

**youth
venture**
DREAM IT. DO IT.



Youth Venture Action Plan

—Worksheet Format—

A resource to plan and launch a successful Venture and the gateway to become a part of the global network of young people creating and leading positive social change.

This Action Plan is designed for teams who prefer to present their ideas in a worksheet style presentation. An alternative Action Plan format is available for teams that prefer a narrative/essay-based approach.

Welcome to Youth Venture!

And welcome to an emerging movement of **young people leading real community change**. By forming a Venture, you are helping to alter the perception and role of youth in society. This is your opportunity to **take charge** and to show the power that you and your team, as young people, have to **shape your world**.

This Action Plan is structured to help you think through your community-benefiting idea and form it into a successful Venture, an ongoing organization that **positively impacts the community**. Ventures can be school-based clubs, community organizations, or for-profit or nonprofit businesses. Youth Venture is here to offer a range of support—including **up to \$1,000**— to help you launch your idea.

These are the criteria for becoming a Youth Venture Team:

- ✓ You and your Venture's leadership team are **ages 12-20**.
- ✓ Your Venture **benefits the community**.
- ✓ Your Venture is **youth-created** and **youth-led**.
- ✓ Your Venture is a **new** organization or a major new program of an existing organization.
- ✓ Your Venture must have the support of adult **ally**
- ✓ Your Venture is ongoing and **sustainable** (not a one-time event).
- ✓ Your Venture has clear, **attainable goals** and a realistic budget.
- ✓ You are a part of a **team** that is trustworthy and committed to ethical standards.

Becoming an official Youth Venture Team is a **two-part process**: The first step is to complete and submit **one Action Plan as a team**. From there, you'll be invited to present your idea and plan to a **Selection Panel**, a group of community members who believe in the power of youth and want to help your team be successful.

This Action Plan will help you structure your Venture by asking your team to think through and plan your Venture's goals and activities. If you **thoughtfully** answer the following questions, you will have a clear and **useful tool** that will help your team organize, start, and maintain a successful Venture. This Action Plan also serves as your team's application for grant funding from Youth Venture and for official acceptance into the Youth Venture network.

Since Youth Venture wants to help you be truly successful in this effort, Youth Venture may ask you to **revise** sections of your Action Plan if they are too vague or if your team forgot to mention something significant.

If you have any questions along the way, or if you would like someone from Youth Venture to review a draft of your plan, just email or phone us! There's usually someone available Monday through Friday from 9:00am – 5:00pm EST.

Congratulations on choosing to become a Youth Venturer! We know you have the power to create and lead your own community-benefiting Venture, and we look forward to helping you! Good luck!

For inquiries about Action Plan contact:

Youth Venture New England
10 Ferry Street, Suite 320
Concord, NH 03301

Phone: 866.923.9863 ext. 6 or ext. 707
Fax: 815.310.3918
Email: burton@youthventure.org

Tip: Photocopy or print blank pages of this Action Plan before you start. You may need extra space, or you may want to create drafts of sections before creating your final copy.

Please answer the questions below.

1. What is the name of your Venture? _____

2. What's your Venture idea? _____

3. Why does your team want to create a Venture? _____

4. How will your Venture help your community? _____

5. How will you determine if your Venture is successfully achieving its goals and helping the community? _____

The next section asks your Venture Team to set SMART goals. These goals are one of the most important parts of your Action Plan because they will be the driving force behind your Venture. Ask yourself: What three or four activities are most important to our team?

Specific: Is the goal detailed enough that someone who isn't a part of your team would know what needs to be done and how?

Measurable: Is there a clear way to measure success? How will you know when you've reached your goal?

Actionable: Is there a clear series of steps to take to accomplish your goal?

Realistic: Is it possible to reach this goal considering the resources available to your team?

Timely: When will the goal be accomplished?

This goal is **specific** since it is clear what needs to be done to reach the goal. You don't have to be in the Venture to understand this goal.

