by our society.

APPLICATION PROCEDURE:

Registration is through the above office.

BENEFITS:

Receive professional assistance on matters concerning accounting.

VIRGINIA AUTOMOBILE DEALER'S ASSOCIATION

J. Ronald Nowland, Executive Vice President  
1800 West Grace Street  
Post Office Box 5407  
Richmond, Virginia 23230

DESCRIPTION OF SERVICES:

Gives legislative and legal representation to members.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Must be a new car dealer.

Fees or Dues: Based on the number of units sold.

**Virginia Automobile Dealer's Association**

**APPLICATION PROCEDURE:**

Write to the above address or phone 804/359-3578.

**BENEFITS:**

Represents the individual with legislative and legal matters.

**VIRGINIA AVIATION TRADES ASSOCIATION**

Ed Hastings, President  
Ram Aviation  
Patrick Henry Airport  
Newport News, Virginia

**DESCRIPTION OF SERVICES:**

Promote the general welfare of members of the association.

**MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:**

Must be an active fixed base operator or associated in some way with aviation.

Dues: \$25/year.

**APPLICATION PROCEDURE:**

Write to above address.

**BENEFITS:**

Lobbying group for member concerning federal and state legislation with the state legislature.

**VIRGINIA FOOD PROCESSORS ASSOCIATION**

Dr. Frederick W. Cesler, Executive Secretary  
and Treasurer  
1307 Palmer Drive  
Blacksburg, Virginia  
703/951-6264

**DESCRIPTION OF SERVICES:**

Educational programs for members.

**MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:**

Must be a food processor in Virginia.  
Dues: From \$20 to \$100, based on how many cases or units processed.

**Virginia Food Processors Association (Cont'd)**

**APPLICATION PROCEDURE:**

Write to the above address.

**BENEFITS:**

Marketing program for selling.

**VIRGINIA FROZEN FOOD PROVISIONERS' ASSOCIATION, INC.**

Mrs. Frances N. Phillips, Secretary/Treasurer  
Post Office Box 410  
Culpepper, Virginia 22701  
703/825-0134

**DESCRIPTION OF SERVICES:**

Main function, group insurance package available, educational programs, problem solving for group or individual.

**MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:**

Open to all legitimate meat processors and custom slaughter food service plans.

**Membership Dues:**

\$30 members  
\$25 trade salesmen

**APPLICATION PROCEDURE:**

Write to the above address or phone 703/825-0134.

**BENEFITS:**

Lobbying.

**HARDWARE ASSOCIATION OF THE VIRGINIA**

Leonard Holdren  
1906 N. Hamilton Street  
Richmond, Virginia 23230

**DESCRIPTION OF SERVICES:**

Advanced courses in Hardware Retailing; Management Report and Report Supplement; Careers in Hardware Retailing; Selling Handbook; Co-op Advertising Program; Advertising and Promotion Planner; Sales Building Industry Promotions; Hardware Retailing in the Seventies; Departmental Merchandising Guide; How to Evaluate Hardware Store Locations; Management Memos; "How To" Tapes and Workbooks; Audio-Visual Sales Training Library; Other services described in pamphlets.

Hardware Association of the Virginia(Cont'd)

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Requirements - to be engaged in retail hardware business.  
Fees - \$35 - \$50 annually

APPLICATION PROCEDURE:

Write to above address.

BENEFITS:

Receive audio-visual sales training.

VIRGINIA MANUFACTURER ASSOCIATION

Charles H. Taylor, President  
Post Office Box 412  
9th and Main Streets  
Richmond, Virginia 23203  
804/643-7489

DESCRIPTION OF SERVICES:

Provide educational program for members.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Dues - based on employment and assets.

Requirements - any manufacturer

APPLICATION PROCEDURE:

Write to the above address or phone 804/643-7489.

BENEFITS:

Information services (regulatory nature, state and federal), on-going analysis, hearing.

HAMPTON ROADS MARITIME ASSOCIATION

John Mace, Executive Director  
127 Bank Street  
Norfolk, Virginia 23510  
804/622-2639

DESCRIPTION OF SERVICES:

Organized to protect, promote, and advance the Hampton Roads Port facilities; involved in both the physical planning and maintenance of facilities and in the economic and business development of the ports; provides legislative contact for its members, advertising and informational services; reports arrivals and departures from the Hampton Roads Harbor, both by phone and in written daily summaries.

**Hampton Roads Maritime Association (Cont'd)**

**MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:**

Annual membership fee, \$75. Apply by writing or visiting the Hampton Roads Shipping Association, John Mace, Executive Director, 127 Bank Street, Norfolk, VA 23510.

**APPLICATION PROCEDURE:**

Write to above address or phone 804-622-2639.

**BENEFITS:**

Receive legislative contact as well as advertising and information services.

**VIRGINIA PETROLEUM JOBBERS ASSOCIATION, INC.**

Executive Director of Association  
P. O. Box 6344  
Richmond, Virginia 23230  
804/282-7534

**DESCRIPTION OF SERVICES:**

Management Workshops; monthly and special bulletins; Group Hospitalization and Life Insurance.

**MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:**

No special fees; programs are available to all members. To be a member one must be a wholesaler of petroleum products with a bulb plant. Membership fee depends on gallonage sold.

**APPLICATION PROCEDURE:**

Pay membership dues.

**BENEFITS:**

Legislative, conventions, seminars, newsletters, statistical information

**HAMPTON ROADS SHIPPING ASSOCIATION**

John Mace, Executive Director  
127 Bank Street  
Norfolk, Virginia 23510

**DESCRIPTION OF SERVICES:**

The Hampton Roads Shipping Association represents all employers who employ members of the International Longshoremen Association in all negotiations with the I.L.A. It is involved in both contract negotiation and administration.

Hampton Roads Shipping Association(Cont'd)

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Two annual memberships in Hampton Roads Maritime Association required of all members.

APPLICATION PROCEDURE:

Write to above the above address.

BENEFITS:

Be represented in all negotiations with the I.L.A.

VIRGINIA TIRE DEALERS' AND RETREADERS' ASSOCIATION, INC.

P. O. Box 7461  
Roanoke, Virginia 24019  
703/366-4635

DESCRIPTION OF SERVICES:

Preferred credit card service; endorsed credit collection service; endorsed liability and protection insurance agency; technical clinical and educational seminars; monthly newsletters; annual directory of suppliers, distributors and fellow members; review of all legislative bills presented to state general assembly; annual trade show for products and equipment familiarity.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Members in the association must be independent tire dealers and must be accepted for membership by the Board of Directors. In addition, members must pay at least one quarter's dues in advance.

Dues are based upon gross volume of tires, batteries, and other accessories, starting from \$52 up to \$104 annually. Fees for most services range from nothing for most services to a nominal fee to cover expenses for such things as seminars, clinics, and trade shows.

APPLICATION PROCEDURE:

Write to above address.

BENEFITS:

Annual trade shows.

VIRGINIA BEER WHOLESALERS' ASSOCIATION

Mrs. Lois S. Pate, Secretary  
Suite 1311, Seventh and Franklin Building  
Richmond, Virginia 23219  
804/643-6729

DESCRIPTION OF SERVICES:

Provide information on the distribution and sale of beer in Virginia; and on legislations and regulations regarding the sale of beer.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Must be a licensed beer wholesaler in Virginia.

APPLICATION PROCEDURE:

Write to the above address.

BENEFITS:

Working together with General Assembly and ABC Board.

**SERVICE ASSOCIATIONS**

VIRGINIA ASSOCIATION OF BROADCASTERS

Dr. William W. Greer, Executive Secretary  
Box 648, Petersburg, Virginia 23803  
804/733-3807

DESCRIPTION OF SERVICES:

No special programs except those on behalf of the broadcast industry in general.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

<u>Membership</u>	<u>Cost</u>
AM Radio	\$ 70
FM Radio	\$ 30
Television	\$225
Associate	\$ 50
Educational Associate	\$ 25

Commercial broadcasting in Virginia for Regular Membership; Common interests with the industry for Associates.

APPLICATION PROCEDURE:

Commercial stations in Virginia and present Associates are automatically billed annually. Others may apply to the Association office.

The Association has operated for 38 years.

BENEFITS TO MEMBERS:

Newsletter; legislative affairs, including some lobbying; limited generalized legal service; employment exchange; meetings of professional interest for members.

VIRGINIA CEMETARY ASSOCIATION

Mr. Howard, Executive Secretary  
1110 Great Neck Road  
Virginia Beach, Virginia 23454  
804/481-4411

DESCRIPTION OF SERVICES:

Promotes the general welfare of members of the association.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Requirements - in cemetery business; The Membership Committee reviews application and acts on it.

Fees: \$35.00

Virginia Cemetary Association (Cont'd)

APPLICATION PROCEDURE:

Write Cemetary Association at Above address.

BENEFITS:

Receive assistance on matters connected with the industry.

VIRGINIA ASSOCIATION OF ELECTRIC COOPERATIVES

5601 Chamberlayne Road  
Richmond, Virginia 23227  
804/264-2801

DESCRIPTION OF SERVICES:

1. Wage and salary surveys.
2. Various types of educational programs.
  - (a) engineer's workshop
  - (b) management supervisory and apprenticeship
  - (c) office managers and accountant's workshop
3. Printing of a magazine "Rural Living"

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Fees:

From \$2,500 to \$35,000 annually, various amounts depending upon cooperative membership.

The fee for the wage and salary survey and the magazine is membership in the association. The fee for educational programs is only a reimbursement of the actual program cost.

Requirements: Must be a Rural Electric or Telephone Cooperative in the State of Virginia, Maryland, or Delaware.

APPLICATION PROCEDURE:

Registration is handled directly through the association office. Contact Mr. Charles C. Jones, Jr., Executive Manager or Mr. Layton A. Wheeler, Assistant Executive Manager.

BENEFITS:

Representation of our members at civic clubs, churches, in the general public, with other cooperatives in state government, the general assembly, trade groups, news media, congress, and the federal government.

Magazine.

