

ACTION PLAN

- Worksheet 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 Venture Teams who prefer to present their ideas in a worksheet style presentation. An alternative Action Plan format is available for Teams who prefer a narrative/essay-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:

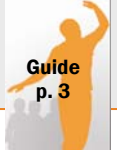
- a) Worksheet Format (in Microsoft Word)
- b) Narrative Format (in Microsoft Word)
- c) Online Action Plan: www.genv.net/en-us/node/add/yvapply under 'Launch YV Team.'



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 an image 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
Email: yvne@youthventure.org

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. **Note: sections starred (*) below have pages that may need to be photocopied.**
- Section One: Venture Idea (p. 4)
- *Section Two: Goals/ Roles/ Sustainability (p. 5-9)
- *Section Three: Timeline/ Budget (p. 10-14)
- *Section Four: Team Information Forms (p. 15-24)

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!



Venture Idea	Goals/ Roles/ Sustainability	Timeline/ Budget	Team Information Forms

Youth Venture Action Plan – Worksheet Format

Section 1 of 4:

VENTURE IDEA



Venture Idea

Goals/ Roles/ Sustainability

Timeline/ Budget

Team Information Forms

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Get your ideas down on paper! Please thoughtfully answer the questions below. These questions will help you explain the heart of your idea. The more you think about these questions now, the easier it will be to complete the rest of the Action Plan and build your Venture. Feel free to expand to another page if you need more space to write. {See Guide for tips on thinking about these questions and brainstorming a Venture idea.}



What's your Venture idea? _____

What inspired your idea? (What are the reasons your Team wants to create a Venture?)

How will your Venture help your community? _____

Success will be defined differently by each Venture Team. What will success look like for you and your Venture Team? How will you *know* that your Venture is achieving its goals and benefiting the community? _____


What is the name of your Venture? _____

 WORKSHEET ACTION PLAN	Venture Idea	Goals/ Roles/ Sustainability	Timeline/ Budget	Team Information Forms


Youth Venture Action Plan – Worksheet Format

Section 2 of 4:

GOALS/ ROLES/ SUSTAINABILITY



Venture Idea	Goals/ Roles/ Sustainability	Timeline/ Budget	Team Information Forms



*Way to go! You've completed
the first section!*



Photocopy or reprint this form before you start if you have more than four goals!

Vision of the Future: What will your Venture look like in the future? Use this space to sketch or free-write about your vision for Venture in the future.

Goals that will make that happen: Now, set at least three or four goals for your Venture Team that will bring you to your vision. A goal is a result you want to work towards. Once a goal is set, it can be broken down into specific steps. You will have more space on the following pages to think about the steps towards each of your goals. For now, list the main goals of your Venture. (Be sure to copy this page if you have more than four goals.)

Goal 1

Goal 2

Goal 3


Goal 4

Tips:

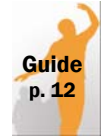
- A good way to evaluate your goals is to make them **SMART**. Ask yourself, are your goals **S**pecific, **M**easurable, **A**ctionable, **R**ealistic, and **T**imely?
- It's helpful to make an equal number of **short-term** and **long-term goals**. (For example, if you start with four goals, make sure that **two** of them are short-term and **two** of them are long-term.)
- Some of your goals should reflect how your Venture will be **sustainable** and **community-benefiting**. See page 9 for more information on sustainability. {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.}







Roles & Responsibilities

 Photocopy or reprint this form before you start if you have more than four team members!

Each Team Member needs to understand his or her responsibilities in order to ensure that everything from planning activities to painting posters or asking for donations will be accomplished. Clear roles and responsibilities make a more efficient and effective Team.



- Tip:**
- After defining each member's role, return to the goals section and decide which Team Member will be responsible for each task. List those tasks in the responsibilities section below. {See Guide for tips on Team roles.}

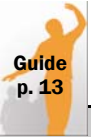
	Team Member Name (Lead Venturer):		Team Member Name:
	Role:		Role:
	Member initials*		Member initials*
Responsibilities: (What tasks for your Team goals are you responsible for?)		Responsibilities: (What tasks for your Team goals are you responsible for?)	
	Team Member Name:		Team Member Name:
	Role:		Role:
	Member initials*		Member initials*
Responsibilities: (What tasks for your Team goals are you responsible for?)		Responsibilities: (What tasks for your Team goals are you responsible for?)	

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

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Keep Your Venture Going and Growing


Ventures are **sustainable**. This means that they should continue to exist even if you move on, 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. If you need more space to write, feel free to expand on another page. {See Guide for tips on thinking about sustainability.}



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 seed funding grant is spent?