A Sample **SMART** Goal: Our Venture will host two high school talent shows in October and in April to raise money for art programs in low-income schools. By charging admission, we expect to raise \$300 per show. We will donate 60% of our proceeds to an arts foundation and keep the rest for future Venture projects.

This goal is **timely** because it describes when the shows will occur: April and October.

This goal is **measurable** because it defines success as earning \$300.

This goal is **actionable** since it implies a clear series of steps: auditions, rehearsals, advertising, and the shows.

This goal is **realistic** because it relies on resources students have readily available to them.

Remember SMART goals are...

Specific

Measurable

Actionable

Realistic

Timely

More examples of good SMART goals:

1. We'll bake twelve apple pies to sell before Thanksgiving. We'll donate the funds we raise to a local breast cancer charity.
2. We'll start a knitting club that meets weekly. We'll sell the scarves we make at back-to-school night and give at least \$75 to a local breast cancer charity.

Examples of goals that are *not* SMART:

1. We'll increase awareness of breast cancer. *This goal is vague, and fails to cover any of the requirements of a SMART goal.*
2. We'll sell candy and donate some of the money to fight breast cancer. *This goal does not say when this goal will take place.*

Now, set two or three SMART goals for your Venture:

1.
2.
3.

Accomplish Your SMART Goals

Tip: Before writing on this page, photocopy or reprint it! You will need one of these pages for each of your SMART goals.

So far you have established your *Venture idea* (e.g. organize camping nights to earn money) and have broken down your *Venture idea* into *SMART goals* (e.g. find affordable space to have camping nights by April 1st), now it's time to break your SMART goals into **specific tasks** (e.g. call the head of facilities for the school district). Use the chart below to list all of the tasks you will need to accomplish in order to achieve each of your SMART goals. For examples, please refer to the Sample Action Plan.

SMART Goal	Tasks. What needs to be accomplished to make this goal a reality?
SMART Goal: # _____	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.
	10.

Roles & Responsibilities

Each team member needs to understand his or her responsibilities. This ensures that everything from planning activities to painting posters or asking for donations is accomplished. Clear roles and responsibilities make a more efficient and effective team! **If you have more than five team members, photocopy or reprint this page before you start!**

Team Member:	Team Member:	Team Member:	Team Member:	Team Member:
Role:	Role:	Role:	Role:	Role:
Responsibilities:	Responsibilities:	Responsibilities:	Responsibilities:	Responsibilities:
Member initials*	Member initials*	Member initials*	Member initials*	Member initials*

***By initialing above, you are showing that you have seen and agreed to the responsibilities assigned to you.**

Starting with the current month, fill in the names of the month and indicate which projects, tasks or events will be happening that month. You may have many events happening some months and none other months. This will give you a sense of how much work you'll be doing over the course of your first year.

Month 1: _____	Month 2: _____
Month 3: _____	Month 4: _____
Month 5: _____	Month 6: _____
Month 7: _____	Month 8: _____
Month 9: _____	Month 10: _____
Month 11: _____	Month 12: _____
2nd year and beyond:	

Ventures are *sustainable*: They should continue to exist even if you move, graduate, or switch schools. Your Venture must be more than a one-time project or event. The following worksheet will help you plan a sustainable Venture. Write your responses to the questions in the blank spaces. If you need additional space, photocopy or reprint this sheet.