VIRGINIA ELECTRONICS ASSOCIATION

John McPherson CET, Executive Director  
P. O. Box 1347  
Grafton, Virginia 23692  
804/827-2575, 898-5074

DESCRIPTION OF SERVICES:

Contract with the National Association to send personnel to this area to conduct special schools.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

In the State Association fees are \$30. Requirement: must be a servicer in the electronics service profession and one who will abide by their code of ethics and bylaws.

The fee charged will vary, from \$20 to \$40/member depending on the total expense. Many times they hold special schooling in conjunction with their annual convention and the cost is factored into the convention ticket price.

APPLICATION PROCEDURE:

They generally announce far enough in advance through either monthly meeting notices or through their bi-monthly publication, The VEA Reporter.

Contact: The Local Association or the State Association. Use a membership application to apply.

BENEFITS:

Group Hospital Insurance at a savings. Master Charge at 3% versus the usual 5%, receive VEA Reporter Magazine bi-monthly, fellowship, opportunity to share trouble-shooting techniques, schooling and advice that is usually only available to large dealers that can afford its cost; knowing who to turn to for advice on servicing unfamiliar electronics equipment, parts procurements, etc. Be advised on state and federal legislation that could affect those in electronic servicing.

VIRGINIA FUNERAL DIRECTORS' ASSOCIATION

The Jefferson Hotel  
Richmond, VA 23211  
804/644-6934

DESCRIPTION OF SERVICES:

Conducting management seminars and conventions for the benefit of members.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Fee bracket based on volume of business.

**Virginia Funeral Directors Association (Cont'd)**

Individuals, partnerships and corporations who are actively and lawfully engaged in the profession of funeral directing and/or embalming and have a place of business or are regularly or frequently furnishing such services in the Commonwealth of Virginia. Firms must submit an application and associate memberships must have endorsements by two members in good standing. Entrance fee is required, plus dues. Approval left up to the Board of Directors.

**APPLICATION PROCEDURE:**

Write to above address.

**BENEFITS:**

Conventions, management seminars, legislation, monthly publication, newsletter latest professional literature and publications, plus employment referrals.

**VIRGINIA STATE HAIRDRESSERS AND COSMETOLOGISTS ASSOCIATION, INC.**

1 Cherry Tree Lane  
Fredericksburg, Virginia 22401  
703/373-1081 or 733-6286

**DESCRIPTION OF SERVICES:**

Spring Trade Show - showing exhibits and classroom study.

Continued Education - various subjects included in a 30 hour program.

Annual State Convention - exhibition plus private class and free class.

**MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:**

Must be a licensed cosmetologist. Spring Show - \$25, 2 days and banquet dance.

Continued Education, \$100 for 3 days and evenings.

Annual State Convention - \$55, registration - \$7--includes all free classes and exhibits.

Fee - varies per affiliate, approximately \$25 for salon owner; \$19 for operator.

**APPLICATION PROCEDURE:**

Who to See:

Spring Show - Kyle Osborne, First Vice President  
Continued Education - Gertrude Woolridge, Past President  
Annual Convention - Herman Burgess, Member of Virginia Hair Fashion Committee

Virginia State Hairdressers and Cosmetologists Association, Inc. (Cont'd)

BENEFITS:

1. Malpractice and liability insurance at great savings.
2. Income protection insurance and group life insurance at low cost.
3. In hospital cash coverage.
4. Legislative programs to improve standards.
5. Relief from unfair and excessive taxation.
6. Exclusive educational programs and benefits.
7. Exclusive style photo service.
8. Official hair fashion committee hair fashion forecasts.
9. National Beauty Salon Week promotion.
10. Salon Bookkeeping System.
11. Association news in monthly NHCA Bulletin.
12. Benefits of national, state, local meetings.
13. Subscription to American Hairdresser/Salon Owner Magazine.
14. National Public relations program.
15. Freedom of expression in open meetings of this voluntary professional association.
16. Vigilance against unfair advertising.
17. Only recognized U. S. Professional Association at International Congresses of Confederation Internationale de la Coiffeure.

VIRGINIA HIGHWAY USERS' ASSOCIATION

E.H. Williams, Jr.  
Executive Vice President  
P. O. Box 1397, Jefferson Hotel  
Richmond, Virginia 23211  
804/649-9311

DESCRIPTION OF SERVICES:

Conducts educational programs for the benefit of members.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Requirements - trucking companies and suppliers.  
Dues - based on number of trucks; for suppliers, varies between local and statewide.

APPLICATION PROCEDURE:

Write to the above address.

BENEFITS:

Information on safety or other rules. Answers to questions about weight.

**VIRGINIA HOTEL AND MOTEL ASSOCIATION**

**Bevin R. Alexander**  
Executive Vice President  
300 West Franklin Street  
Richmond, Virginia 23220  
804/648-4895

**DESCRIPTION OF SERVICES:**

Promotes the general welfare of members of the association.

**MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:**

Requirements - open to any professionally operated motel or hotel.  
Dues - national membership included, \$4.40/annually per room.

**APPLICATION PROCEDURE:**

Write to above address or phone 804-648-4895.

**BENEFITS:**

Lobbying (state legislature), educational programs through distributive education.

**VIRGINIA ASSOCIATION OF INSURANCE AGENTS, INC.**

**Mr. Richard Earle Smith**  
Executive Vice President  
Suite 402, 6620 W. Broad Street  
Richmond, Virginia 23230  
804/282-3176

**DESCRIPTION OF SERVICES:**

Promotes the general welfare of the members of the association.

**MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:**

Requirements - voting members are composed of individuals, firms, or corporations who are or act as resident agents in the Commonwealth of Virginia and represent fire, casualty, marine or surety companies licensed by the Commonwealth of Virginia. Associate membership may be offered to non-resident agents, insurance companies represented by member agents, and other organizations.

Each voting member shall automatically become a member of the National Association of Insurance Agents and dues are paid by VAIA out of the dues you pay VAIA.

**Dues:**

Based on premium volume and number of licensed and non-licensed personnel.

Virginia Association of Insurance Agents, Inc. (Cont'd)

APPLICATION PROCEDURE:

Write to above address.

BENEFITS:

The VAIA performs basic services and benefits for its members in the area of legislature, education, information on current affairs, public understanding, and national representation in matters relating to insurance.

Mr. John Shinholser, Director of Public Relations  
Mr. Douglas V. Carson, VFSC Director of Marketing

VIRGINIA PAINT AND COATING ASSOCIATION

Martin A. Trenkle, Regional Vice President  
Eastern Zone National Paint and Coatings  
Post Office Box 6675  
Richmond, Virginia 23230  
804/359-5011

DESCRIPTION OF SERVICES:

90% of paint manufacturers are classified as small businesses. The National Association and local associations schedule speakers to assist small companies with government regulations. Technical speakers also present programs on new products and techniques in the paint manufacturing field.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Fees - \$65; Requirements - membership in National Association required after first year in local association.

Local fees of \$65/year include dinner at 5 meetings each year. Membership in the National Association are based on dollar sales. The lowest membership is \$100/month.

APPLICATION PROCEDURE:

Apply to - Mr. Martin A. Trenkle, Regional Vice President  
Mr. Harold Smith, President

BENEFITS:

- 1) continuing update on legislation affecting the paint industry.
- 2) air pollution, water pollution, O.S.H.A., Mercury, and DOT Regulations.
- 3) federal insecticide, fungicide and rodenticide; vinyl chloride information.
- 4) discussion and technical presentations on new products in the coating field.

VIRGINIA STATE PEST CONTROL ASSOCIATION

Robert L. Connor, President  
3802 Mount Vernon  
Alexandria, Virginia 22305

DESCRIPTION OF SERVICES:

- (1) Provides up-to-date information on examination regulation changes, code changes, and new legislation concerning the pest control industry.
- (2) Provides a consumer complaint agency for pest control.
- (3) Keep check on fly by night organizations giving bad reputation to the industry.
- (4) Sponser a short-term course on pest control at V.P.I.
- (5) Three regional meetings during each year.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Dues are \$5.00 per year.

Fees - \$12.50. First year limited membership requires no advertising until active member.

APPLICATION PROCEDURE:

Write to the above address.

BENEFITS:

Receive up-to-date information on all matters concerning pests and how to control them.

VIRGINIA PESTICIDE ASSOCIATION

P. O. Box 7494  
Hollins, Virginia 24019  
366-5559

DESCRIPTION OF SERVICES:

Send out newsletters on current information on pesticide laws and regulations; attempts to obtain all new information on new products.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Fees, \$10. Requirements specify any person engaged in wholesale or retail distribution of agricultural chemicals and related products is eligible.

APPLICATION PROCEDURE:

Write to Mr. R. Donald Meek, President  
Box 231  
Culpepper, Virginia

Virginia Pesticide Association(Cont'd)

BENEFITS:

1. Provides members with up-to-date helpful and technical information.
2. Newsletter containing news and pertinent information for members.
3. Annual meetings.
4. Keeps members alert on agricultural chemical legislative proposals.
5. Members become better acquainted through an organization.
6. Provides fellowship and friendship.

VIRGINIA PRESS ASSOCIATION, INC.

One North Fifth Street  
Richmond, Virginia 23219  
804/648-8048

DESCRIPTION OF SERVICES:

VPA Newswriters' Seminar; VPA Advertising Conference; VPA Regional Meetings for both daily and weekly newspaper personnel in writing, advertising, sales, management, and production.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Fees are based upon the actual cost of meetings plus meals. These vary according to location and scope.

Application for programs can only be done by personnel of newspaper members of the Va. Press Association.

Membership fees are determined by the size of the newspaper. The paper must be of general circulation, entered as second class matter in the U. S. Post Office for a minimum of one year. They must have no free circulation. The paper must be printed and published in Virginia in the English language. No ethnic publications or special interest publications are eligible for regular membership.

APPLICATION PROCEDURE:

Application is made by letter on the newspapers' own letterhead. Applications are acted upon by the Board of Directors.

BENEFITS:

Primary benefit is communication between the newspapers of Virginia on professional matters peculiar to the newspaper publishing and printing industry.

THE PRINTING INDUSTRIES OF VIRGINIA, INC.

