

# 4-H Youth Venture Action Plan Forms

*Dream It. Do It.*



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# Table of Contents

- Action Plan at a Glance..... 3
- Venture Idea ..... 4
- Smart Goals ..... 5
- ACCOMPLISH YOUR SMART GOALS ..... 6
- ACCOMPLISH YOUR SMART GOALS ..... 7
- ACCOMPLISH YOUR SMART GOALS ..... 8
- Planning for Your Expenses ..... 9
- Identifying the Source of Income ..... 10
- Budget Planning Form..... 11
- SUSTAINABILITY – HOW TO CONTINUE INTO THE FUTURE AFTER VENTURE FUNDING STOPS! ..... 12

## Action Plan at a Glance

Name of Venture Team:		
Purpose of Venture Team:		
Name of Lead Venturer:	Date of Birth:	
Mailing Address of Lead Venturer:	Street Address (if different from mailing address):	
City:	State:	Zip Code:
Home Phone:	Cell Phone:	
Email:	AIM Screen Name:	

Name of Adult Partner:	Email:
Home Phone:	Cell Phone:

*****Office Use ONLY*****	
Date Action Plan Received:	Date of Selection Panel: _____ Result: (check applicable box) <input type="checkbox"/> accepted unconditionally <input type="checkbox"/> accepted with conditions → Conditions Met: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> rejected
Action Plan Reviewed By:	
Launched: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> TBD Date Launched: _____ Total Grant Amount: _____	Amount of 1 <sup>st</sup> Installment: _____ Date Sent: _____ Amount of 2 <sup>nd</sup> Installment: _____ Date Sent: _____
Evaluations and Date Due: <input type="checkbox"/> 3 month; date due _____ <input type="checkbox"/> 9 month; date due _____ <input type="checkbox"/> 12 month; date due _____ <input type="checkbox"/> 18 month; date due _____	
Media Release Signed by all core members: <input type="checkbox"/> yes <input type="checkbox"/> no → how many? ____ out of ____	

## **Venture Idea**

Put your 4-H Venture Team response to the questions below. Read each question carefully and be certain that your response is detailed and thoroughly addresses each part of the question.

**1. What's the name of your Venture?**

- Clearly state the name of the Venture and describe its meaning or relevance to your Venture idea.

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**2. Explain how your team selected: a) the idea for you particular venture, b) team members, and c) your adult partner?**

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**3. Referring to the Venture idea in Question #2, fully describe your Venture's business idea and it's main function and purpose; including how it will benefit your community.**

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## 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 proceeds to a local breast cancer charity.
2. We'll start a knitting club that meets weekly. We'll sell the scarves we make at a 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.

How will your team determine if your Venture is successfully achieving its goals and helping the community?

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## ACCOMPLISH YOUR SMART GOALS

So far you have established your *Venture idea* (e.g. baking apple pies) and have broken down your Venture idea into *SMART goals* (e.g. sell the pies at Thanksgiving and donate the funds to a local breast cancer charity), now it's time to define your SMART goals into **specific tasks** (e.g. call the head of facilities for the school district to see if you can use their kitchen facilities to make the pies). Use the chart below to take **inventory**; list all of the tasks you will need to accomplish in order to achieve each of your SMART goals. Also list all the **supplies, materials, and services** your Venture will need to make the SMART goal a reality. Write "*free*" if the supply is something you might be able to borrow or have *donated*. Lastly, list which team member is **responsible** for the accomplishment of the task; presently, in a plan it is alright to have *TBA (to be announced)* listed in the responsibility block. Use as much detail as possible since this will help you later when you plan your Venture's budget.

SMART Goal # 1	Tasks. What needs to be accomplished to make this goal a reality?	Inventory. What supplies does your team need to accomplish this task?	Responsibility. Which team member is responsible for this task and gathering supplies?
SMART Goal: (list the corresponding number from your smart goal sheet; refer to SMART Goals sheet) # _____	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
	10.		

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SMART Goal # 2	Tasks. What needs to be accomplished to make this goal a reality?	Inventory. What supplies does your team need to accomplish this task?	Responsibility. Which team member is responsible for this task and gathering supplies?
SMART Goal: (list the corresponding number from your smart goal sheet; refer to SMART Goals sheet) # _____	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
	10.		