Membership. How are you going to recruit new members? How will you keep team members and volunteers interested?	Leadership. How will you put new leaders in place when current leaders leave?	Fundraising. How will you continue to fund your project once the Youth Venture start-up grant is spent?
Examples: <i>SeniorConnect</i> advertises volunteer opportunities on a website they created. <i>A&J Curb Appeal</i> and <i>The Babysitting Club</i> provide earned wages to their members. The <i>Free Ride Park Project</i> provides free skate park passes to kids who volunteer at least twenty hours.	Examples: The <i>Vietnamese-American Public Research Institute</i> developed a specific training program that provides hands-on leadership experience. The <i>Interact Club</i> holds yearly elections and leaders are voted into office.	Example: <i>Walk in Nature's Dream</i> raises money and awareness for its nature trail by holding fundraisers such as dog shows and birdhouse-building contests. <i>The Babysitting Club</i> earns money by providing low-cost childcare services.
Tips: Make members feel needed and encouraged: People lose interest when they are not being used to the best of their abilities; spread the word: Tell people how they can help.	Tips: Give members opportunities to gain more experience and responsibility; look for someone as passionate as you; foster creativity: Let members try new ideas.	Tips: Write grants; request in-kind donations; hold fundraisers related to your Venture—events like these also advertise your Venture.

Tip: Before writing on this page, photocopy or reprint it! You will need one of these pages for each of your SMART goals.

Use this worksheet to brainstorm the supplies and equipment needed to complete each of your Venture’s SMART goals. In the first column, list a SMART goal your team created on page 5. In the second column, list all the supplies, materials, and services your Venture will need to make the SMART goal a reality. Include the cost of each item in the box on the right. Write “free” if the supply is something you might be able to borrow or have donated. Use as much detail as possible since this will help you later when you plan your Venture’s budget.

SMART Goal	Supplies Needed	Cost of One
SMART Goal: # _____	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
	7.	
	8.	
	9.	
	10.	
	11.	
	12.	

Tip: If you are unsure of the cost of an item, try searching for the most inexpensive price online. Try froogle.google.com.

Youth Venture awards grants of up to \$1,000 to help Ventures get *started*. This means that the Youth Venture grant can be used to cover a Venture's expenses until the Venture starts earning funding on its own.

This budget is your team's chance to explain your Venture's financial needs and/or the amount it will cost your Venture to start running. Show all of the expenses and income you expect to have as you launch and sustain your Venture—at least through the first year. Youth Venture and a Selection Panel will decide upon the total amount of Youth Venture grant funding your Venture is eligible to receive based on the information provided in your budget.

Follow the bullet points below and illustrate your budget in a table or spreadsheet. We suggest using the following forms (pages 12-14) to complete your budget or, if you prefer, you may create your own budget forms using a word-processing or spreadsheet program. If you need guidance, Youth Venture staff members are always ready to help. Email or call us at burton@youthventure.org or 866.923.9863 ext. 6 or 707

- **List all of your Venture's start-up expenses.** Be as specific as possible (i.e., rather than listing art supplies for mural painting at \$150.00, indicate specific costs like 8 pints of colored paint at \$9 per can = \$72; 5 brushes at \$6 each = \$30; etc.). Please note that Youth Venture grants cannot be used for salaries, payments to team members or anything unnecessary to the success of your Venture.

Remember that Venturers are entrepreneurial. Be creative and resourceful in finding ways to accomplish what you've set out to do. Accordingly, your Venture's Action Plan should reflect that you've...

- Asked for donations (as many as possible!)
 - Borrowed material, if possible, rather than purchased new material
 - Asked for discounts, deals or "in-kind" donations when making purchases
 - Done your research on costs and purchased products or services at the best value
- **List all of the income you expect your Venture to receive.** Consider possible sources of income, such as fundraisers, cash donations, donated services or materials, admission fees, or revenue from selling a product or service. How will your Venture acquire funding after the start-up grant has been spent? Estimate how much your Venture will be able to raise in order to sustain itself.

Source of Income	Amount of Income \$	When is this expected? (month)	Comments
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Total Income:	\$	(add all numbers in the Amount of Income column)	

Tip: Photocopy or reprint this worksheet before you begin!



Please complete the following chart using pages 12-13 of the Action Plan.