415 4th Street, N.E.  
Post Office Box 865  
Charlottesville, Virginia 22902  
804/296-3304

DESCRIPTION OF SERVICES:

1. Ratio studies - compile and produce average financial operating ratios for printing companies.
2. Insurance programs - allowing smaller companies to take advantage of group volume discounts.
3. Continuing education seminars - for management and production personnel.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

1. Membership in this association requires the payment of dues based upon annual sales volume.
2. Ratio studies with individual computer printout - \$50 seminars, cost varies.

Fees - based on annual sales volume.

Requirements - any firm involved in the graphic arts industry and approved by the Board of Directors.

APPLICATION PROCEDURE:

Contact PIVA  
P. O. Box 865  
Charlottesville, VA 22902  
Request application  
Contact Person - Richard Samuels, Executive Secretary

BENEFITS:

Ratio studies, wage surveys, public relations, legislative activity, seminar workshops, insurance programs, labor relations information, and all latest information on subjects pertaining to the printing industry, such as sales compensation, sales taxes, OSHA, computerized estimating, personnel policies, etc.

THEATRE OWNERS OF VIRGINIA

Mr. Carlton Duffus, Executive Secretary  
B East Franklin Street  
Richmond, Virginia 23219  
804/643-3459

DESCRIPTION OF SERVICES:

1. Seminars
2. Lobbying with legislature
3. Advising theatre owners on new laws effecting their business

Theatre Owners of Virginia (Cont'd)

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Must be a motion picture studio.  
Dues - 10¢ a seat; 15¢ a stall drive.

APPLICATION PROCEDURE:

Write to the above address.

BENEFITS:

Receive educative information on all matters connected with theatres.

VIRGINIA TRAVEL COUNCIL

Robert P. Nelson, Executive Vice President  
Mrs. Skahan, Office Manager  
P. O. Box 8048  
Richmond, Virginia 23223  
804/644-9014

DESCRIPTION OF SERVICES:

Actively promotes the State of Virginia. Council does legislative work and acts in tax legislation. Conducts folder distribution service throughout the state.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Must be involved in travel in Virginia.

Fee - \$85 minimum  
lodging members \$85 and/or \$1.65/room--whichever is greater.

Campsite - \$1.10/finished campsite.

APPLICATION PROCEDURE:

Write to the above address.

BENEFITS:

The Virginia Travel Council publishes a "Best Inquiries" list of all people who have definitely stated they are going to visit Virginia.

**MINORITY GROUP ASSOCIATIONS**

There are nine agencies operating as of this writing to offer assistance to minority businessmen and women. Most of these have some federal funding or regulation and have been in operation less than ten years. They offer a range of services including marketing analyses, feasibility studies, contract procurement assistance, financial packaging and managerial consulting. Seldom is there a direct charge to the recipient of such services from these agencies. Participation is generally limited to business people who represent a minority group which is underrepresented in the business community.

METROPOLITAN BUSINESS LEAGUE

Allen Roots, Jr.  
615 N. Second Street  
Richmond, Virginia 23219  
804/649-7473 or 643-6975

DESCRIPTION OF SERVICES:

This league was formed as a local chapter of the National Business League to provide assistance to its members. It is presently funded by the United States Department of Commerce through the Office of Minority Business Enterprise to offer assistance to business ventures.

The Metropolitan Business League provides managerial and technical assistance and assists firms in contract procurement. The managerial and technical assistance offered are primarily loan packaging and marketing studies. Assistance given in the contract procurement area include publication of available federal and state contracts and assistance in bid preparation and submission.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

There are no fees charged for any M.B.L. services. There are no eligibility requirements but preference is given to firms in the Richmond area.

APPLICATION PROCEDURE:

Write to above address.

BENEFITS:

Receive assistance from the league on all matters concerning businesses.

NORFOLK INVESTMENT COMPANY, INC.

Linda Mitchell  
Royster Building, Suite 515  
Norfolk, Virginia 23510  
804/622-0015

DESCRIPTION OF SERVICES:

This company is chartered as a Minority Enterprise Small Business Investment Company (MESBIC). As such, it can make either debt or equity investments in qualified firms. It also offers some technical assistance to firms that it invests in.

Norfolk Investment Company, Inc. (Cont'd)

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

To be eligible for financing, the applicant firm must be at least 50% owned and managed by individuals from minorities that are underrepresented in the free enterprise system. Total financing of the firm must exceed \$150,000 with N.I.C.'s involvement exceeding \$37,500. The firm must be equal opportunity employer. N.I.C. may finance any venture located within the United States but is placing emphasis on the Norfolk-Tidewater areas.

APPLICATION PROCEDURE:

Write to the above address or phone 804-622-9913.

BENEFITS:

Receive technical assistance and debt or equity investment.

NORFOLK MODEL NEIGHBORHOOD DEVELOPMENT CORPORATION

Kirk Saunders, Executive Director  
Royster Building, Suite 515  
Norfolk, Virginia 23510  
804/622-0013

DESCRIPTION OF SERVICES:

This corporation is a non-profit organization founded in 1972 to serve the Norfolk Model Cities areas. The scope of its activities has been expanded to serve the entire city of Norfolk. It provides managerial and technical supportive assistance to qualified firms and does have some financing ability. The managerial and technical assistance offered include:

- 1) Loan Packaging
- 2) Feasibility and Marketing Studies
- 3) Accounting Assistance
- 4) Business Systems Analysis

The financial services offered include:

- 1) Business Improvement Loans
- 2) New Business Loans
- 3) Working Capital Loans

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

To be eligible for managerial or technical assistance, a firm must be located in Norfolk or majority ownership held by Norfolk residents. There is no fee for services.

To be eligible for financial assistance, a firm must be located in Norfolk or majority ownership held by Norfolk residents. The firm must be an equal opportunity employer and have more than two full time employees. Professional corporations are ineligible for financial assistance. N.D.C. will loan up to twenty-five percent of total capital required on terms of up to five years repayment.

Norfolk Model Neighborhood Development Corporation(Cont'd)

Loans made to contractors must be repaid in eighteen months and may not exceed \$20,000. For incorporated firms, proof of incorporation in the State of Virginia or license to operate in Virginia is required. Additionally, incorporated firms must show either debt or equity investment from other sources that equal or exceed four times the investment sought from N.M.N.D.C.

SOUTHWEST VIRGINIA COMMUNITY DEVELOPMENT FUND

Alan G. Mathewson, Business Coordinator  
401 First Street, N.W.  
Roanoke, Virginia 24016  
703/344-6624

DESCRIPTION OF SERVICES:

Program is funded through OMBE for the purpose of:

- 1.) increasing the number of minority business enterprise starts.
- 2.) strengthening existing minority business enterprises.
- 3.) improving opportunities for socially or economically disadvantaged persons to own successful businesses.

To meet the objectives, this organization screens and assist area clients in opening or carrying on existing enterprises through financial packaging management services or technical assistance. Potential clients are welcomed from the overall Southwest Virginia Area although the Roanoke environs provide a majority of the applicants.

Dates: Started in February 1975.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

The program is not restricted to minority persons or groups and is available to all persons in the Southwest Virginia area on a no-fee basis. Local potential clients, however are generally of either a minority group or poverty level background.

APPLICATION PROCEDURE:

Write to the above address.

BENEFITS:

Receive assistance in opening or carrying on existing enterprises through financial packaging management services or technical assistance.

TIDEWATER AREA MINORITY CONTRACTOR'S ASSOCIATION

Leroy Gaillard  
727 East Brambleton Avenue  
Norfolk, Virginia 23504  
804/622-5463

DESCRIPTION OF SERVICES:

T.A.M.C.A. was established to provide managerial and technical, contract procurement, and financial assistance to its members. It is funded by the United States Department of Commerce through the office of Minority Business Enterprise, the city of Norfolk, the Minority Contractors Assistance Project, and by the dues of its members.

T.A.M.C.A. provides the following services:

1. Assistance in developing estimates.
2. Assistance in monitoring the performance of contracts.
3. Assistance in obtaining performance bonds.
4. Loan Packaging.
5. Bookkeeping Assistance.
6. Publication of invitations for bids.
7. Assistance in development and submission of bids
8. Limited working capital loans.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

There are no fees for any of the services T.A.M.C.A. offers other than an interest charge on any loans. Services are available to licensed contracting businesses or to individuals who wish to establish such a business. A qualifying applicant must have majority ownership or management from persons who are from underrepresented groups in the business arena. Annual membership fees are \$100 but an applicant need not establish membership before obtaining assistance.

APPLICATION PROCEDURE:

Write to the above address.

BENEFITS:

Receive managerial and technical contact procurement and financial assistance from association.

VIRGINIA STATE OFFICE OF MINORITY BUSINESS ENTERPRISE

Mr. James B. Harris  
Virginia State College  
Petersburg, Virginia  
804/526-8981

DESCRIPTION OF SERVICES:

This office was established as the result of an executive order from Governor Mills Godwin. It is responsible to the Governor's office and to the United States Department of Commerce's Office of Minority Business Enterprise since

**Virginia State Office of Minority Business Enterprise(Cont'd)**

its total funding comes from these two sources.

V.S.O.M.B.E. has been charged with providing the following services to the Commonwealth:

1. To serve as a liaison between minority business owners and those persons involved with purchasing goods and services for both the Commonwealth of Virginia and major corporations located in the State in order to increase minority involvement in major contractual negotiations.
2. To provide minority business owners with a wide variety of business consultative services;
3. To assist in the development of minority communities through encouraging and soliciting deposits for minority owned financial institutions.
4. To encourage and effect change through the State's branches of government that promote the full utilization of minority owned businesses in the Commonwealth.

**MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:**

None.

**APPLICATION PROCEDURE:**

Write to the above address.

**BENEFITS:**

1. Receive support for minority business enterprise programs.
2. Receive technical, managerial and consulting assistance.
3. Receive information on minority business activities of the state.
4. Receive assistance in demonstration projects.

