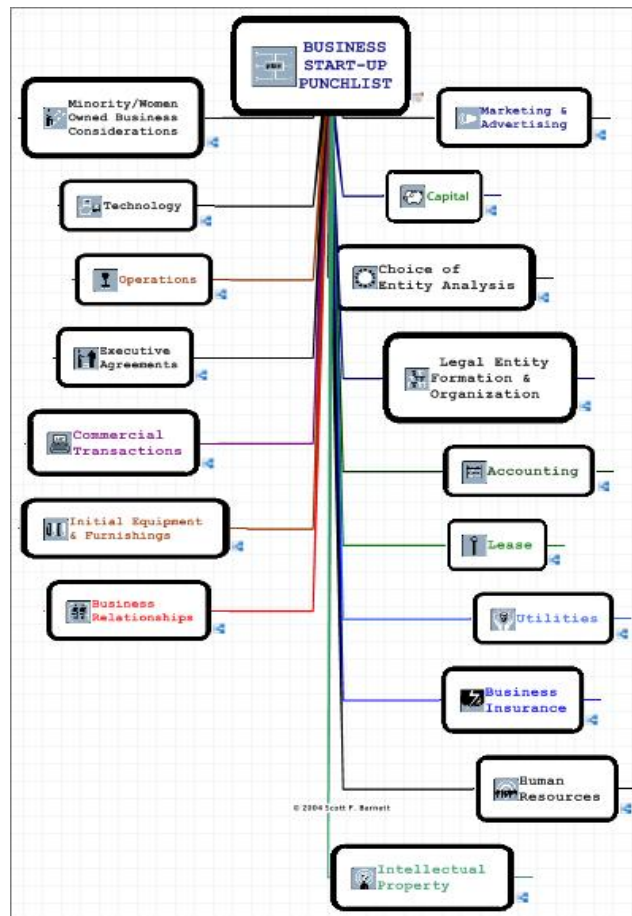




THE BUSINESS
START-UP PUNCHLIST

A proposal for an Eagle Scout Project for Equan Burrows
Creating a Tool to Help Small Business Start-Ups and
to Provide Entry-Level Workers
an Opportunity to Learn
and Produce at the Same Time



A "Business Start-Up Punchlist"™ and related trainings can serve dual purposes of (i.) helping small businesses start and (ii.) accelerating entry-level workers (such as students) gaining knowledge and real experience.

[keeping it simple solutions, llc](http://www.keepingitsimple.com) and Students Taking a Role in Society ("STARS") have joined forces to help Equan Burrows complete an Eagle



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Scout project. The project would complete “work product” that both trains students in business issues and gives them real life experience in business and office matters. There would be student involvement in completion of the project.

The work product will be a series of software templates and modules that track projects and tasks related to small business; start-up and otherwise. These templates and modules will achieve the task with realtime training about how to carry out the task and why the task is performed in the first place.

Trainings will be developed for students. Because of the information in the training and the use of the “Business Start-Up Punchlist”™ students will be able to perform many business and office administration roles they would otherwise not have opportunity to experience.

Samples of tasks include (i.) certified and register mail; (ii.) data entry into contact management databases and project and task management software; (iii.) forming legal entities (corporations, limited liability companies, and partnerships); (iv.) getting business licenses; (v.) filing and records management.

The results of Equan’s project will be hands-on educational tools and programs that include opportunities for realtime experience in administrative functions of small businesses.

keeping it simple solutions, llc creates information and tools to make it simpler to deal with and navigate the complex modern legal and financial world. The principal owner of keeping it simple solutions, llc is [Scott F. Barnett](#), a practicing attorney for over 30 years advising families and small businesses.

STARS is a not for profit corporation devoted to creating and running programs for students to learn by doing in ways that gain academic credit.