Month:	Total Expenses:	Total Income:	Directions: 1) Starting with the month in which you plan to launch your Venture, list the name of each month in the first column. 2) Using the Expense Form (<i>page 12</i>), add each expense listed for the first month, and write the sum beside the first month in the Total Expenses for Month column. Repeat this process for each month. 3) Using the Income Form (<i>page 13</i>), add each income listed for the first month, and write the sum beside the first month in the Total Income for Month column. Repeat this process for each month.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Finished with your team’s budget? Better double-check! Budget checklist:

- You have reviewed all of the expenses listed on page 12: You have remembered to include all of the expenses needed (e.g. printing costs for flyers) to achieve your goals, and you have researched and found all of the supplies you can borrow or receive for free.
- You understand that only **start-up** expenses are eligible to receive funding from Youth Venture. In other words, Youth Venture funds the expenses your Venture accrues before it is able to start earning funding on its own.
- You have included all of your sources of income on page 13. Since Youth Venture only covers start-up expenses, Youth Venture and your Selection Panel need to know that you will have sources of income to supplement the Youth Venture grant.

An Ally is a non-controlling adult mentor who provides advice and guidance. Please indicate your Ally's contact information and your reasons for choosing this person to be your Ally. For help organizing your Ally search, visit www.GenV.net and click on Start Your Venture in the Learn More section

Ally's Name:		
Mailing Address:		
Town:	State:	Zip Code:
Daytime Telephone:	Evening Telephone:	
Relationship to Team:	Email:	

1. Why did you choose to work with this Ally? _____

2. How will your Ally help your Venture? _____

Check this box if you cannot find an Ally and need Youth Venture to help you.

<h2>A Quick Reality Check...</h2>
<p>3. Looking at the plan and responsibilities, approximately how many hours a week will each team member need to work on this Venture? _____</p>
<p>4. A Venture is a long-term project with ups and downs, good times and rough times. How will you continue to motivate <i>yourself</i> to work on your Venture? _____</p> <p>_____</p> <p>_____</p>

Lead Venturer Information: The lead Venturer coordinates communication for the whole team and is responsible for staying in touch with Youth Venture.

Tip: Teams must complete and submit three and twelve-month self-evaluations after receiving funding from Youth Venture. The lead Venturer will be responsible for making sure both of these evaluations are sent to Youth Venture.

Lead Venturer:		Completed Team Member Contact Form & Agreement <input type="checkbox"/>
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Team Member List: Please list the names and signatures of all core team members. By signing this, team members are making a commitment to each other; they are committing to fulfill their role and help make this Venture a reality. Lastly, check to make sure that each team member has completed the Team Member Contact Form and Agreement (page 22--required) and signed the Media Parental Permission Form (page 23--optional).

Team Member Name (please print)	Signature of Commitment	Completed Team Member Contact Form & Agreement
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Delivery of Grant Check: If your team is awarded a start-up grant from Youth Venture, we will need to know where and to whom to send your check. Youth Venture invests in *young people* as agents of social change. Normally, we make grant checks payable to the lead Venturer, but your team can choose who receives the check: a team member, an Ally, a parent, your school, or someone else who is trustworthy. Please provide the information below.

Make check payable to:		
Mailing Address:		
Town:	State:	Zip Code:
Daytime Telephone:	Evening Telephone:	
Relationship to Team:	Email:	

Please note: There may be tax consequences associated with the grant funding received from Youth Venture. There may be an obligation to report the grant as income and to pay taxes to Federal, State, and/or Local government. It is up to the Venture Team, Ally, and recipient of the grant check to determine the tax consequences associated with the funds.

Press Releases: Youth Venture may send a press release to local newspapers to announce the launch of new Ventures. In the space below, please indicate which local newspapers, radio stations, or other media you would like to hear about your Venture.

Name of Local Newspaper, Magazine, Radio Station, etc.
1.
2.
3.

Please provide the name and contact information of two adult references that will attest to your team's integrity. If you are forming a Venture through school or another organization, you only need to list one reference: your teacher or group leader. References cannot include relatives.