**SMALL BUSINESS INVESTMENT COMPANIES**

## SMALL BUSINESS INVESTMENT COMPANIES

There are eight Small Business Investment Companies chartered by the U.S. Small Business Administration (SBA) operating in Virginia. These companies are privately owned organizations whose purpose is to provide equity capital and long-term loans to small firms. Additionally, many SBIC's provide managerial assistance to its portfolio companies.

As privately owned lenders, SBIC's are free to determine the nature of loans and or investments they make. However, a successful applicant must meet the S.B.A.'s definition of "small business." Generally, a firm must have assets below \$7.5 million, net worth below \$2.5 million, and net worth below \$2.5 million, and net income after tax below \$250,000 annually to qualify as small. Individual SBIC's may choose to restrict their investments to a particular industry or geographic location.

The terms of any investment made by a SBIC in another firm are subject to negotiation between those parties. S.B.A. does not impose interest rates, ceilings or floors nor do they restrict the length of the payback period. Generally they require that loans be of at least five years in duration, however, prepayment clauses are allowed.

Any business or prospective business should contact a S.B.I.C. directly to ascertain their interest in a specific venture. Below is a listing of those organizations:

- |  |  |
|--|--|
| 1. Capital Area Investors Inc.<br>3701 Chain Bridge Road<br>Fairfax, Virginia  | 5. SBI Corporation of Norfolk<br>1216 Granby Street<br>Norfolk, Virginia 23510                                     |
| 2. Equity Investment Funds, Inc.<br>213 East Main Street<br>Norfolk, Virginia 23510  | 6. Tidewater SBI Corporation<br>300 Boush Street<br>Norfolk, Virginia 23510  |
| 3. Metropolitan Capital Corporation<br>2550 Huntington Avenue<br>Alexandria, Virginia 22303                                | 7. Tidewater Industrial Capital Corporation<br>United Virginia Bank Building, Suite 820<br>Norfolk, Virginia 23502 |
| 4. Norfolk Investment Company, Inc.<br>515 A Royster Building<br>Suite 515<br>203 Granby Street<br>Norfolk, Virginia 23510 | 8. Virginia Capital Corporation<br>808 West United Virginia Bank Building<br>Richmond, Virginia 23219              |

**CHAMBER OF COMMERCE**

The Chamber of Commerce is the Business Community working together. It is the central agency that corrals the forces of the community for its improvement and development in business, industry and in the professions.

The chamber's job is Community Development. This includes development of industry and trade, handling of civic activities, public relations for the community, and many others. The variety and scope of activities is virtually unlimited. The Chamber works toward increasing community payrolls, improving the buying power of the community payrolls, improving the buying power of its citizens, attracting more customers to its trading and retail areas.

Composed of the business leaders of the community, who are keenly aware of the problems and co-ordinated by an Executive Director, the Chamber is divided into many working committees. These committees, the real working arms of the Chamber, are appointed with the community in mind. The chambers and description of their services are listed on the following pages in alphabetical order.

ALEXANDRIA CHAMBER OF COMMERCE

Robert E. Bellavance, Executive Vice President  
400 South Washington Street  
Alexandria, Virginia 22314  
703/549-1000

DESCRIPTION OF SERVICES:

The Alexandria Chamber helps promote advertising for members in its downtown area. It gives general assistance and information to any business needing help.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

The fee for membership is according to square footage of business.

APPLICATION PROCEDURE:

Apply by phoning or visiting the chamber office.

BENEFITS:

1. Promotion through advertisement.
2. Receive general assistance and information.

ALTAVISTA CHAMBER OF COMMERCE

Mrs. L.R. Simpson, Executive Secretary  
P. O. Box 606  
Altavista, Virginia 24517  
804/369-5398

DESCRIPTION OF SERVICES:

The Altavista Chamber gives general assistance to any member who needs help. They sponsor an Annual Membership drive. They are presently sponsoring a Bicentennial program and a job fair program for the schools.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

The membership fee depends on the number employed in a particular company.

APPLICATION PROCEDURE:

Call or visit Chamber office.

BENEFITS:

Receive general assistance and information.

**APPOMATTOX CHAMBER OF COMMERCE**

Mr. Thomas Mathews, President  
P. O. Box 704  
Appomattox, Virginia 24522  
804/352-5449

**DESCRIPTION OF SERVICES:**

The Appomattox Chamber gives general assistance and information to any business needing help.

**MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:**

None.

**APPLICATION PROCEDURE:**

Contact Mr. Mathews by calling or visiting the above office.

**BENEFITS:**

Receive general assistance and information.

**ARLINGTON CHAMBER OF COMMERCE**

Mr. Norman W. Worthington, Executive Vice President  
4600 North Fairfax Drive, Suite 120  
Arlington, Virginia 22203  
703/525-2400

**DESCRIPTION OF SERVICES:**

The Arlington Chamber offers a "Going into Business: seminar for prospective businessmen. They hold a free management and financial counseling every Wednesday. They offer a Tax Clinic for small businessmen every February. They act as liaison office for Small Business Administration.

**MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:**

There is no fee for the management and financial counseling. The Registration charges for clinics and seminars are usually between \$6 - \$9.

**APPLICATION PROCEDURE:**

The Clinics are advertised through local media. Call 703/525-2403 to set up a management counseling appointment.

**BENEFITS:**

Receive free management and financial counseling.

**BATH COUNTY CHAMBER OF COMMERCE**

Mr. C. F. McMullen, Secretary  
P. O. Box 718  
Hot Springs, Virginia 24445  
703/839-2371

DESCRIPTION OF SERVICES:

They give information on any tax program and state legislation changes to their members. They also have for members a group hospitalization plan from Blue Cross-Blue Shield.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Membership fee is according to number of employees. It must be a legitimate business.

APPLICATION PROCEDURE:

Apply to the Board of Directors. Pick application up at the chamber office.

BENEFITS:

Receive information on tax program and state legislation changes.

Group hospitalization program, etc.

**BEDFORD COUNTY CHAMBER OF COMMERCE**

Mr. H. M. Nance, Managing Director  
P. O. Box 421  
Bedford, Virginia 24523  
703/586-9401

DESCRIPTION OF SERVICES:

The Bedford Chamber works closely with downtown merchants association by trying to assist businesses in any way. No specific program designed to assist small businesses, just general assistance and information.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Membership fee based on payroll and volume of business.

APPLICATION PROCEDURE:

Phone, write or visit chamber office.

BENEFITS:

Receive general assistance and information.

**BOTETOURT COUNTY CHAMBER OF COMMERCE**

Mrs. Fred P. Williamson, Executive Secretary  
Post Office Box 176  
Troutville, Virginia  
703/992-1970

**DESCRIPTION OF SERVICES:**

Willing to offer assistance as requested relative to location of site, tax information, and other services generally obtained through a small chamber of commerce.

**APPLICATION PROCEDURE:**

Apply to the Troutville office.

**MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:**

None.

**BENEFITS:**

Receive assistance, tax information and other services.

**BROADWAY-TIMBERVILLE CHAMBER OF COMMERCE**

Hilda W. Biller, Executive Secretary  
Post Office Box 91  
Broadway, Virginia 22815  
703/896-7413

**DESCRIPTION OF SERVICES:**

The Chamber has an Agri-Business Committee headed by Allen Spitzen that works with assisting small businesses in any problems they may be having.

**MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:**

Membership Dues range from \$100.00 to \$120.00, depending on the size of the business.

**APPLICATION PROCEDURE:**

Apply by calling the above office.

**BENEFITS:**

Receive assistance in all problems concerning small businesses.

**BRUNSWICK CHAMBER OF COMMERCE**

Mr. Gene Thomas, President  
101 East Church Street  
Lawrenceville, Virginia 23368  
804/848-2112

DESCRIPTION OF SERVICES:

The Brunswick Chamber shows available sites to members, works with the Industrial Development Board to help seek prospective industry in their area.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

All businesses, farmers, citizens or professionals are eligible. Individual fee - \$25.00 per year. Business fee - \$25.00 minimum and based on the number of employees.

APPLICATION PROCEDURE:

Visit or call office for information.

BENEFITS:

Receive help in seeking prospective industry.

**BUCHANAN COUNTY CHAMBER OF COMMERCE**

Mr. Kemper Bausell, Executive Director  
Grundy, Virginia 24614  
703/935-4147

DESCRIPTION OF SERVICES:

This year the Buchanan Chamber plans to:

1. Construct a new Y.M.C.A.
2. Obtain new and better roadways in the county.
3. Improve land use and industrial development.
4. Establish a county welcome wagon for newcomers.
5. Develop an orientation program for the meeting of the chamber.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

None.

APPLICATION PROCEDURE:

Write to above address.

BENEFITS:

Receive general assistance and information.

CHATHAM CHAMBER OF COMMERCE

Mr. Charles E. Hagburg, Secretary  
Chatham, Virginia 24531  
804/432-8133

DESCRIPTION OF SERVICES:

This chamber provides information and relocation services for its members.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

None.

APPLICATION PROCEDURE:

Contact Mr. Hagburg or Mr. Arey.

BENEFITS:

Receive information and general relocation services.

CHESAPEAKE CHAMBER OF COMMERCE

Belton E. Jennings, III, Executive Vice President  
Post Office Box 1776  
Chesapeake, Virginia 23320  
804/547-2118

DESCRIPTION OF SERVICES:

Small Business Advisory Council: composed of active executives and professionals from the fields of banking, accounting, law and marketing. Provide confidential, face-to-face counseling of small businesses with problems or persons interested in beginning a small business. Drawing on the Chamber's entire membership, the council can tailor itself to match the special needs of a client, e.g. a good store manager could be called in to help assist a man wishing to start a small grocery store. Clients sign a waiver absolving the chamber and council of liability in the event any advice taken does not work. This council was formed on the premise that every business we can help stay in business, or become a better managed and operated firm, will ultimately help our city and make us that much stronger.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Completely free of charge. Must, however, be a business located in Chesapeake. Chamber membership is not a prerequisite.

APPLICATION PROCEDURE:

Firms or individuals contact the Chamber's Executive Vice President for initial screening. The Executive reviews the problem to insure that it is within the realm of the Council's expertise and responsibility. At the initial meeting between the executive and businessman, the information required by the Council

Chesapeake Chamber of Commerce (Cont'd)

to assist this business is determined and the client is asked to prepare necessary background materials(financial statements, profit and loss, cash flow statements, etc.). The Executive assists with this when necessary.