Youth Venture Action Plan – Worksheet Format

Section 3 of 4: **TIMELINE/ BUDGET**



Venture Idea	Goals/ Roles/ Sustainability	Timeline/ Budget	Team Information Forms



Congratulations!
You're half way finished!

Timeline

You have established your Venture idea and have broken it down into goals. Now it's time to break down your goals into **specific tasks**. 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. {See Guide for some examples of tasks related to specific Venture goals.}



Month 2:

Month 1:

Month 12:

Month 11:

Month 3:

Month 4:

Month 5:

Month 6:

Month 7:

Month 8:

Month 10:

Month 9:

Month 5:

Month 6:

Month 7:


Month 8:

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.)

Expense Form

 Photocopy or reprint this form before you start if you need more lines for expenses!

Youth Venture grants are for **start-up** seed funding and should only be used to help cover a Venture's expenses until the Team starts earning funding on its own. List **all** of your Venture's **start-up expenses**. Please be as specific as possible, and make sure your cost estimates are accurate. For any donated supplies, write "**donation**" in the total cost column. To make room for your entire list of expenses, **photocopy this worksheet before you begin**. You can use the last column to group supplies for certain goals, events, or projects. {See Guide for common finance terms and some tips on making the most of your money.}



 Supplies/Expenses	Cost of One (\$)	Number Needed (#)	Total Cost \$ (cost of one multiplied by number needed)	When will this be needed? (month)	Goal, event, or project these supplies will be used for
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
Total Expenses on this page: (add all numbers in Total Cost column)			\$		

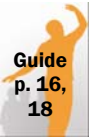


Venture Idea	Goals/ Roles/ Sustainability	Timeline/ Budget	Team Information Forms

Photocopy or reprint this form before you start if you have more than ten sources of income!



List all of the income you expect your Venture to receive. This includes your Youth Venture seed funding and estimates for any future income that your Venture will use to sustain itself. This page is a good place to show that your Team is thinking about its income beyond Youth Venture’s initial seed funding. How will your Venture acquire funding after the start-up grant has been spent? Consider other possible sources of income, such as fundraisers, cash donations, donated services or materials, admission fees, or revenue from selling a product or service. {See Guide for example fundraising events and activities and ideas on how to leverage your seed funding to raise more money.}



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



* Please state the amount of seed funding you are requesting from Youth Venture. Any money requested should be reflected as a total of specific purchases from the expense form on page 12. Any unused funds will go to support other teams. {See Guide for a list of what Youth Venture will and will not fund.}



Venture Idea	Goals/ Roles/ Sustainability	Timeline/ Budget	Team Information Forms
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Budget Summary

Now it's time to balance your income and your expenses. Please complete the following chart using pages 12-13 of the Action Plan.



- 1) Look at the expense form. Total your expenses and then indicate this total below.
- 2) Look at the income form. Total your income and then indicate this total below.
- 3) Subtract total expenses from total income to calculate your balance. Indicate your total balance below.

Total Income: \$ _____	Total Expenses \$ _____	Total Balance: \$ _____ (Income - Expenses = Balance)
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Budget checklist:

Are you finished with your Team's budget? Let's double-check!

- You understand that Youth Venture only funds start-up expenses and you must use your funds within the first year of your Venture.
- You have reviewed all of the expenses listed on the **expense form**. You have remembered to include **every** expense **needed to achieve your goals**. You have researched and indicated all of the supplies that you will **buy, borrow, or receive for free**. {See Guide for some good places to research supply costs and to find cheap or free supplies.}
- You have included all of your sources of income on the **income form**. Youth Venture and your Selection Panel will want to see that you are thinking about your Venture's sustainability. Listing multiple sources of income will prove that you are thinking about the financial future of your Venture.
- You have **totaled** your **income, expenses, and balance** in the **budget summary** chart above. Check that your expenses for the year are less than or equal to your total income, or that your balance is above **zero**. Any seed funding that you don't use will be returned to YV to fund other Ventures.

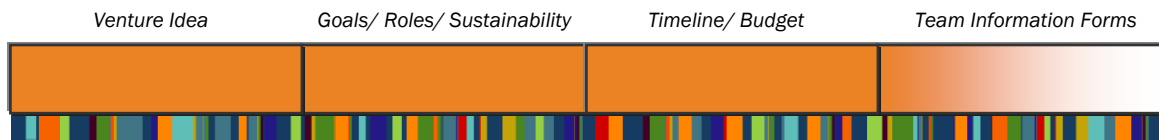


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Youth Venture Action Plan – Worksheet Format

Section 4 of 4:

TEAM INFORMATION FORMS



Only one more section to go!