Reference's Name:		
Mailing Address:		
Town:	State:	Zip Code:
Daytime Telephone:	Evening Telephone:	
Relationship to Team:	Email:	
How long have you known these team members?		

Reference's Name:		
Mailing Address:		
Town:	State:	Zip Code:
Daytime Telephone:	Evening Telephone:	
Relationship to Team:	Email:	
How long have you known these team members?		

Nothing is more critical in becoming a Youth Venturer than knowing right from wrong and being trustworthy and responsible. These Conditions of Association define core standards everyone in Youth Venture can expect from their colleagues. By joining the Youth Venture community, you accept these standards as your own. You make clear that you understand the responsibilities associated with becoming a Youth Venturer, and you agree not to pursue activities that could potentially harm other individuals or teams or discredit Youth Venture as an organization.

Because these issues are so important, all of us, from your Allies to Youth Venture nationally, would be delighted to help you think them through. Please call on us if you would like to discuss any potentially controversial components of your Venture. By signing this document, you, your Venture team, and all members of the team agree to abide by the following standards of behavior. Youth Venture reserves the right to withhold or withdraw membership and support from any Venturer or team that violates any of the following principles:

1. **Violence.** Youth Venturers will not advocate for, participate in, or endorse any types of violence.
2. **Diversity.** Youth Venturers will not tolerate discrimination of any kind, including, but not limited to, discrimination on the basis of race, age, class, religion, ethnicity, nationality, gender, or sexual orientation.
3. **Illegal Activity.** Youth Venturers will not engage in or advocate for any type of illegal activity.
4. **Religious Respect.** Youth Venturers respect religious freedom. We welcome partnerships with people of faith and faith-based organizations. Youth Venturers and their teams, consistent with these values, can be moved by faith but may not coerce others or use their Venture to preach or to try to recruit or convert others.
5. **Political Partisanship.** Youth Venturers are active citizens. It is entirely appropriate for teams to undertake issue advocacy and education, including support for referenda. However, it is important that no Venture be used for partisan political ends. Venture teams may not endorse, advocate for, or promote political parties or candidates for public office – directly or indirectly.

Youth Venture supports the right of every young person to dream his or her own dream -- and to organize and make it happen. We welcome every young person who has the courage and energy to do so as members in the Youth Venture community, conditional on accepting and respecting these five values and standards of conduct. Youth Venture's support of a team does not necessarily indicate endorsement of its perspective or proposals, but rather support of the right of young people to be change agents in their communities.

Youth Venture Terms and Legal Agreement

Please review the Youth Venture terms listed below and sign to indicate that you have read and agreed to the following:

- 1) Your Venture team will spend the start-up money provided by Youth Venture within the first 12 months of operation and only for the purposes outlined in your Youth Venture Action Plan. **Your team must keep all receipts of all expenditures and provide copies of them in your reports to Youth Venture.** The 12-month period begins when you receive the Youth Venture welcome letter.

At the end of the first 3 months and at the end of the first 12 months, you and your team will provide a report directly to Youth Venture. Youth Venture will send you and your Venture team a report outline that will ask for:

- a. An overview of the Venture which describes the activities completed to date
 - b. Your evaluation of the progress of the Venture, including goals achieved, youth participation, and future plans
 - c. Details of how all start-up money received has been used
- 2) Any funds provided by Youth Venture that are not spent by the end of the 12-month grant period shall be returned to Youth Venture.
 - 3) You and your team will work with at least one Ally to develop your Venture.
 - 4) You and your team will acknowledge the full range of Youth Venture's support in interviews, conferences, and recognition opportunities related to your Venture.
 - 5) You and your team agree and understand that your failure to carry out any of the terms described in this agreement may result in termination of support for your Venture.
 - 6) You and your team take full responsibility for all actions related to your Venture and understand that Youth Venture is not responsible for your Venture or any of its activities.
 - 7) Your organization will provide contact information for all team members, both current and in the future.