BENEFITS:

Receive confidential face-to-face counseling on problems connected with beginning a small business.

CULPEPER COUNTY CHAMBER OF COMMERCE

Mr. Hult L. Wilson, Executive Secretary  
132 South Main Street  
Culpeper, Virginia 22701  
703/825-8628

DESCRIPTION OF SERVICES:

Promote balanced economy of area; offer seminars and employment placement. Offers educational programs and information services.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Anyone is eligible. \$15 fee for individual membership. \$20 minimum fee for commercial membership, then scaled on employees and gross profit.

APPLICATION PROCEDURE:

Write to above address.

BENEFITS:

Receive general help and assistance through educational programs, seminars, information services and employment placement.

DANVILLE CHAMBER OF COMMERCE

Mr. Dustin D. Dodd, Executive Vice President  
Post Office Box 1538  
Danville, Virginia 24541  
804/793-5422

DESCRIPTION OF SERVICES:

This association is organized for the purpose of advancing the economic industrial, professional, cultural and civic welfare of the Danville area.

To encourage the growth of existing industries and businesses while giving all proper assistance to any new firms or individuals seeking to locate in the Danville area.

**Danville Chamber of Commerce (Cont'd)**

To support all those activities believed beneficial to the community and area, to oppose those which might be detrimental, and in general, to promote the welfare of all area citizens, following always those policies intended to accomplish the greatest good for the greatest number.

**MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:**

This association is non-profit, non-partisan, non-sectarian and non-political.

**APPLICATION PROCEDURE:**

The association may be contacted either by a letter, by telephone, or by a personal visit.

**BENEFITS:**

Receive proper assistance in the form of economic, industrial, professional, cultural and civic advice.

**EASTERN PRINCE WILLIAM COUNTY CHAMBER OF COMMERCE**

Mr. George B. Brown, Executive Director  
13507 Jefferson Davis Highway  
Woodbridge, Virginia 22191  
703/494-4400

**DESCRIPTION OF SERVICES:**

Seminar - police officers, judges, etc, as lecturers.

**MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:**

None.

**APPLICATION PROCEDURE:**

Write to the above address.

**BENEFITS:**

Receive general information through seminars.

**EASTERN SHORE CHAMBER OF COMMERCE**

Mrs. Anita H. Conquest  
Accomack, Virginia 23301  
804/787-2460

**DESCRIPTION OF SERVICES**

Industrial Development Committee: Contact any firm or small business we learn of who might be interested in locating on the Eastern Shore. We offer our agency as a contact to provide any assistance we can provide, including referral to county or governmental agencies who can help.

Eastern Shore Chamber of Commerce (Cont'd)

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

There are no fees or eligibility requirements.

APPLICATION PROCEDURE:

Write to the above address.

BENEFITS:

Receive assistance through referral to county or governmental agencies.

CITY OF FAIRFAX CHAMBER OF COMMERCE

Barbara D. Freson  
10856 Main Street  
Fairfax, Virginia 22030  
703/273-6309

DESCRIPTION OF SERVICES:

Service Corp of Retired Executives (SCORE) provides a retired business person free business and financial counseling to individuals considering going into business, to small business administration loan applicants.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

No fee. Only requirement is an interest in learning from an experienced person.

APPLICATION PROCEDURE:

Call the Chamber office for appointment if interested in applying.

BENEFITS:

Free business and financial counseling.

FAIRFAX COUNTY CHAMBER OF COMMERCE

David B. Bradley, Executive Vice President  
8550 Arlington Boulevard  
Fairfax, Virginia 22030  
703/560-4000

DESCRIPTION OF SERVICES:

Promotion of business and community interests.

Fairfax County Chamber of Commerce (Cont'd)

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Business, industrial and professional membership. Basic dues investment: \$100.00. Special dues for retail stores.

APPLICATION PROCEDURE:

Contact the chamber office at the above address by letter, phone, or personal visit.

BENEFITS:

Receive general assistance and information.

FRANKLIN COUNTY CHAMBER OF COMMERCE

Mr. Marshall L. Flora, Executive Director  
P. O. Box 158  
Rocky Mount, Virginia 24151  
703/483-9542

DESCRIPTION OF SERVICES:

This chamber gives location assistance to businesses. Offer information on area market.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

None.

APPLICATION PROCEDURE:

Write to the above address.

BENEFITS:

Receive location assistance and information on area market.

FREDERICKSBURG AREA CHAMBER OF COMMERCE

Thomas A. Naggs  
806 Princess Anne Street  
Fredericksburg, Virginia 22401  
703/373-9400

DESCRIPTION OF SERVICES:

This chamber offers various informational services to small businessmen. They have a number of publications from the U. S. Department of Commerce and also have extensive statistical data on their local economy including road traffic counts, economic data summaries, and comprehensive planning information.

Fredericksburg Area Chamber of Commerce(Cont'd)

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

There are no fees or eligibility requirements.

APPLICATION PROCEDURE:

Apply by contacting the above office.

BENEFITS:

Receive informational services and publications.

GREATER LYNCHBURG CHAMBER OF COMMERCE

Mr. Thomas Nelson Waller  
Box 2027  
Lynchburg, Virginia 24501

DESCRIPTION OF SERVICES:

Advice and direction, community data, site inventory, existing building inventory.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

None.

APPLICATION PROCEDURE:

Phone, write or visit.

BENEFITS:

Receive general advice and community data.

GREATER MANASSAS CHAMBER OF COMMERCE

Mr. Rich Freeman, Executive Director  
Post Office Box 495  
Manassas, Virginia  
703/368-4813

DESCRIPTION OF SERVICES:

They offer general assistance and information to any small business.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

None.

APPLICATION PROCEDURE:

Write to the above address.

Greater Manasas Chamber of Commerce(Cont'd)

BENEFITS:

Receive general assistance and information.

HAMPTON DEPARTMENT OF COMMERCE

Mr. Franklin R. Roach  
Hampton, Virginia 23669  
804/723-6011, Extension 251, 252

DESCRIPTION OF SERVICES:

General assistance with all aspects of location or relocation except funding. Staff will assist businessmen in locating acceptable sites and contracting owners. Staff acts as liaison with other involved city departments.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Services offered free of charge to any firm or business considering Hampton as a possible site or to those firms desiring relocation within the city.

APPLICATION PROCEDURE:

Contact Mr. Roach by mail or phone as listed above.

BENEFITS:

Receive general assistance in all aspects of location and relocation.

LONDON COUNTY CHAMBER OF COMMERCE

Mr. Arlyn Black  
16 W. London Street  
Leesburg, Virginia 22075  
703/777-2176

DESCRIPTION OF SERVICES:

Sponsor a management workshop.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

\$20 for workshop, 4 sessions. There are no requirements.

APPLICATION PROCEDURE:

Write to the above address.

BENEFITS:

Receive information from management workshops; and participation in such workshops.

LURAY CHAMBER OF COMMERCE

Mrs. Mabel E. Huffman, Executive Secretary  
47 N. Main Street  
Luray, Virginia 22835  
703/743-3915

DESCRIPTION OF SERVICES:

They offer counseling and workshop type programs.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Membership fees start at \$40.

APPLICATION PROCEDURE:

By calling the Luray office at the number listed above.

BENEFITS:

Receive counseling and workshop type programs.

MARTINSVILLE-HENRY COUNTY CHAMBER OF COMMERCE

Mr. A. L. Aydlett, Jr.  
CCE, Executive Vice President  
115 Broad Street  
P. O. Box 709  
Martinsville, Virginia 24112  
703/632-6401

DESCRIPTION OF SERVICES:

General Assistance in any category, including site location, financing, statistical research, labor, wage scale studies, etc.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

None.

APPLICATION PROCEDURE:

Apply in person or write the chamber at the above address.

BENEFITS:

Receive general assistance in site location, financing statistical research, labor and wage scale studies.

METROPOLITAN RICHMOND CHAMBER OF COMMERCE

201 East Franklin Street  
Richmond, Virginia 24641  
804/649-0373

DESCRIPTION OF SERVICES:

Advisory program for business.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

None.

APPLICATION PROCEDURE:

Write to the above address.

BENEFITS:

Receive general advice.

PENINSULA CHAMBER OF COMMERCE

Paul R. Decker  
Box 7354  
Hampton, Virginia 23366  
804/838-4182

DESCRIPTION OF SERVICES:

The primary objectives of the chamber are to foster the development and expansion of business in the Hampton, Newport News, Poquosont and York County areas. Various committees in the Chamber deal with legislative liaison, consumer affairs, convention and visitor promotion, awareness of the arts, the area's seafood industry, the environment, and a host of other topics.

The Chamber is made up of three major departments: (1) the Membership Department - seeks to attract new members; (2) the Consumer Affairs Department - provides a medium for the encouragement of ethical business practices and consumer awareness; (3) The Convention and Visitors Department - seeks to increase tourist visitation of the Peninsula's numerous and varied attractions.

They provide statistical data for their service area. This includes statistics on transportation, government installations, climatic data, churches and other social and civic organizations, hospitals, educational institutions, public utilities, etc.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Minimum investment (dues) = \$75.

Fair Share Program = \$75 minimum and additional dollars per employee.

Peninsula Chamber of Commerce (Cont'd)

APPLICATION PROCEDURE:

Write or call Mr. Grant Knowlton, Director of Membership Services, Peninsula Chamber of Commerce, Box 7354, Hampton, Virginia 23366. Phone: 804/838-4182

BENEFITS:

Receive statistical data on transportation, government installations, climatic data etc.

PULASKI COUNTY CHAMBER OF COMMERCE

Mrs. Jean M. King, Executive Director  
P. O. Box 169  
Pulaski, Virginia 24301  
703/980-1991

DESCRIPTION OF SERVICES:

The chamber welcomes newcomers, visitors, and all others making inquiries of the community. It maintains a library of directors, reports, surveys, maps, tourist and travel folders, community functions and events.

