

# Youth Venture

Dream it. Do it.

## Youth Venture Action Plan

—Worksheet Format—

# Sample

## Sample: Your Venture Idea

Please answer the questions below, and **write legibly!**

1. What is the name of your Venture? Camping for a Cause.
  2. What's your Venture idea? We are planning to hold three camping nights at the high school for any interested community members. There will be an entrance fee, and the money will benefit African refugees, especially those who have moved to New England.
  3. Why does your team want to create a Venture? We want to help refugees in our area adjust to their new lives in the US and help raise awareness of issues refugees face. Refugees often come from very difficult situations and have very little with which to start a new life.
  4. How will your Venture help your community? It will raise money for refugees as well as educate and raise awareness around the issues refugees face.
  5. How will you determine if your Venture is successfully achieving its goals and helping the community? We'll set goals around how many people we want to attend camping nights as well as how much money we'll raise and measure our success based on that.
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## Sample: Set SMART Goals

Remember SMART goals are...

**S**pecific

**M**easurable

**A**ctionable

**R**ealistic

**T**imely

### 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 meet 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. Our goal is to raise at least \$1,000—enough to pay for a second camping night and to make a donation to a refugee charity—by hosting 70 people at our first camping night in April.

2. We would like to have our own website by January that explains our Venture's mission, links people to refugee resettlement organizations, and advertises volunteer opportunities.

3. We will hold an informational meeting in March to get people interested in camping and refugee issues. We'll invite guest speakers and offer refreshments.

**YV**

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## Sample: Accomplish Your SMART Goals

So far you have established your *Venture idea* (for example, organize camping nights to earn money) and have broken down your *Venture idea* into *SMART goals* (for example, find financially responsible space to have camping nights by April 1st), now it's time to break your SMART goals into **specific tasks** (for example, 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.

**Before writing on this page, photocopy it!** You will need one page for each of your SMART goals.

SMART Goals	Tasks. What needs to be accomplished to make this goal a reality?
SMART Goal:  # <u>  1  </u>  hosting 3 camping nights	1. coordinate camping night locations & times with high school
	2. gather volunteers through website and informational meeting
	3. connect to refugee resettlement organizations
	4. buy and prepare refreshments for the event
	5. arrange for a guest speaker
	6. arrange for musicians
	7. create and hang posters to advertise event
	8. write and release press releases
	9. announce camping nights during school announcements
	10. purchase and set up event tents

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SMART Goals	Tasks. What needs to be accomplished to make this goal a reality?
SMART Goal:  # <u>  2  </u>  website	1. register domain name
	2. find graphic designer to donate time to a logo in kind
	3. design structure of website—Lily's mom does web design & might be able to offer advice
	4. outline content
	5. draft content
	6. find volunteers to maintain it
	7.
	8.
	9.
	10.

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SMART Goals	Tasks. What needs to be accomplished to make this goal a reality?
SMART Goal:  # <u>3</u>  Informational meeting	1. make posters to advertise the meeting
	2. hang posters
	3. purchase refreshments
	4. arrange for a guest speaker
	5. secure time and location with the high school
	6.
	7.
	8.
	9.
	10.

## Sample: Roles and Responsibilities

Each team member needs to clearly 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! After receiving funding from Youth Venture, Teams must complete and submit three and twelve-month self-evaluations, so be sure to include who will be responsible for sending these evaluations to Youth Venture. **If you have more than five team members, photocopy this page before you start!**

<b>Team Member:</b> Dave	<b>Team Member:</b> Rachel	<b>Team Member:</b> Naveena	<b>Team Member:</b>	<b>Team Member:</b>
<b>Role:</b> President	<b>Role:</b> Vice president	<b>Role:</b> treasurer	<b>Role:</b>	<b>Role:</b>
<b>Responsibilities:</b> -Secure locations for camping and meeting -buy and prepare all refreshments -write press releases -purchase and set up tents -register domain name -find graphic designer and web designer -outline web content	<b>Responsibilities:</b> -connect to refugee groups -arrange for guest speakers and musicians -set up tents -outline web content -write web content	<b>Responsibilities:</b> -volunteer recruitment and coordination -create and hang posters -arrange school announcements -set up tents -outline web content -write web content	<b>Responsibilities:</b>	<b>Responsibilities:</b>
Member <b>initials*</b> DCS	Member <b>initials*</b> RP	Member <b>initials*</b> NVK	Member <b>initials*</b>	Member <b>initials*</b>

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

## Sample: Timeline of Goals and Tasks

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.

