

# High School Scholars Internship Program Resource Guide

Office of the Comptroller of the Currency  
Washington, D.C.

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## General Resource Links

- [HSSIPmailbox@occ.treas.gov](mailto:HSSIPmailbox@occ.treas.gov): Point of contact for program questions, letter of recommendation requests, and references.
- [Dress for Success](#): Career-building tools such as résumés and interview preparation through the Virtual Career Center, coaching, referrals, professional networking, and community resources.
- [Toastmasters International](#): Organization to develop communication and leadership skills. Local chapters are available in Washington, D.C.

## Internships and Careers

- [USAJobs](#): Apply for federal jobs, the Pathways Internship Program, and summer internships
  - Consider a position on Capitol Hill for a Member of Congress: [House of Representatives](#) and [Senate](#)
- [Congressional Black Caucus Foundation](#)
- [Congressional Hispanic Caucus Institute](#)
- LinkedIn: Social network for job seekers, professionals, and businesses
- [INROADS](#): A nonprofit organization providing opportunities to support ethnic diversity in corporate America.
- [Pathways Internship Program](#)
- [National Diversity Internship Program](#)
- [American Bankers Association](#)

# Washington, D.C., Start-Up Resources

## 1. U.S. Small Business Administration

- [Washington, D.C., District Office](#)

## 2. SCORE DC

- The [Washington, D.C., chapter of SCORE](#), with over 60 members, both retired and working, has significant experience in the ownership, operation, and/or management of both small and large businesses in many fields.

## 3. Washington, D.C., Legal Statutes

- [Business Corporations](#): This is the broad code that includes various other topics including corporations.
- [Limited Liability Companies](#): The specific act that applies to Washington, D.C., LLCs.
- [Washington Business and Professions Code](#): This includes regulations on topics such as business and professional codes.

## 4. Chambers of Commerce

- [DC Chamber of Commerce](#)
- [U.S. Chamber of Commerce](#)
- [Greater Washington Hispanic Chamber of Commerce](#)

## 5. DC Business Center

- The [DC Business Center](#) helps streamline and personalize the interactions that professionals and business owners have with Washington, D.C.'s regulatory and support agencies, making it easier for entrepreneurs to [start, grow, and maintain](#) local businesses.

## 6. Washington, D.C., Start-Ups

- A list of all 2,800+ Washington start-ups and 5,600+ Washington angel investors registered with [Angel.co](#). Good research resource.

## 7. Washington, D.C., Business News

- [Patch](#)
- [Crain](#)

## **8. Washington, D.C., Government**

- [Office of the Deputy Mayor for Planning and Economic Development](#)

## **9. Community Development Corporation**

- The [Anacostia Economic Development Corporation](#) is a community development corporation that was established to meet the overall economic needs, and to improve the quality-of-life circumstances, of D.C. residents, specifically those in the Anacostia/Far Southeast neighborhoods.

## Financial Literacy Resources

1. [Personal Budgeting Worksheet](#)
2. [Test your financial knowledge](#)
3. Ask the [Consumer Financial Protection Bureau](#): Get answers to hundreds of questions
4. [Your money, your goals](#)
5. [National Credit Union Administration's consumer financial protection and financial literacy resources](#)
6. [Financial Literacy and Education Commission](#)
7. [Office of the Comptroller of the Currency](#)
8. [Federal Deposit Insurance Corporation](#)
9. [Federal Housing Finance Agency](#)
10. [Approved source for your free credit report](#)
11. [Report identify theft and get a recovery plan](#)
12. [National Foundation for Credit Counseling](#)

## Lean Canvas Business Plan Example

Business Model Canvas is a strategic management and lean start-up template for developing new or documenting existing business models. It is a visual chart with elements describing a firm’s or product’s value proposition, infrastructure, customers, and finances. It helps firms align their activities by illustrating potential trade-offs. The Lean Canvas has nine “building blocks” of the business model design template.

<b>PROBLEM</b> Top 3 problems  <b>1</b>	<b>SOLUTION</b> Top 3 features  <b>4</b>	<b>UNIQUE VALUE PROPOSITION</b> Single, clear, compelling message that states why you are different and worth buying  <b>3</b>	<b>UNFAIR ADVANTAGE</b> Can't be easily copied or bought  <b>5</b>	<b>CUSTOMER SEGMENTS</b> Target customers  <b>2</b>
	<b>KEY METRICS</b> Key activities you measure  <b>8</b>		<b>CHANNELS</b> Path to customers  <b>9</b>	
<b>COST STRUCTURE</b> Customer Acquisition Costs  Distributing Costs  Hosting  People, etc.  <b>7</b>			<b>REVENUE STREAMS</b> Revenue Model  Lifetime Value  Revenue  Gross Margin  <b>6</b>	

Lean Canvas is adapted from The Business Model Canvas (<http://www.businessmodelgeneration.com>) and is licensed under the Creative Commons Attribution-Share Alike 3.0 Un-ported License.

### Additional Resources

- [“Small Business Road Map to Financial Resources”](#)
- [OCC “Small Business Resource Directory”](#)
- [Small Business Administration](#)
- [DC Small Business Resource Center](#)
- [Franchisee Network](#)
- [International Franchise Association](#)
- [How to buy or sell a business](#)