The chamber is financed on a voluntary basis, and its expense is apportioned among its members, individual and firms.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

All who want to improve the community are eligible for membership, either firm or individual, in business, industry, or the professions. One strong prerequisite is that members be ethical and community minded.

APPLICATION PROCEDURE:

Apply by calling or visiting the chamber at the above address.

BENEFITS:

Receive general information and assistance.

RADFORD CHAMBER OF COMMERCE

Mrs. Doris V. Guill  
103 Third Avenue  
Radford, Virginia 24141  
703/639-2202

DESCRIPTION OF SERVICES:

The Chamber is interested in Community Development. This includes development of industry and trade, education, civic activities, publicity and public relations for the community. The Chamber is the "front door" of the community to newcomers, visitors, and all others making inquiry of the community.

Radford Chamber of Commerce(Cont'd)

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Services are free and anyone interested in the betterment of their community are eligible for membership.

APPLICATION PROCEDURE:

Write, phone or visit the Chamber office.

BENEFITS:

Receive general assistance and information.

ROANOKE VALLEY CHAMBER OF COMMERCE

Mr. Jack C. Smith, Executive Vice President  
Post Office Box 20  
Roanoke, Virginia 24001  
703/344-5188

DESCRIPTION OF SERVICES:

Provides counseling on - (1) local area market, (2) location of business (3) guides for services and information, (4) co-sponsors semi-annual small business workshops, (5) legislative monitoring, (6) certain lobbying.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

None.

APPLICATION PROCEDURE:

By appointment.

BENEFITS:

Counseling Services.

SALEM-ROANOKE COUNTY CHAMBER OF COMMERCE

William S. Board, Executive Vice President  
P. O. Box 832  
Salem, Virginia 24153  
703/387-0267

DESCRIPTION OF SERVICES:

Division of Economic Development Business Development Committee; a continual program of evaluating needs of wholesale, retail, and service businesses, leading toward a better economic climate for established operations.

1. maintain file, including descriptive data on available building sites and vacant structures.
2. maintain guide on real estate companies.
3. update data on economic growth statistics and request publication

Salem-Roanoke County Chamber of Commerce(Cont'd)

- on economic data summary by Virginia Department of Research.
4. continue program of cooperation with area merchants.
  5. update, publish and distribute Roanoke County Business Directory.
  6. provide SBA booklets to new businesses on request, along with current retail sales data and information about the Salem-Roanoke County area in general.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

None.

APPLICATION PROCEDURE:

Contact chamber office or committee chairman.

BENEFITS:

Receive S.B.A. booklets, and current sales data and information about the Salem Roanoke County area.

STRASBURG CHAMBER OF COMMERCE

Mrs. Virginia Miller, Secretary  
East King Street  
Strasburg, Virginia 22656  
703/465-5230

DESCRIPTION OF SERVICES:

Gives information and location for businesses in area.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

None.

APPLICATION PROCEDURE:

Call or visit the above office.

BENEFITS:

Receive information and location for businesses in the area.

TAPPAHONNOCK-ESSEX COUNTY CHAMBER OF COMMERCE

Mrs. Catherine P. Deshazo  
Box 156  
Tappahonnock, VA 22560  
804/443-2717

DESCRIPTION OF SERVICES:

The chamber serves in the capacity of a Better Business Bureau. It has solved several complaints which have been referred to it. The Chamber is also called on for help in locating persons for credit problems. Their

Tappahannock-Essex County Chamber of Commerce (Cont'd)

greatest service is working with prospective businesses. Chains and corporations considering coming to this area are given all possible help, data, and personal tours of the community.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

None.

APPLICATION PROCEDURE:

Mail request for any information or assistance to the above address.

BENEFITS:

Receive general assistance data and personal tours of the community.

VIRGINIA BEACH CHAMBER OF COMMERCE

Mr. Albin R. Mailhes, Executive Vice President  
P. O. Box 390  
Virginia Beach, Virginia 23458  
804/490-1221

DESCRIPTION OF SERVICES:

Guidance as to licenses and furnishing of economic information concerning city in printed form.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

None.

APPLICATION PROCEDURE:

Write or visit the chamber office.

BENEFITS:

Receive economic information and guidance as to licenses for the area.

VIRGINIA STATE CHAMBER OF COMMERCE

William C. Rigsby, Director  
of Industrial Development  
611 East Franklin Street  
Richmond, Virginia 23219  
804/643-7491

DESCRIPTION OF SERVICES:

1. Plant location assistance for all types of business and industry.
2. Provide economic and statistical information for all communities in Virginia.
3. Provide information and review of facility financing program

Virginia State Chamber of Commerce (Cont'd)

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

This is a service organization. There are no fees generally for services except special seminars. Membership with the chamber is encouraged. Membership fee is \$75. Any individual, partner, or firm may become a member.

APPLICATION PROCEDURE:

By letter, telephone or personal visit to State Chamber Offices.

BENEFITS TO MEMBERS:

1. Membership in the most prestigious organization in the state.
2. Subscription to Commonwealth Magazine.
3. Copy of all bulletins and departmental reports.
4. Opportunity to serve on chamber committees.
5. Organization in voice of business community.
6. Represents businessman's viewpoint before legislative bodies and the Virginia General Assembly.

WARRENTON-FRAUQUIER CHAMBER OF COMMERCE

Dan Kirby, President  
Box 127  
Warrenton, Virginia 22186  
703/347-4414

DESCRIPTION OF SERVICES:

General assistance to any business on county information, real estate taxes, and information about events throughout the year.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Must be a reputable business or professional. Fees are \$15/yr. and \$6/yr.

APPLICATION PROCEDURE:

Phone or visit chamber office.

BENEFITS:

Receive general assistance and information.

WASHINGTON COUNTY CHAMBER OF COMMERCE

Mr. A. C. Smeltzer, Managing Director  
127 W. Main Street  
Abingdon, Virginia 24210  
703/628-2966

DESCRIPTION OF SERVICES:

Work with the community colleges in the area to sponsor seminars.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Write to the above address.

BENEFITS:

Participation in seminars.

WILLIAMSBURG-JAMES CITY COUNTY CHAMBER OF COMMERCE

Mr. Val J. Wasson, Managing Director  
P. O. Box HQ  
Williamsburg, VA 23185  
804/229-6511

DESCRIPTION OF SERVICES:

Provide some type of feasibility information to business. Provide statistical data to members. Control program of solicitation.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

Reputable business. Fee based on type of business. Minimum fee if \$75.00.

APPLICATION PROCEDURE:

Submit an application to chamber and they will vote on it.

BENEFITS:

Receive feasibility information and statistical data.

WINCHESTER-FREDERICK COUNTY CHAMBER OF COMMERCE

Mr. Lee Boppe, Chairman  
Small Business Assistance Committee of the Winchester-Frederick  
County Chamber of Commerce  
Post Office Box 667  
Winchester, Virginia 22601  
703/662-4118

DESCRIPTION OF SERVICES:

This chamber has a small business assistance committee that works in coordination

Winchester-Frederick County Chamber of Commerce

with the U.S. Government Small Business Administration and the banks in assisting and advising people who wish to establish business within the community of Winchester and Frederick County.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

None.

APPLICATION PROCEDURE:

Contact the Winchester-Frederick County Chamber of Commerce, who will contact the Small Business Assistance Committee.

BENEFITS:

Receive assistance and advice for establishing business within the community of Winchester and Fredrick County.

WISE COUNTY CHAMBER OF COMMERCE

Mr. Al Lawson, Executive Secretary  
Post Office Box 226  
Norton, Virginia 24273  
703/679-0961

DESCRIPTION OF SERVICES:

Offer location and information to businesses in the area. They helped organize a truck convoy to Washington.

MEMBERSHIP OR ELIGIBILITY REQUIREMENTS:

None.

APPLICATION PROCEDURE:

Call or visit the chamber office.

BENEFITS:

Receive location information and general information about the country.

WYTHEVILLE-WYTHE COUNTY CHAMBER OF COMMERCE

Mr. T. Barclay Allison, President  
Box 563  
Wytheville, Virginia 24382  
703/228-3211

DESCRIPTION OF SERVICES:

General assistance to members.

**BUSINESS SCHOOLS**

There are 23 colleges in the State of Virginia that offer a degree of courses in Business Administration. Eleven of the colleges also offer courses that focus on the problems of small businesses and/or special programs designed to provide services to small businesses. The special programs include such things as management assistance to small businessmen and student consulting services. The special courses are geared toward small business management, business policy and marketing principles. There is usually a tuition fee and college entrance requirement for all courses. Many of the special programs are, however, free or with a nominal fee.

## BUSINESS COLLEGES

Bluefield College  
Bluefield, VA 24605  
703/327-7131

Bridgewater College  
Bridgewater, VA 22812  
703/828-2501

Eastern Mennonite College  
Harrisonburg, VA 22801  
703/433-2771

Emory & Henry  
Emory, VA 24327  
703/944-3121

Ferrum Jr. College  
Ferrum, VA 24088  
703/365-2155

Hampton Institute  
Hampton, VA 23668  
804/727-5000

Longwood College  
Farmville, VA 23901  
804/392-9201

Lynchburg College  
Lynchburg, VA 24504  
804/845-9071

Madison College  
Harrisonburg, VA 22801  
703/433-6211

Norfolk State College  
Norfolk, VA 23504  
804/623-8600

Old Dominion University  
P. O. Box 6173  
Norfolk, VA 23508  
804/489-6000  
Dr. Ole Johnson

Roanoke College  
Salem, VA 24153  
703/389-2351

Shenandoah College  
Winchester, VA 22601  
703/662-9534

Sullins College  
Bristol, VA 24201  
703/669-6112

Virginia Commonwealth University  
910 Franklin Street  
Richmond, VA 23284

Virginia Intermont College  
Bristol, VA 24201  
703/669-6101

Virginia Polytechnical Institute  
Blacksburg, VA 24061  
703/951-6000

University of Virginia  
Charlottesville, VA 22903  
804/924-0311

University of Richmond  
Richmond, VA 23173  
804/285-6000

Virginia State College  
Petersburg, Virginia 23803  
804/526-5111

Virginia Union University  
1500 N. Lombardy Street  
Richmond, VA 23220  
804/359-9331

Washington and Lee  
Lexington, VA 24450  
703/463-9111

William and Mary  
Williamsburg, VA 23185  
804/229-3000

## BUSINESS SCHOOLS

1. VPI and State University  
Dr. Paul W. Hamelman  
Blacksburg, Virginia 24061  
703/951 - 6991

**Program:**

Participation in the Small Business Administration's Management Assistance Program, wherein senior-level and graduate students, under the guidance of a faculty member, provide counseling service to small businessmen in southern Virginia. Currently 5 companies are involved in the program, 6 faculty members, and numerous students. Most of the firms come from SBA-backed lenders.