Each Venture team member must sign the Team Member Contact Form and Agreement to indicate that (s)he has read and agreed to the terms described on the preceding pages and the YV legal agreement below. Venture team members under the age of 18 must also have a parent or legal guardian sign this form. All team members must sign this agreement.

THIS IS AN IMPORTANT LEGAL NOTICE: PLEASE READ THE FOLLOWING CAREFULLY. IF YOU DO NOT UNDERSTAND IT, HAVE SOMEONE READ IT AND EXPLAIN IT TO YOU. YOU ACKNOWLEDGE AND AGREE TO THE FOLLOWING:

1. YOUTH VENTURE, INC. ("YV") PROVIDES ASSISTANCE, RESOURCES, AND GRANTS FOR START-UP EXPENSES TO PARTICIPANTS IN VENTURES.
2. YV IS NOT, FOR LEGAL OR OTHER PURPOSES, A PARTNER, JOINT VENTURER, PRINCIPAL, AGENT, MANAGER, DIRECTOR, SHAREHOLDER, OR MEMBER OF ANY VENTURE OR ANY PARTICIPANT IN ANY VENTURE. NEITHER YV, NOR ANY OFFICER, DIRECTOR, OR EMPLOYEE OF YV, HAS ANY RIGHT, POWER, OR AUTHORITY TO MAKE DECISIONS FOR OR TO BIND LEGALLY ANY VENTURE OR PARTICIPANT, OR TO CONTROL ANY OF THE ACTIVITIES, BUSINESS, OR AFFAIRS OF ANY VENTURE OR PARTICIPANT IN ANY VENTURE. PARTICIPANTS IN VENTURES ARE SOLELY AND EXCLUSIVELY RESPONSIBLE FOR MANAGEMENT AND CONTROL OF THE VENTURE, FOR THE ACTIVITIES AND BUSINESS OF THE VENTURE, AND FOR ALL OF THEIR CONDUCT, ACTS, OR OMISSIONS.
3. PARTICIPANTS IN VENTURES ARE SOLELY RESPONSIBLE FOR CONSULTING WITH QUALIFIED PROFESSIONALS AND INVESTIGATING, UNDERSTANDING, AND COMPLYING WITH ANY AND ALL FEDERAL, STATE, AND LOCAL LAWS, CODES, REGULATIONS, AND ORDINANCES WHICH MAY APPLY TO THEIR VENTURES AND THE ACTIVITIES AND/OR BUSINESS IN WHICH SUCH VENTURES MAY ENGAGE.
4. THERE MAY BE TAX CONSEQUENCES ASSOCIATED WITH THE FUNDS A VENTURE OR PARTICIPANTS IN A VENTURE RECEIVE FROM YV, AND WITH ANY INCOME RECEIVED BY A VENTURE, WHICH MAY INCLUDE, AMONG OTHERS, AN OBLIGATION TO REPORT AS INCOME AND TO PAY TAXES ON SUCH FUNDS/INCOME TO FEDERAL, STATE, AND OR LOCAL AUTHORITIES. IT IS UP TO THE VENTURE'S PARTICIPANTS TO DETERMINE THE TAX CONSEQUENCES OF SUCH FUNDS/INCOME, AND TO COMPLY WITH ALL APPLICABLE LAWS IN ALL RESPECTS.
5. YV CANNOT PROVIDE LEGAL OR TAX ADVICE. PLEASE CONFER WITH QUALIFIED PROFESSIONALS TO HELP YOU DETERMINE AND COMPLY WITH YOUR LEGAL AND TAX OBLIGATIONS.