An Ally is a non-controlling adult mentor who provides advice and guidance. {See Guide for tips on finding the perfect Ally and read some frequently asked questions or FAQs about Allies.}



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

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

2. How will your Ally help your Venture? _____

Additional Reference:

In addition to your Ally, please provide the name and contact information of one adult reference 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 may not include relatives.

Reference's Name:		
Mailing Address:		
City:	State:	Zip Code:
Daytime Telephone:	Evening Telephone:	
Relationship to Team:	Email:	
How long have you known this person?		

Please have your Ally read and complete this page. {See Guide for tips on Ally Agreements.}



What is an Ally?

An Ally is a non-controlling adult mentor who offers support and guidance to Venturers. Each Team is required to have at least one Ally.

What is the role of an Ally?

Allies offer expertise and provide guidance when Venture Teams make decisions or need support. Allies help connect Venturers to local communities. They also encourage Teams by attending their Selection Panel presentations and staying in regular contact with the Team. Each Team decides the best way to get support from their Ally. A Team must have an Ally, but can also choose have more than one Ally.

What can't Allies do?

Allies cannot lead or create a Venture. They are **not** responsible for planning activities, scheduling meetings, or making decisions for the Venture Team.

Ally's Name:		
Mailing Address:		
City:	State:	Zip Code:
Daytime Telephone: <i>(direct line, if available)</i>	Evening Telephone:	
Relationship to Team:	Email:	

As an Ally, I agree to:

- Attend the Team's Selection Panel.
- Supply suggestions when youth get stuck.
- Provide guidance when the Venturers make decisions concerning the Venture.
- Offer my expertise to the Venture Team.
- Help connect the Venture Team to my community.
- Be a liaison between Youth Venture and the Venture Team (when needed).
- Encourage the Venture Team throughout their Venture.
- _____

Additional stipulations by Venture Team or Ally

As an Ally, I will not:

- Make decisions for the Venture Team.
- Take over the Venture.
- Schedule or lead Venture meetings.
- _____

Additional stipulations by Venture Team or Ally

This Ally Agreement does not bind, legally or otherwise, an Ally to Youth Venture or any partnering organization. Signing indicates that the signer understands the conditions of the agreement, and that he/she is committed to fulfilling his/her responsibilities. All Allies are subject to background checks conducted by Youth Venture or partnering organizations.



I agree to the Ally role as outlined by Youth Venture. I commit to this youth-run, youth-led Venture, as a non-controlling adult mentor.

Ally Signature: _____ Date: _____



***Photocopy this form after it's been filled out for the Ally and Team Members' records.**



Venture Idea	Goals/ Roles/ Sustainability	Timeline/ Budget	Team Information Forms



Photocopy or reprint the following pages for each Team Member's records!

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	Goals/ Roles/ Sustainability	Timeline/ Budget	Team Information Forms

Please review the Youth Venture terms listed below and sign the Team Member Contact Form and Agreement on page 22 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 your 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 future.



Venture Idea	Goals/ Roles/ Sustainability	Timeline/ Budget	Team Information Forms

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.



Venture Idea	Goals/ Roles/ Sustainability	Timeline/ Budget	Team Information Forms

 Photocopy or reprint this form for each Team Member! **Each** Team Member is **required** to complete and submit this form.

Media Permission Form



Everyone, regardless of age, needs to sign this form if they would like to give Youth Venture and its partner organizations 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.

Check here if you do not want your name or Venture Team in any media press releases.

I, _____ (print first & last name), agree and authorize the use by Youth Venture and its partner organizations of pictures and information about my 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 partner organizations may include, but are not limited to, schools, community based organizations, youth organizations, corporate and nonprofit sponsors, public relations firms and advertising agencies.

