

# Young Professionals Advisory Council

## YPAC Handbook

### MISSION

The Young Professionals Advisory Council (YPAC) of Atlantic Street Center (ASC) is comprised of individuals between 21-40 years old. The mission of the YPAC is to help raise awareness and funds for the organization through events, networking, and advocacy of the ASC cause and mission. By working with a designated Atlantic Street Center employee, the YPAC plans and executes initiatives to spread awareness, “friendraise,” fundraise, and spend time volunteering with the organization. Council members can potentially gain nonprofit board experience.

### ELIGIBILITY & REQUIREMENTS

- Must be between ages 21 – 40 years old
- Live in Greater Seattle, preferably in King or North Pierce Counties
- Be comfortable promoting ASC within their personal and professional networks
- Serving a single term is one full year (12 months) upon joining. Terms may be renewed based on individual’s ability of and willingness to meet role expectations
- Joining the YPAC is done on a rolling basis through an application and interview process
- Must complete a YPAC application and virtual meet-&-greet with the ASC Liaison
- Must be in contact with Administrative Chair and ASC Liaison if they are unable to attend a meeting/event

### GOALS

- Raise a minimum of \$5,000 each year in Unrestricted Funds
- Attend a majority of YPAC meetings (all Zoom/Teams)
- Curate at least one event (can be virtual) to raise funds and/or awareness
- Participate in approved ASC marketing (i.e. sharing on LinkedIn, Twitter, etc.)
- Volunteer at a minimum of four agency-sponsored throughout the year
- Build awareness for ASC in personal and professional networks

### EXPECTATIONS

- Meetings** – All meetings will be remote unless otherwise noted. Meetings are once a month throughout the calendar year, but we skip July and August. YPAC members should expect to attend seven out of 10 meetings (70%).



- ii. **Volunteerism** – Council members should expect to volunteer for at least four (4) events throughout the calendar year. These are events conducted by ASC staff for the benefit of ASC children, youth, and families. We recommend spreading out these volunteer opportunities to get a good feel of how the organization operates. Some possible events to volunteer at are (but not limited to):
  - a. Spring Fling (April/May)
  - b. Early Learning Graduation Ceremonies (May)
  - c. Mother’s Day Celebrations (May)
  - d. Early Learning Graduation (May)
  - e. Juneteenth (June)
  - f. Summer Academy Celebration (August)
  - g. Back2School Bash (late August/September) *outside agency event*
  - h. Boo Bash (October) *outside agency event*
  - i. Annual Gala (October)
  - j. Harvest Fest (October)
  - k. Socks & Pie (November)
  - l. Holiday Assistance Prep (December)
  - m. Holiday Assistance Distribution (December)
  - n. General tabling events throughout the year
- iii. **Fundraising** – The YPAC is expected raise a minimum of \$5,000 each year.
  - a. **Event** – All YPAC events must be curated directly with the ASC Resource Development staff.
  - b. **Peer2Peer** – YPAC members may raise funds throughout the year individually. For example: birthdays fundraisers (Facebook, etc.), a GoFundMe for race/walks, etc. These funds are considered part of the overall \$5,000 annual goal.
  - c. **Personal Donations** – There is no cost to be a part of the YPAC. And while members are not required to donate to ASC personally unless they choose to, the organization will accept individuals donations towards the fundraising goal, as well as members’ time, talent, and treasures.
- iv. **Raise Awareness**
  - a. YPAC members should announce their YPAC status on LinkedIn
  - b. Members should share/create two (2) social media posts per quarter from/about ASC. These posts can include annual campaigns the organization executes, Giving Tuesday, Holiday Fundraising, gala promotion, Washington Gives/GiveBIG, etc.
  - c. Establish one event (can be virtual) to bring more awareness to ASC and our mission. Event should be relevant to ASC and the surrounding community.
  - d. Atlantic Street Center must approve all operations of the event.

v. **YPAC Leadership Opportunities**

- a. Chair: This individual will lead meetings with assistance from the ASC Liaison. For events (unless otherwise agreed upon), the Chair will be the co-leading point of contact alongside the ASC Liaison. They will also be the main point of contact between the agency, the ASC Liaison, and the Council.
- b. Vice-Chair: This individual will support the Chair and provide first assistance to them and the ASC Liaison at YPAC events and meetings.
- c. Administrative Chair: This individual will be responsible for note taking at meetings and work with the Council Chair and ASC Liaison on next steps, take-aways, etc.