Team Member Contact Form and Agreement

****Photocopy this form! **Each** team member is required to complete and submit this form.

Upon selection as a Youth Venture team, Youth Venture will provide business cards with the Youth Venture logo for members of the core team of each Venture. The information in the top section of this form will be printed on your business card. Put an asterisk (*) next to information you wish to exclude from your business cards.			
Name:			
Role in the Venture (e.g. President, Designer, etc.):			
Name of Venture Team:			
Mailing Address:		Street Address (if different from mailing address):	
Town:	State:	Zip Code:	
Home Phone:		Cell Phone:	
Email:		AIM Screen Name:	
Date of Birth:	I am currently in (circle one): Middle School High School College Other		
Name of Your School:		Expected Graduation Date:	
Would you like your contact information shared with other Youth Venturers? Circle one: YES NO			
How did you hear about Youth Venture?			
Core team members of approved teams receive a YV t-shirt. Shirt size (circle one): small medium large XL			

By my signature below, I acknowledge that I have reviewed and considered the preceding Conditions of Association in its three-page entirety, and that I accept the standards of behavior prescribed and the terms of agreement governing participation as a Youth Venturer.

Your Signature:	Date:
Parent/Guardian's Signature (required if you're under 18):	Date:
Parent/Guardian's Name:	

Media Parental Permission Form

***Photocopy this form! **Each** team member should complete and submit this form.

I _____, (if under 18) parent/guardian of _____,
agree and authorize the use by Youth Venture and its partner organizations of pictures and information about my son/daughter and/or their Venture in any and all promotional materials including websites, print, (newspapers, magazines, catalogs, brochures) and all digital and electronic (TV/radio) media.

Youth Venture's partners may include, but are not limited to, schools, community based organizations, youth organizations, corporate and nonprofit sponsors, public relations firms and advertising agencies.

Parent/Guardian Signature _____ Date _____

Tip: **Everyone**, regardless of age, needs to sign this form if they would like to give Youth Venture permission to use their image and story; however, only individuals under the age of 18 need to have their parents/guardian's signature as well.

Once you complete this Action Plan, you should be ready to submit it to Youth Venture. From here, it's on to Selection Panel—and then the actual launch of your Venture. Congratulations!

Final Steps:

- Before submitting your Action Plan, take a few moments to review your responses. They should answer each question fully, be an accurate and detailed depiction of your Venture, and it should be clearly written (spell check!).
- **Photocopy or reprint the Venture Team Member Contact Form and Agreement (page 22) for each member of your team. EACH team member is REQUIRED to complete, sign, and submit this form with the Action Plan. Team members under 18 are required to have their parents or guardians sign as well.**
- Photocopy or reprint the Media Parental Permission Form (page 23) for each member. This form is optional. All team members who choose to give Youth Venture permission to use their image and story must sign this form; however, team members under the age of 18 must have a parent/guardian sign as well.
- Please check to be sure your Action Plan includes the following:
 - Venture Idea (page 3)
 - SMART Goals (page 5)
 - Accomplish Your Goals (page 6)
 - Roles & Responsibilities (page 7)
 - Timeline (page 8)
 - Sustainability (page 9)
 - Inventory (page 10)
 - Budget (pages 12-14)
 - Allies (page 15)
 - Team Information (pages 16-17)
 - References (page 18)
 - Team Member Contact Form and Agreement (one per team member) (page 22)
 - Media Parental Permission Forms (one per team member) (page 23)
- Please send your completed Action Plan by email to your local Youth Venture office or to Youth Venture New York by email to **burton@youthventure.org**, by regular mail to **Youth Venture New England, 10 Ferry St. Suite 320, Concord, NH 03301** or by fax to **815.301.3918**
- Your Action Plan will be reviewed within a few days of our receipt of it. If any revisions are needed, you will be guided in doing that. Then, you'll be invited to present your Venture idea to a Selection Panel. Selection Panels typically occur approximately two-to-four weeks after submission.

Questions? Email us at **burton@youthventure.org**, or call us at **866.923.9863 ext. 6 or 707**