Small Business Administration's Management Assistance Program (SBA/MAP): Free. Should be referred by SBA and/or lending institution.

Extension Program: Fees vary. Any firm eligible to participate. Apply to person named above for SBA/MAP information.

2. University of Virginia  
C. Ray Smith, Associate Dean  
P. O. Box 3607  
Charlottesville, Virginia 22903  
804/924 - 7195

**A. Courses:**

Management of small enterprise, offered one semester each academic year. Requirements: second year elective course in two-year MBA program.

**B. Special Programs:**

Opportunity Consultants, Inc. - A volunteer student consulting group works with approximately 25-30 clients each year.

Director's Name: Ronald E. Eckstam, President

The program has been in operation for 6 years.

3. Dr. Ray M. Ayres, Director  
The Management Center  
School of Business  
Virginia Commonwealth University  
901 West Franklin Street  
Richmond, Virginia 23284  
SCATS 369 - 7211

A. Courses:

Business 421 - Small Business Management.

The importance, problems, and requirements of small businesses; establishing policies for prices, promotion, control, and credit; regulations, taxes, records, and record keeping.

Fees and Requirements: Va. Residents P.t. \$ 79  
out of State P.t. \$159

B. Special Programs:

Developing special adult education programs (non-credit) aimed at minority small business people.

First program offered in the fall of 1974 on Record-keeping co-sponsored with the Metropolitan Business League.

Fees and Eligibility Requirements: Record-keeping course \$4.00/person (majority of costs were covered through an SBA Grant.)

Contact Person: Ray Ayres/VCU  
Allan Roots, Jr./Metropolitan Business League

4. Shenandoah College and Conservatory of Music  
Millwood Avenue  
Winchester, Virginia 22601  
703/667 - 8714

A. Courses

Case Studies in Management  
Human Behavior in Organizations  
Managerial Accounting  
Managerial Economics  
Quantitative Analysis in Decision Making  
Environmental Analysis for Managerial Decisions  
Contemporary Management Problems  
Fees: \$40/credit hour

**B. Special Programs**

Bachelor of Science Degree  
Post Graduate Courses  
Certificate in Management Studies  
Professional Development

Fees: \$40/credit hour

Contact: Verne E. Collins, Academic Dean

5. Virginia Union University  
Mrs. R. C. Harris  
Richmond, Virginia 23220  
804/359 - 9331, Ext. 321

A. Courses:

Small Business Management, Principles of Marketing,  
Principles of Advertising.

Credit Courses - Fees: \$50/semester hour. Eligibility -  
Admission to Undergraduate Program. Any course for which  
there is sufficient demand credit or non-credit, can be  
offered through the Continuing Education Division.

Apply to Director of Admissions, Va. Union University,  
Richmond, Virginia 23220.

6. Emory and Henry College  
Dr. Alice S. Dow, Chairwoman, Dept. of Economics and Business  
Emory, Virginia 24327  
944 - 3121

They do not offer any courses specifically designed for small  
businesses on a continuing education basis, but, through their  
regular program they offer courses that small businessmen  
might find helpful. Examples: Principles of Management,  
Marketing, Business Law, Accounting, Managerial Cost Accounting,  
Investments, Corporation Finance, Real Estate, Insurance, etc.  
These courses may be taken for regular credit or on an audit  
basis.

7. Old Dominion University  
P. O. Box 6173  
Norfolk, Virginia 23508  
804/489 - 6583

A. Courses

B. M. 313, Small Business Operations, 3 hours credit. This course is concerned with the entrepreneur's role in assessing opportunities and problems in the operations of small business; stimulation of intelligent personal risk-taking; attention is given to site location; merchandise and financial planning; unit costs and record-keeping; pricing and profits; organization and personnel requirements; purchasing and channel selection; regulations and taxes; advertising and sales promotion; credit and inventory control.

Emphasis is on operations of a small business in an urban setting.

A second course, at the graduate level, will be offered for the first time in the fall semester, 1975. Its official designation is B. M. 513, Entrepreneurship: Development and Consultation. It is anticipated that students in this course will be required to do consultative type work with one of the clients of a local MESBIC-type organization.

Fees and Eligibility Requirements:

\$225	full-time (12 or more hours)	- residents
\$525	"	" non-residents

Individual courses may be taken at a rate of \$24/hour - residents and \$44/hour - non-residents. Any regularly admitted student in the University is eligible, or any student admitted to MBA Program.

**COMMUNITY COLLEGES**

There are 18 community colleges in Virginia, with four of these colleges having two or more campus locations. Twelve offer courses that focus on the problem of small businesses. Ten community colleges have a two part small business management program. This program is a study of management problems that relate to the small scale entrepreneur. Other courses include: Farm and Small Business Taxes, Accounting Problems and Business Law Problems. These courses offered for both credit and non-credit and there is a fee for each type. There are generally no eligibility requirements.

## COMMUNITY COLLEGES

Central VA. Community College  
Dr. Donald E. Puyear, President  
P. O. Box 4098, Fort Hill Station  
Lynchburg, VA. 24502  
804/239-0321

Dabney S. Lancaster Community College  
Dr. John F. Backels, President  
P. O. Box 530  
Clifton Forge, VA. 24422  
703/862-4246

Danville Community College  
Dr. Joseph M. Taylor, President  
1009 Bonner Ave.  
Danville, VA. 24541  
804/797-3553

Eastern Shore Community College  
Dr. John C. Fiege, President  
Wallops Island, VA. 23337  
804/824-8461

Germanna Community College  
Dr. Arnold E. Wirtala, President  
P. O. Box 339  
Locust Grove, VA. 22508  
703/825-2120

J. SARGEANT Reynolds Community College  
Dr. Wade Gilley, President  
P. O. Box 6935  
Richmond, VA. 23230  
804/770-5241

John Tyler Community College  
Dr. James R. Warpole, President  
US 301  
Chester, VA. 23831  
804/748-6481

Lord Fairfax Community College  
Dr. William H. McCoy, President  
Drawer E US Route LL  
Middletown, VA. 22645  
703/869-1120

Mountain Empire Community College  
Dr. George B. Vaughan, President  
Drawer 700  
Big Stone Gap, VA. 24219  
703/523-2400

New River Community College  
Dr. W. Robert Sullins, President  
Drawer 1127  
Dublin, VA. 24084  
703/674-2611

Northern VA. Community College  
Dr. Richard J. Ernst, President  
3001 N. Beauregard St.  
Alexandria, VA. 22311  
703/323-3000

Patrick Henry Community College  
Dr. Sherman S. Dutton, President  
State Route 108 North  
P. O. Drawer 5311  
Martinsville, VA. 24112  
703/638-8777

Paul D. Camp Community College  
Dr. Perry R. Adams, President  
P. O. Box 737  
Franklin, VA. 23851  
804/562-2171

Piedmont VA. Community College  
Dr. Harold J. McGee, President  
Route 6, Box 1A  
Charlottesville, VA. 22901  
804/977-3900

Rappahannock Community College  
Dr. John H. Upton, President  
Glenns, VA. 23149  
804/758-5324

Southside VA. Community College  
Dr. S. A. Burnett, President  
Route 46  
Alberta, VA. 23821  
804/949-2411

Southwest VA. Community College  
Dr. Charles R. King, President  
Route 19 Box SVCC  
Richlands, VA. 24541  
703/964-4027

Thomas Nelson Community College  
Dr. Gerald O. Cannon, President  
P. O. Box 9407  
Hampton, VA. 23670  
804/826-4800

## COMMUNITY COLLEGES

1. Dabney S. Lancaster Community College  
Mrs. Belchy, Division Chairwoman for Business  
P. O. Box 530  
Clifton Forge, VA. 24422  
703/862-4246

They offer a small Business Management course every other year. The fee is \$18.75 for 3 credits. This course may also be audited for non-credit; however, the fee is the same. Apply by contacting the above office.

They also offer Periodic seminars and topics usually depending on immediate need of the small business. Topics include:

- (1) A Telephone Courtesy Clinic
- (2) Merchandise security and control.

Registration for this is at the door and the fee depends on the seminar.

2. Harold D. Henry  
Danville Community College  
Danville, VA. 24541  
804/797-3553

### A. Courses: Credit

Introduction to Business  
Principles of Business Management  
Small Business Management  
Retail Organization and Management  
Accounting; Marketing  
Taxes; Human Relations; Advertising

### B. Noncredit Courses:

Human Relations Seminars and Courses  
Communications; Employee Motivation  
Seminars in Minority Business Ownership  
Secretarial Efficiency; Understanding Business

### Fees and Eligibility Requirements:

College Admission Requirements for credit courses.  
No Entrance Requirements for noncredit courses.  
\$6.25/credit hour - credit courses  
Noncredit courses - offered on a cost basis.

3. Mr. Harold Koenig  
Eastern Shore Community College  
P. O. Box C  
Melfa, VA. 23410  
804/787-3972 scats 525-4461

A. Courses:

Credit: Small Business Management I & II

A study of management problems which relate to the small-scale entrepreneur. Includes problems in initiating the business, financial, and administrative control, marketing programs and policies, management of business operation, legal and governmental relationships, case studies involving actual business situations. Offered in the Fall Quarter 1974 and Winter Quarter 1975.

Noncredit - Farm and Small Business Taxes

Federal tax principles as they relate to partnership corporation and farm taxation. Evaluating business transactions from a tax standpoint. Tax minimization and required preparation. Offered in the Winter Quarter 1974.

