

ACTION PLAN

- Narrative Format -

This Action Plan is a resource that will help your Team plan and launch a successful Venture. It is the first step to becoming 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 narrative/essay style presentation. An alternative Action Plan format is available for teams that prefer a worksheet/form-based approach.

Ashoka's
**youth
venture**
DREAM IT. DO IT.



Welcome to Youth Venture!

Welcome to an emerging movement of **young people leading real community change**. This is your opportunity to **take charge** and to show that you and your Team, as young people, have the power to **shape your world**. Youth Venture's vision is a world of Everyone a Changemaker™ through a global culture of young people initiating positive, lasting change. Youth Venture's mission is to build a global movement of young people being powerful now, changemakers now.



This **Action Plan** will help you think through your idea and form it into a successful Venture. A Venture is an ongoing project created and launched by young people that **positively impacts their community**. Your Venture idea is up to you! Ventures can be school-based clubs, community organizations, or for-profit or nonprofit businesses. To help you launch your idea, Youth Venture offers a range of support including **up to \$1,000** in seed funding and an **Action Kit** (a tool kit of essential resources for young changemakers).

Below are the criteria for becoming a Youth Venture Team:

- You and your Venture's leadership Team are between the **ages of 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 has the support of adult **Ally**.
- Your Venture is ongoing and **sustainable** (not a one-time event).
- Your Venture has clear, **attainable goals**.
- Your Venture has a **realistic budget**.
- You are a part of a **Team** of at least two members that is trustworthy and committed to ethical standards.



Action Plan Timeline

As a Youth Venture Team you will be expected to:



Complete one Action Plan as a team. Options of Action Plan format include:

- a) Worksheet Format (in Microsoft Word)
- b) Narrative Format (in Microsoft Word)
- c) Online Action Plan: www.genv.net/en-us/node/add/yvapply under 'Launch YV Team.'



Submit an Action Plan. Because Youth Venture wants to help your Team be truly successful in this effort, we will provide feedback on your work and may ask you to **revise** certain sections. Sometimes your Team may need to include more detail or mention something additional.



Present to a Selection Panel. You will 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 serve as your team's application for grant funding from Youth Venture and for official acceptance into the Youth Venture network. {See Action Plan Guide to view a timeline of the steps needed to start and sustain a Venture.} See the next page for more information on the Guide.



Resources

The following are examples of resources that are available at your local YV office and online at www.GenV.net. These resources will help you fill out your Action Plan and will also help you start and sustain your Venture.

- **Sample Action Plans**
- **An Action Plan Guide** to refer to when filling out your Action Plan
Throughout the Action Plan, you will see bubbles similar to this one.>
These bubbles are indicators that additional resources are available in the Action Plan Guide and will refer you to specific page numbers if you get stuck.
- **Hundreds of tips and tools** for launching and sustaining your Venture (tip sheets can also be found at www.GenV.net).
- **Technical Allies** to connect your Venture to professionals in the community. Opportunities include: free teleconference workshops on given topics or technical fields and available E-Advisors who respond to Venturers' specific technical questions via email. E-mail technicalally@youthventure.org or visit <http://tinyurl.com/5mxka7> for more information.
- **Knowledgeable and helpful staff members**



For questions about the Action Plan please contact your local Youth Venture office:

If you have any questions along the way, if you would like someone from Youth Venture to review a draft of your plan, or if you need the next section of the Action Plan to work on, just contact us! There's usually someone available Monday through Friday from 9:00am – 5:00pm.

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

Phone: 866-923-9863 ext 0
Email: yvne@youthventure.org
Fax: 815-301-3918

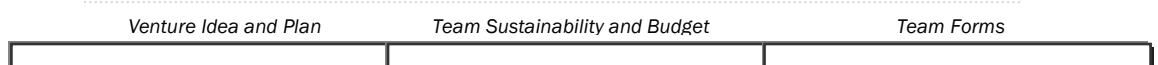
Action Plan Checklist:

The shaded bar at the bottom of each page shows your progress through items on this checklist.

- Photocopy or print duplicate pages of this Action Plan before you start.** There are certain pages that each Team Member will need to fill out on his or her own. You may also need extra space to write, so you may want to create drafts of sections before creating your final copy.
- Section One: Venture Idea and Plan
- Section Two: Sustainability and Budget
- Section Three: Team Forms

Answer the questions in the Action Plan **thoughtfully**. **Please do not be limited by the spaces provided.** Your Action Plan will be a **clear and useful tool** to help your Team organize, start, and successfully maintain your Venture. The more details you include, the better. This Action Plan can also help you **develop skills** such as leadership, problem solving, team building, sustainability planning, and financial literacy. When used correctly, the Action Plan can be a terrific **learning tool!**

↓ The progress bar below will show your progress in completing the Action Plan! ↓



Conditions of Association

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 involved with Youth Venture can expect from their colleagues. By joining the Youth Venture community, you accept these standards as your own, 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, Youth Venture is available to help you think them through. Please call 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 type 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 Venture respects 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 to or 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. Upon accepting and respecting these five values and standards of conduct, we welcome every young person who has the courage and energy to build their dream as members in the Youth Venture community. 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.



Venture Idea and Plan	Team Sustainability and Budget	Team Forms
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Please type your Venture Team’s responses to the questions below in a separate document. Read each question carefully and be certain that your response is detailed and thoroughly addresses each part of the question.

1. What’s your Venture idea?

- Describe the Venture idea in detail. {See Guide for tips on thinking about these questions and brainstorming a Venture idea.} Be sure to include the following:
 - The inspiration of this idea and reasons why your team wants to create this Venture
 - The main function and purpose of the Venture
 - The benefit the community will receive from this Venture



2. What’s the name of your Venture?

- Clearly state the name of the Venture and describe its meaning or relevance to your Venture idea.
- If the team name is an acronym, indicate what the acronym stands for.

3. What’s your immediate action plan?

- A detailed plan is especially important during the early stages. Having a plan will greatly improve your chances of creating a successful Venture. {If you need guidance in answering this question, see Guide for examples of SMART goals, ways to practice creating SMART goals, and some tips on how to use Youth Venture Selection Criteria to complete the Action Plan.} Tip: visit the Youth Venture website at www.GenV.net and click on the Dream It, Do It, and Grow It buttons to find tip sheets with helpful information for your Venture as it launches and grows.
- Outline the major goals you will establish that will help you to start and maintain your Venture during its first year. Be as specific as possible.
- Outline the tasks, projects, events, and anything else your team will need to accomplish in order to achieve **each** goal.
- Clearly state how you will measure the impact and the success of your Venture.



4. Create a timeline of your Venture’s activities.

Start by listing every month for the next year, beginning with the current month. Next, list all of the projects, tasks, and events that will occur during each month. You need to indicate when each of the goals listed in your response to Question 3 will occur. You may use the timeline provided on the next page or you may create your own timeline using a word-processing or spreadsheet program.

5. Who will do what on your team? Who will support your team?

- List and describe the role of each member of your team. Be certain that a team member is responsible for each of the tasks listed in your response to Question 3.
- Specifically indicate who will be responsible for the team’s finances.
- Include the name and contact information of at least one Ally, a non-controlling adult mentor your team can call upon for expertise and guidance as you start and run your Venture. You will provide more information about your Ally in the third section of the Action Plan. {See Guide for tips on finding the perfect Ally and read some frequently asked questions or FAQs about Allies.}



Timeline

This chart may be used to complete Question 4 of the Narrative-based Action Plan. This timeline will help you map out the things you will need to do during your first year in order to achieve your Venture goals. Starting with the current month, fill in the months of the year. Think about your Venture goals and place all **tasks, projects, events, or anything else** your Team might do each month to work towards your goals. It's okay to have many events happening some months and none other months.

Month 1:

Month 2:

Month 3:

Month 4:

Month 5:

Month 6:

Month 7:

Month 8:

Month 9:


Month 10:

Month 11:

Month 12:

Tip: Some things to consider including in your timeline that will help you achieve your Venture goals are:

- Meetings
- Team-Building Activities
- Events/ Event Planning
- Finding Partners
- Volunteer Recruitment
- Fundraising
- Marketing/ Advertising/ Public Relations



Second year and beyond: (Please do not be limited by the space provided.)