

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.}



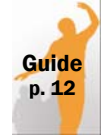
Roles & Responsibilities





 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.}



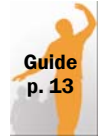
	Team Member Name (Lead Venturer):		Team Member Name:
	Role:		Role:
	Member initials*		Member initials*
Responsibilities: (What tasks for your Team goals are you responsible for?)		Responsibilities: (What tasks for your Team goals are you responsible for?)	
	Team Member Name:		Team Member Name:
	Role: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