<b>Month 1: <u>November</u></b>  register domain name find graphic designer and web designer outline web content volunteer recruitment	<b>Month 2: <u>December</u></b>  connect to refugee groups
<b>Month 3: <u>January</u></b>  Secure locations for camping and meeting	<b>Month 4: <u>February</u></b>  arrange for guest speakers and musicians volunteer recruitment create and hang posters
<b>Month 5: <u>March</u></b>  buy and prepare refreshments for info meeting volunteer recruitment create and hang posters arrange school announcements	<b>Month 6: <u>April</u></b>  arrange school announcements buy and prepare refreshments for 1 <sup>st</sup> camping night write press releases purchase and set up tents volunteer recruitment create and hang posters
<b>Month 7: <u>May</u></b>	<b>Month 8: <u>June</u></b>  arrange school announcements buy and prepare refreshments for 2 <sup>nd</sup> camping night write press releases purchase and set up tents volunteer recruitment create and hang posters
<b>Month 9: <u>July</u></b>	<b>Month 10: <u>August</u></b>
<b>Month 11: <u>September</u></b>	<b>Month 12: <u>October</u></b>  arrange school announcements buy and prepare refreshments for 3 <sup>rd</sup> camping night write press releases purchase and set up tents volunteer recruitment create and hang posters
<b>2<sup>nd</sup> year and beyond:</b> Continue to hold 3 camping nights a year	

## Sample: Sustainability, Make Your Venture Last!

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. So when you plan, think about how you'll make your Venture last. The following worksheet will give you a couple of things to think about. Write your responses to the questions in the blank spaces. If you need additional space, photocopy this sheet or add an additional blank page.

<b>Membership.</b> How are you going to recruit new members? How will you keep members interested?	<b>Leadership.</b> How will you put new leaders in place when current leaders leave?	<b>Fundraising.</b> How will you continue to fund your project once the start-up grant is spent?
<p>To recruit volunteers we'll make announcements at school, hang posters, and have a website. To keep volunteers engaged, we'll create a list of responsibilities and volunteers can sign up for the jobs they want to do, this way they'll stay active in Camping for a Cause.</p>	<p>We'll get volunteers from all ages and elect new leaders every year. Only people who have volunteered at three camping nights can vote or be eligible for an office.</p>	<p>We've designed the camping nights so that the first camping night pays for the second, the second pays for the third and so on. We'll earn additional money by selling ad space on our website and by asking local businesses for donations. Eventually, we'll develop a way to ask for donations online.</p>
<p><b>Examples:</b> <i>SeniorConnect</i> advertises volunteer opportunities on a website they created. <i>A&amp;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.</p>	<p><b>Examples:</b> 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.</p>	<p><b>Example:</b> <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.</p>
<p><b>Tips:</b> Make members feel needed and encouraged; people lose interest when they aren't being used to the best of their abilities; spread the word: Tell people how they can help.</p>	<p><b>Tips:</b> Give members opportunities to gain more experience and responsibility; look for someone as passionate as you; foster creativity; let members try new ideas.</p>	<p><b>Tips:</b> Write grants; request in-kind donations; hold fundraisers related to your Venture—events like these also advertise your Venture.</p>

## Sample: Take an Inventory

Use this worksheet to brainstorm the supplies needed to complete each of your Venture's SMART goals. In the first column, list a SMART goal your team created in *Section B*. 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.

**Before writing on this page, photocopy it!** You will need one page for each of your SMART goals.

SMART Goals	Supplies Needed	Cost of One
SMART Goal: # <u>1</u> Camping nights	1. first aid kits	\$9.99
	2. large event tent	\$70.99
	3. space to hold camping nights	\$0
	4. musicians	\$200
	5. guest speaker	\$100?
	6. veggie burgers	\$2.79
	7. water	\$2.89
	8. oatmeal	\$2.99
	9. pancake mix	\$2.29
	10. grill	\$0
	11. charcoal	\$1.79
	12. plates and cups	\$6

**\*\*If you are unsure of the cost of an item, try searching for the most inexpensive price online. Try [froogle.google.com](http://froogle.google.com).**



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SMART Goals	Supplies Needed	Cost of One
SMART Goal: # <u>2</u> website	1. register domain name	\$95
	2. digital camera	\$
	3. pens	\$2.19
	4. paper	\$0
	5.	
	6.	
	7.	
	8.	
	9.	
	10.	
	11.	
	12.	

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SMART Goals	Supplies Needed	Cost of One
SMART Goal: # <u>3</u> Informational meeting	1. space to hold meeting	\$0
	2. poster board	\$8
	3. markers	\$3.34
	4. chips	\$3
	5. napkins	\$1.79
	6. fruit	\$.50
	7. soda	\$.89
	8. granola bars	\$2.79
	9. pizza	\$5
	10. guest speaker	\$100?
	11.	
	12.	

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## Sample Expense Form:

Please write "donation" in the Total Cost Column for any donated supplies.