Venturer Signature: _____ Date: _____

*If under 18 years old:

I, _____ (print first & last name), agree and authorize Youth Venture to use my child's information as stated above.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Contact Information

All Venture Team members under 18: Please have your parent or guardian complete the following information and sign on page 22. Youth Venture will send your parent or guardian periodic updates and announcements. *Youth Venture does not sell, share, or rent personally identifiable information and is absolutely committed to preserving your privacy.*

Todos los miembros del equipo, menores de 18 años: Por favor pida que uno de sus padres o guardián complete la siguiente información y firmé en la página 22. Youth Venture le mandará a sus padres anuncios y novedades de vez en cuando. *Youth Venture no vende, presta, ni renta información personal y está absolutamente comprometido a proteger su privacidad.*

Last name /apellido:		First Name/nombre:		Home Phone/teléfono de casa:		Cell Phone/celular:	
Address/dirección:				Work Phone/teléfono de trabajo:			
City/ciudad:		State/estado:	Zip Code/código postal:		E-Mail/correo electrónico:		
What is the best way to contact you? <i>¿Cual es la mejor manera de contactarte?</i> <input type="checkbox"/> Home Phone/teléfono de casa <input type="checkbox"/> Cell Phone/celular <input type="checkbox"/> Work Phone/ teléfono de trabajo <input type="checkbox"/> Mail (postal)/ correo <input type="checkbox"/> E-Mail/ correo electrónico				In which language do you prefer Youth Venture to contact you? <i>¿En que idioma prefiere que Youth Venture se comuniquen con Ud?</i> <input type="checkbox"/> English <input type="checkbox"/> Spanish (Español) <input type="checkbox"/> Other, please specify _____			
<input type="checkbox"/> Please check the box if you would prefer NOT to receive information or resources from Youth Venture. <i>Por favor marque en la siguiente caja si usted prefiere no recibir información ni materiales de Youth Venture.</i>							



Venture Idea

Goals/ Roles/ Sustainability

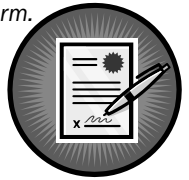
Timeline/ Budget

Team Information Forms

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Team Member Contact Form and Agreement

 Photocopy or reprint this form for each Team Member! **Each** Team Member is **required** to complete and submit this form.



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 parent or guardian sign.

Name (Please print):			Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male		
Name of Venture Team:			Role in the Venture (e.g. President, Designer, etc.):		
Permanent Address:			Temporary Address (if different than permanent):		
City:	State:	Zip Code:	City:	State:	Zip Code:
* If you do not currently have a permanent address, contact your local YV office.			Dates effective: _____ to _____ <input type="checkbox"/> Check here if you want your mail sent to this address.		
Home Phone:			Cell Phone:		
Email:			AIM Screen Name:		
GenV.net Individual Username*:			MySpace Name:		
GenV.net Team Profile Name*:			Facebook Name:		
* Every new Venture Team is required to complete a profile on Youth Venture's website. To connect with Youth Venture's global network of young changemakers, go to www.GenV.net and click on "Join Now." Enter your <u>individual username</u> and <u>Team profile name</u> above.					
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?					

By signing 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. Youth Venture does not sell, share, or rent personally identifiable information and is absolutely committed to preserving your privacy.

Venturer's Signature:	Date:
Parent/Guardian's Signature (Required if you're under 18):	Date:
Parent/Guardian's Name (Please print):	



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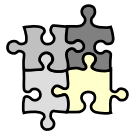
Before You Commit - A Quick Reality Check!

1. Looking at your plan and responsibilities, approximately how many hours a week will each Team Member need to commit working on this Venture? _____

2. 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? _____

Lead Venturer Information: The Lead Venturer coordinates communication for the whole Team and is responsible for staying in touch with Youth Venture. After receiving funding from Youth Venture, **Teams must complete and submit three and twelve-month progress reports.** The Lead Venturer will be responsible for making sure both of these evaluations are sent to Youth Venture.

Team Commitment: 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 and signed the Team Member Contact Form and Agreement (page 22) and has signed the Media Permission Form (page 21).



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

Once you complete this Action Plan, you are 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. Please answer each question fully, write clearly, check your spelling, and give as much detail as possible.

- Please check to be sure you have completed the Action Plan **checklist** on page 3.

- Please send your completed Action Plan by email to your local Youth Venture office or to Youth Venture by email at yvne@youthventure.org, by regular mail to **Youth Venture New England, 10 Ferry Street, Suite 320, Concord, NH 03301** or fax to **815.301.3918**

Your Action Plan will be reviewed within a few days of when we receive it. If any revisions are needed, you will be contacted and guided through that process. Then, you'll be invited to present your Venture idea to a **Selection Panel**, which typically occurs approximately two-to-four weeks after submission. For more tips on public speaking and presenting for Selection Panel, visit www.GenV.net/en-us/dream_it/selection_panel. {See Guide for information on Selection Panel.}



Questions? Email us at yvne@youthventure.org, or call us at **866.923.9863**.



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