Fees - Credit course: \$6.25/credit hour and one time application fee of \$5.00. Non-credit \$25.00

Eligibility Requirements - over 18 years of age or high school graduate.

How To Apply: Students must register in advance or at first class meeting. For students taking one or two courses, prior admission to the college is not necessary.

B. Programs:

Have cooperated with VPI and SU in offering two "Management for Profit" seminars for food industry on Eastern Shore (1974 and 1975) Provided an instructor in 1975.

Fees and Eligibility Requirements - Handled by VPI and SU.

Director's Name - Mr. Hal M. Harris  
Virginia Polytechnic and State University

The program has been in operation for two years.

4. James B. Banks, Director  
Continuing Education  
Germana Community College  
Locust Grove, VA. 22508  
703/825-2120

Programs: The management center. An expansion of the Supervisory Development Center started in January 1974. Designed to greater

Cont'd 4. James B. Banks, Director  
Germana Community College

serve the business and industry in the region served by the college. The center is devoted solely to business and industry to develop the supervisory skills of first line supervisors, and/or employees who have supervisory potential.

Courses offered under this program are:

1. Principles of Supervision I and II
2. Human Relations and Leadership Training
3. Communication in Management
4. Industrial Economics
5. Principles of Industrial Safety
6. Seminars, Workshops and short courses.

Fees: \$18.75/per course  
\$ 5.00 application fee

5. Lord Fairfax Community College  
Mr. Arthur A. Fierro, Jr., Chairman  
Division of Business Technology  
P. O. Drawer E  
Middletown, VA. 22645  
703/869-1120

Course:

Small Business Management course offered in two parts. Each part has three (3) credits. Fee is \$18.75 for each part. Apply at the College.

6. Mr. Kurt Gottschalk  
Mountain Empire Community College  
Big Stone Gap, VA.  
523-2400

A. Courses

Store Security - a course designed to help prevent shoplifting in the retail store and to provide information to employees which will assist them in the detection of fraudulent checks.

Fee: \$6.25 - tuition and hand-outs  
\$5.00 application fee

Insurance Agents qualification course - types of insurance.  
Fee: \$60.00

6. Cont'd  
Mountain Empire Community College

Offers a wide range of courses to help increase the effectiveness of personnel in business and industry. Schedules evening courses through the Division of Continuing Education. These include: Accounting, Business English, Shorthand, Payroll Accounting, Business Management, Beginning Typing, Marketing, Advertising, Small Business Management, Real Estate II, Personal Development, Human Relations and Office Skills Clinic.

7. New River Community College  
Drawer 1127  
Dublin, VA.  
703/674-4121

A. Courses:

Small Business Management: A study of management problems which relate to the small scale entrepreneur. Includes problems in initiating the business, financial and administrative control, marketing programs and policies, management of Business operation, legal and governmental relationships, and case studies involving actual business situations.

Fee: \$18.75

B. Special Programs

Three (3) credits, Small Business Management offered fall of 1974 for local merchants in cooperation with small Business Administration. This program is offered intermittently and does not represent ongoing curriculum.

Fee: \$18.75

Contact: Mr. Karl Brew, Director of Continuing Education

8. Northern Virginia Community College  
Mr. Palumbo  
3001 N. Beauregard St.  
Alexandria, VA. 22311  
703/323-3163

Small Business Management course parts I and II.

Fee: \$18.75 for each part.

9. Tidewater Community College  
Portsmouth, VA. 23703  
804/484-2121 Scats 525-3197

A. Courses:

Credit - Small Business Management Supervision

Noncredit - Accounting Refresher (managerial)  
Contract Law Refresher

Fee: \$18.75 per person

Contact: Mr. Norvell Wellsfry, Director  
Continuing Education  
Frederick Campus  
Tidewater Community College

10. Dr. James J. Links  
Rappahannock Community College  
Glenns, VA. 25149  
804/758-5324

There are two courses offered as a regular part of our business management program called Small Business Management I - II. In addition, many of our programs are offered in the evening and therefore available to people operating small business.

Fee and Requirements:

\$6.25/credit hours. Anyone over 18 may apply.

11. Southside Virginia Community College  
Christanna Campus  
Alberta, VA. 23821  
804/949-2411

Programs: Mini-certificate programs in Bookkeeping, Small Business (Retail) Management, Supervisory Development.

To educate and better equip employees by making it possible for them to gain needed skills and education in the shortest possible time.

Fees and Requirements: \$5.00 application fee; self-report health and emergency form; transcripts from last high school and all colleges.

Contact: Ms. Mary Anne Clarke

12. Mr. J. Clark Phillips, Chairman  
Business Division  
Southwest Virginia Community College  
P. O. Box SVCC  
Richlands, VA. 24641  
703/964-4027

A. Courses:

Small Business Management to be offered during the summer of 1975 -  
June 16 to August 29.

Fee: Application \$5.00  
Tuition - Virginia residents \$18.75

B. Special Program:

Financial services designed to provide individuals with an  
educational level that will enable them to obtain employment using  
the basic bookkeeping skills they obtain from this program.

Fee: Application \$5.00  
Tuition - Virginia Residents (Four Quarters) - \$300.00

Requirements:

General College admissions requirements. Must show a satisfactory  
aptitude for financial services education as measured by appropriate  
tests and interviews administered by the college counseling department.

Contact: Mr. J. Clark Phillips, Chairman

**CONTINUING EDUCATION**

## CONTINUING EDUCATION

1. Wytheville Community College  
Earl K. Chemy, Director of Continuing Education  
1000 East Main Street  
Wytheville, Virginia 24382  
703/228 - 5541

They offer a course in Principles of Supervision and Management to new industries. Also, in Psychology-Human Relations. They go to the industries. Fee is \$6.25/credit hour.

2. University of Richmond  
Institute for Business and Community Development  
601 North Lombardy Street  
Richmond, Virginia 23220

Special Programs - for individuals who have had exposure to (1) Authentic Management I and II - emphasis for both managers and subordinates is placed on the discovery and development of individualistic competence and power rather than group support. They focus on encouraging the person to become more clearly aware of what he wants from others and himself, and how he can get what he wants.

The seminar focuses on three areas, namely (1) Discovering what I want to do and how to do it; (2) The manager and subordinates as real people; (3) Applications of Gestalt techniques. The fee for this seminar is \$325/person. To register, write the above address or call 804/358 - 8401.

(2) Management by Objectives for Results. The workshop approach will be used in this seminar to help the participants develop skills to implement the INBO/R Concept in their organization.

This seminar will show practical and proven methods of How to Profit from Changing "Values for Working".

3. Virginia Commonwealth University  
Norman L. Hilliard, Assistant Director, Continuing Education  
301 W. Franklin Street  
Richmond, Virginia 23220  
304/770 - 3746.

### A. Courses

Through the management center of the School of Business Administration they offer (1) Basic Accounting, (2) Business Letter Writing and summer courses include (3) Accounting for Non-Accounting Majors, (4) Management Principles, (5) Supervisory

**Training, (6) Advanced Supervisory Development.**

The Management Center exists solely for the purpose of providing non-credit educational programs for the business and community. Persons satisfactorily completing this course will be awarded Continuing Education (C.E.) Units.

The seminars and courses offered by the Management Center fall into three categories: (1) Management Development, (2) Supervisory Development and (3) General Development Training Programs.

**Fees:** Vary with each course. Usually between \$45 to \$55 per course.

**Registration:** 1015 Floyd Avenue, room 11A. Fall semester 1974-75, September 9, 1974, 7 to 9 p.m. Spring semester - January 20, 1975, 7-9 p.m. Summer - June 9, 1975, 7-9 p.m. Contact the office above for more information.

**B. Special Programs**

They hold periodic seminars through the Management Center. Topics include:

- (1) Effective use of Managerial Economics
- (2) Management Development Seminar
- (3) Property and Casualty Course
- (4) Use and Validation of Personnel Tests Seminar
- (5) Behavioral Management Designed for Women in Supervision

To register for any seminar contact Program Director, The Management Center, Virginia Commonwealth University, Academic Center, Richmond, Virginia 23284.

Fees vary with each seminar. Person satisfactorily completing these seminars will be awarded Continuing Education (C.E.) Units.

Dr. Ray Ayres, Director, Management Center

4. Old Dominion University  
School of Continuing Studies  
P. O. Box 6173  
Norfolk, Virginia 23508  
804/489 - 6396 or 6397

**A. Special Programs**

The Institute of Management offers various programs to provide small businessmen with the opportunity to expand their knowledge in the areas of management design and skills.

The professional programs are designed to meet educational needs of middle and top level management personnel in business,

science, industry, labor and government. The professional programs under the auspices of the school of Continuing Studies offer a wide variety of workshops, seminars, conferences and short courses periodically throughout the Tidewater Area. Examples of some of the seminar topics that have been held or will be held in the future include:

(1) Improving Management Skills, (2) Staff Line Workshop Series, (3) Transitional Analysis, (4) Corporate Cash Management, (5) A Short Course in CPM(Critical Path Method) and PDM (Precedence Diagramming Method), (6) Making EEO Work, (7) Corporate Mergers and Acquisitions, (8) Finance and Accounting, (9) The Accredited Resident Manager.

Apply by writing: Jack C. VanNewkirk, Director  
The Institute of Management  
School of Continuing Education  
P. O. Box 6173  
Norfolk, Virginia 23508

Registration fee varies with each seminar.

#### B. Special Courses

The course offering through the Institute is designed to provide a practical approach to contemporary management training and education. They provide management technology for not only organizational growth, but also personal and professional growth for today's manager.

Types of courses include (1) Introduction to Marketing, (2) Psychology for Selling, (3) Television Broadcasting As a Career, (4) Personnel Problems of the Manager, (5) Data Processing, (6) Introduction to Business Law, (7) Fundamentals of Hotel/Motel Management, (8) How to Manage a Modern Office, (9) Achievement Motivation, (10) Statistical Quality Control, as well as others.

Apply by writing the Institute of Management. Fees vary with course, usually between \$35 and \$65/course.