**Name of Business:** Downtown Chico Business Association  
**Address:** 330 Salem Street  
Chico, CA 95928  
**Telephone:** 345-6500  
**Fax:** 345-3277  
**Web site:** [http://www.downtownchico.net](http://www.downtownchico.net)  
**Contact person:** Becky Watner  
**Title:** Assistant Director  
**E-mail address:** becky@downtownchico.net  
**Office Hours:** Monday - Friday  
9:00am-5:00pm  
**Purpose of business:** The DCBA is the “central management” for 450 businesses in downtown Chico- responsible for 8 annual events, member communication, etc.  
**Population/ages served:** Tourists, community: business community- all ages  
**Area served:** Downtown Chico  
**Small business expectations of students (duty/attitude description):** good communication skills, self-starter, hard worker, team player- great attitude and willingness to learn!  
**Any previous experience or qualifications required:** depends on specific project/duty  
**Needs of business that students could meet (these will also be at the discretion of the instructor):**  
* desktop publishing  
* public relations  
* event planning/coordinating  
* grant research  
* event research  
* special projects  
**Days/times available for volunteers:**  
- M-F (some weekends/events)  
  10:00 am-4 pm  
- Thurs/Fridays- early evenings  
**Number of students (per day or shift):** 2  
**Minimum commitment length:** depends on project/interest of the student (we can “customize” depending on mutual needs)
Name of Business: Energy Calculation Services

Address: 574 Manzanita Avenue, Suite 9
         Chico, CA 95926

Telephone: 894-8466
Fax: 894-3422
Web site: www.energyguru.com
Contact person: Marty Runnells
Title: Analyst
E-mail address: marty@energyguru.com

Office Hours:
Monday - Friday
9:00 a.m. – 5:00 p.m.

Best time to call: 1-4

Purpose of business: Energy Consulting

Population/ages served: All
Area served: National

Small business expectations of students (duty/attitude description):
Office work, scheduling help
Filing

Any previous experience or qualifications required:
Some basic computer experience would be helpful but will consider every applicant

Specific service learning activities:

* Data entry
* Filing
* Route Mapping
* Phone calls
* Faxes
* Office supply management

Days/times available for volunteers: Number of students (per day or shift):
M-F; 9:00 a.m. – 5:00 p.m. 1

Minimum commitment length: 3 months/length of semester