



2023 SWRE Youth Tour Application Instructions

Use this document as a template for completing your application.

NOTE: You will upload the completed items into your online application at [SWRE.COM/YOUTHTOUR](https://www.swre.com/youthtour). You will need a student and parent/guardian signature to apply.

Applications are OPEN from October 1 to December 1. The 2023 SWRE Youth Tour Application has 4 components:

- 1) COMMUNITY PROJECT BUSINESS PLAN** (~20 minutes to complete)
- 2) LEGISLATIVE LETTER** (~20 minutes to complete)
- 3) COOPERATIVE DIFFERENCE VIDEO** (~15 minutes to complete)
- 4) STUDENT PHOTO & GENERAL INFO** (~5 minutes to complete)

(Approximate completion times are based on an applicant who has previewed the application instructions and prepared potential concepts for the three portions of the application. Applicants who have fully prepared ideas and supporting information for the three sections can likely finish the online application in ~15 minutes.)

INSTRUCTIONS FOR EACH COMPONENT ARE INCLUDED ON THE FOLLOWING PAGES



COMMUNITY PROJECT BUSINESS PLAN INSTRUCTIONS

If you were given a \$500 budget, how would you utilize the funds to create a project to benefit your community?

BUSINESS PLAN TEMPLATE

Below you will find important elements of a basic business plan. Please include these fields in your Community Project. You will upload a copy of your business plan to the application.

Project Name: _____

1. Executive Summary & Goals -- Please share a high-level explanation of your community project's purpose and goals.
2. Project Scope
 - a. People
 - i. Who is involved in the project?
 - ii. Who does the project benefit?
 - iii. Are there potential partnerships in the community?
 - b. Activities & Tasks
 - i. What are the activities of project?
 - ii. Where will the project be located?
 - iii. Where will you obtain project supplies (if needed)?
3. Timeline - What is the potential timeline for the project?
4. Financial Considerations - How will you use the \$500 budget?

PLEASE NAME YOUR FILE: "YT23_CommunityProject_FirstNameLastName"

LEGISLATIVE LETTER INSTRUCTIONS

Did you know YOU can make a difference? Youth Tour gives students a chance to see government up close. During "Capitol Hill Day," students get to walk the halls of Congress, visit with members of their federal delegation and tour the U.S. Capitol. Being an active constituent is an important civic duty!

LEGISLATIVE LETTER GUIDELINES

Write a **professional** letter to a local, state or federal elected official about an issue that's important to you. Be sure to include specific and appropriate content about your issue in a professional format.

You will upload a copy of your letter to the application.

PLEASE NAME YOUR FILE "YT23_LegislativeLetter_FirstNameLastName"



COOPERATIVE DIFFERENCE VIDEO INSTRUCTIONS

COOPERATIVE: an autonomous association of persons united voluntarily to meet their common economic, social and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise.

The cooperative business model was created in the 1800s on the values of self-help, self-responsibility, equality, equity, democracy and solidarity. With those values in mind, today co-ops operate under the **7 Cooperative Principles:**

1. Voluntary & Open Membership
2. Democratic Member Control
3. Member Economic Participation
4. Autonomy & Independence
5. Education, Training & Information
6. Cooperation Among Cooperatives
7. Commitment to Community

COOPERATIVE DIFFERENCE VIDEO CRITERIA

Research and familiarize yourself with the distinctive qualities of cooperatives. Record a 1-2 minute video about the “Cooperative Difference” – how are co-ops unique? Have fun with this component and show off your creativity! You will upload your video on the application. Please record your video horizontally (if using phone or tablet).

**PLEASE NAME YOUR FILE:
"YT23_CoopDifferenceVideo_FirstNameLastName"**

STUDENT PHOTO INSTRUCTIONS

PHOTO CRITERIA

Please upload a headshot photo of yourself. The applicant should be the only subject in the picture. Make sure the photo is taken in good lighting. This photo will be used for promotion should you win the contest!

PLEASE NAME YOUR FILE: "YT23_FirstNameLastName_SWRE"

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