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**Additional Hours Request Form**

In some cases, a client seeking services from an Elevate Hennepin advisor may need more than 25 hours to complete work or advance the business. If this is the case, we ask the advisor to complete this request form and set up a meeting with Ixchel McKinnie. Hennepin County staff will review this form and let you know if the request is approved or if they have questions. Please contact [Ixchel.McKinnie@Hennepin.us](mailto:Ixchel.McKinnie@Hennepin.us) with questions and to set up your 1:1 meeting to discuss scope of service.

**Advisor Name:**

**Client name:**

**Business name:**

**Business description:**

1. Do you have business owners seeking service through Elevate Hennepin that have not yet been served because of organizational capacity (i.e. do you have a waitlist for service through Elevate Hennepin)?
2. Briefly summarize the work that was done in the initial 25 hours for this client. Working with client on Business Plan to launch THC Gummy business. Also worked with the client on the Social Equity Applicant application process.
3. Outline the additional tasks that this client needs to support their business.
4. How many additional hours are needed to complete this work for the client? *The client may receive no more than 25 hours of additional assistance.*
5. Elevate Hennepin clients can use 25 hours of consulting service from ***each*** provider in the Elevate Hennepin network. If the client has completed 25 hours of service with your organization, they may seek an additional 25 hours of service from another organization.
6. Is there another provider in the network who may be able to work with you to help this client?
7. Why is your organization uniquely positioned to assist the client with the additional tasks?

Internal staff use

\_**\_**\_ Approved \_\_\_\_ Not approved

Comments: