



Youth Ambassador Action Plan Template

This template may be used by Youth Ambassadors and other youth leaders in your program to design actions they will take to meet recruitment and retention goals. The tool will also help youth ambassadors monitor their progress as they engage in recruitment and retention activities.

Name of Youth Ambassador	
Program/Site Location	
Program Year	
Action Plan Period	
Supervisor/Adult Support/Mentor	

Program recruitment/retention goal	Youth Ambassador's major tasks	Completion timeline	Actions to complete	Required resources
<i>Example:</i> Recruit 20 new high school students for fall semester.	<ol style="list-style-type: none"> 1. Help to design promotional materials. 2. Help to create a list of 30 potential program students. 3. Support planning and execution of four to six recruitment and outreach events. 	<ol style="list-style-type: none"> 1. September 10, 2020 2. September 15, 2020 3. August through October 2020 	Each Ambassador will get five to 10 students to complete a Commitment Form and attend at least one event between September-December 2020.	Commitment Form Promotional Materials