Supply associated with SMART goal	Cost of One \$	Number Needed #	Total Cost \$ (Cost of One multiplied by Number Needed)	When will this be needed? (date)	Explanation
1. first aid kits	\$19.99	2	\$39.98	April	Camping nights
2. plates	\$4 for 50	2	\$8.00	April	Camping nights
3. cups	\$2 for 24	4	\$8.00	April	Camping nights
4. hot dogs	\$3 for 8	8	\$24.00	April	Camping nights
5. pizza	\$5	8	\$40.00	March, April	Info mtg & camping
6. large event tent	\$70.99	2	\$141.98	April	Camping nights
7. grill	--	2	donation	April	Borrow from parents
8. charcoal	\$1.79	2	\$3.58	April	Camping nights
9. condiments	\$1.75	4	\$7.00	April	Camping nights
10. cost of hosting domain	\$95.00	1	\$95.00	December	Cost for one year
11. digital camera	--	1	donation	December	Photos for website
12. musicians	\$200	1	\$200	April	One free show
13. guest speakers	\$100	1	\$100	March	Other three are free
14. pens	\$2.19	1	\$2.19	February	
15. paper	--	2	donation	March	
<b>Total Expenses on this page:</b>			\$669.73	(add all numbers in Total Cost column)	

## Sample Expense Form:

Please write "donation" in the Total Cost Column for any donated supplies.

Supply	Cost of One \$	Number Needed #	Total Cost \$ (Cost of One multiplied by Number Needed)	When will this be needed? (date)	Explanation
1. space to hold informational meeting	--	1	Donation	February	Work out details with school
2. space to hold camping nights	--	1	Donation	February	Work out details with school
3. poster board	\$8	10	\$80.00	February	For advertisements
4. markers	\$3.34	3	\$10.02	February	To make posters
5. chips	\$3	3	\$9.00	March, April	Info mtg & camping
6. veggie burgers	\$2.79 for 4	13	\$36.27	April	Camping nights
7. napkins	\$1.79 for 100	2	\$3.58	March	Info mtg & camping
8. bananas and apples	\$1.50 for 6	20	\$30.00	March, April	Info mtg & camping
9. soda	\$0.89	50	\$44.50	March, April	Info mtg & camping
10. water (5 gallon jugs)	\$2.89	20	\$57.80	April.	Camping nights
11. granola bars	\$2.79 for 10	7	\$19.53	March, April	Info mtg & camping
12. oatmeal	\$2.99 for 8	8	\$23.92	April	Camping nights
13. pancake mix	\$2.29	8	\$18.32	April	Camping nights
14. syrup	\$2.49	4	\$9.96	April	Camping nights
<b>Total Expenses</b>			\$1012.63	(add all numbers in Total Cost column)	

Some expenses, like the tents, are one-time expenses, but most of these will be recurring costs that we'll have to continue to earn funding to cover.

**YV**

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# Sample Income Form:

Please photocopy this form if you need additional space.

Source of Income	Amount of Income \$	When will this be received? (date)	Explanation
1. camping nights admission fees	\$1,750	April	\$25/person if 70 people attend each camping night, approx. 70% or anything above our expenses will be donated to charities.
2. ad space on website	\$150	Throughout the year	To cover cost of domain, etc.
3. donations	\$200	Throughout the year	To cover basic operations
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>Total Income:</b>	<b>\$2,100</b>	<b>(add all numbers in the Amount of Income column)</b>	

The income earned from the first camping night will be used to pay for the next camping night. Any “extra” money earned from admission fees will be donated to a charity organization that works directly with refugees.

## Sample Make a Commitment.

Answer the following questions. Be specific!

6. Looking at the plan and responsibilities, approximately how many hours a week will each team member need to work on this Venture? 3 hours

7. A Venture is a long-term project with ups and downs, good times and rough times. How will you continue to motivate *yourself* to work on your Venture? It's important for us to stay informed about refugee issues and to continue to tutor at the refugee center. We also have a good network of friends and supporters.

**Find an Ally.** An Ally is a non-controlling adult resource person who provides advice and guidance. Please indicate your Ally's contact information and your reasons for choosing this person to be your Ally. Be specific! For help organizing your Ally search, visit [www.youthventure.org](http://www.youthventure.org) and click Take Action.

Ally's Contact Information			
<b>Ally Name:</b>	Shilpi Chamberlin		
<b>Mailing Address:</b>	166 Main Street Concord, NH 03301		
<b>Daytime Telephone:</b>	(603) 555-2377	<b>Evening Telephone:</b>	(603) 555-1156
<b>Email:</b>	<a href="mailto:schamberlin@refugeesconcord.org">schamberlin@refugeesconcord.org</a>	<b>Relationship to team:</b>	friend

8. Why did you choose to work with this Ally? Shilpi has vast amounts of experience helping refugees. She's the director of the refugee center.

9. How will your Ally help your Venture? Shilpi can connect us to refugees and other refugee organizations. She knows the issues and she'll know where the money should go.

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