## ACCOMPLISH YOUR SMART GOALS

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SMART Goal # 3	Tasks. What needs to be accomplished to make this goal a reality?	Inventory. What supplies does your team need to accomplish this task?	Responsibility. Which team member is responsible for this task and gathering supplies?
SMART Goal: (list the corresponding number from your smart goal sheet; refer to SMART Goals sheet) # _____	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
	10.		

## Planning for Your Expenses

**Tip:** Write “donation” in the Total Cost Column for any donated supplies. Consider using your YV grant to **leverage funding**: Put the YV grant toward fundraisers where you’ll be able to earn more funding!! If you are unsure of the cost of an item, try searching for the most inexpensive price online at [froogle.google.com](http://froogle.google.com).

Supplies from SMART goals and Inventory List	Cost of One \$	Number Needed #	Total Cost \$ (Cost of One multiplied by Number Needed)	When will this first be needed? (month)	Actual Cost of Supply(-ies)
<b>Total Expenses on this page:</b>			\$	(add all numbers in Total Cost column)	

**Identifying the Source of Income**

Source of Income	Amount of Income \$	When is this expected? (month)	Comments
1. 4-H Youth Venture Grant 1 <sup>st</sup> installment			
2.			
3.			
4.			
5. 4-H Youth Venture Grant 2 <sup>nd</sup> installment			
6.			
7.			
8.			
9.			
10.			
<b>Total Income:</b>	\$	(add all numbers in the Amount of Income column)	

## Budget Planning Form

Please complete the following chart by using the pages labeled *Planning your Expenses* and *Identify the Source of Income*. If you are still having problems, refer back to the SMART Goals and the Timeline to see what is needed in each month.

Venture Grant Request (start up money): \$ \_\_\_\_\_

Month:	Total Expenses:	Total Income:	<b>Directions:</b>  1) Starting with the month in which your team plans to launch your Venture, list the month in the first column.  2) Using the Expense Form, add each expense listed for the first month, and write the sum beside the first month in the <b>Total Expenses for Month</b> column. Repeat this process for each month.  3) Using the Income Form, add each income listed for the first month, and write the sum beside the first month in the <b>Total Income for Month</b> 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:

- Your team has reviewed all of the expenses. Your team has remembered to include all of the expenses needed (e.g. printing costs for flyers) to achieve their SMART goals, and have researched and found all of the supplies to borrow or receive for free.
- Your team understands only **start-up** expenses are eligible to receive funding from 4-H Youth Venture. In other words, 4-H Youth Venture funds the expenses your Venture team accrues before it is able to start earning funding on its own.

Your team has included all of your sources of income. Since 4-H Youth Venture only covers start-up expenses, the 4-H Youth Venture program and Selection Panel need to know you'll have sources of income to supplement the 4-H Youth Venture grant.

## **SUSTAINABILITY – HOW TO CONTINUE INTO THE FUTURE AFTER VENTURE FUNDING STOPS!**

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

<p><b>Membership.</b> Ideas of how your team is going to recruit new members. Ideas of how your team will keep team members and volunteers interested.</p>	<p><b>Leadership.</b> Ideas of how your team will put new leaders in place when current leaders leave.</p>	<p><b>Fundraising.</b> Ideas of how your team will continue to fund your Venture once the 4-H Youth Venture start-up grant is spent.</p>
<p><b>Examples:</b> 4-Her’s making apple pies can team up with orchard farmers for fruit supplies or a senior citizen group for baking help; this allows interaction with a variety of community members.</p>	<p><b>Examples:</b> 4-H Venturers will rotate through the stations during the pie making. There will also be time to brainstorm about other community members the team should pair up with to sell pies.</p>	<p><b>Examples:</b> 4-Her’s can sell the pies at a local convenience store as a fundraiser. The pie boxes can be donated from a local bakery. It would also be smart to contact people who have previously purchased pies from the group to tell them about the fundraiser.</p>
<p><b>Tips:</b> 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.</p>	<p><b>Tips:</b> Give members opportunities to gain more experience and responsibility; look for someone as passionate as your team leader and members; 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>