

4. Please highlight/circle any area(s) of expertise/contribution you feel you can make to further the mission of YPC.

- Fundraising Administration Policy Development
- Social Outreach Public Relations/Communication Education/Instruction
- Special Events Technology Development Contacts
- Social Media (Corporate, not personal)
- Other: Please List _____
- Other: Please List _____

5. What other volunteer commitments do you currently have and do you think they would prohibit you from attending our monthly meetings? (Monthly meetings are *typically* held the first Thursday of every month from 5:30-7pm (virtually) but may switch to 6:00-7:30pm once in-person options are available again, the anticipated 2021-2022 meetings: Orientation June (TBD), regular meetings: July 8, Aug 5, Sept 2, Oct 7, Nov 4, Dec 2, Jan 6, Feb 3, Mar 3, April 7, May 5, June 2.)

6. Why are you interested in becoming a member of the YPC?

7. Please list any additional information you feel is important for consideration of your application to YPC.

Preferred Method of Contact: Home _____ Business _____

Applications are due **May 28, 2021**. Submit this application and your resume via email to ypc@denverkidsinc.org.

For YPC Use Only

-Application submitted to YPC
 -Interview with current YPC member
 -YPC Action Elected Rejected

Date _____
 Date _____
 Date _____



Young Professionals Council

Mission: The Denver Kids Young Professionals Council (YPC) will increase awareness and raise funds for the Denver Kids program, while developing future philanthropic and nonprofit leaders in the greater community.

Goals of the Young Professionals Council:

- Engage up-and-coming young professionals in the mission and work of Denver Kids.
- Support the professional development of council members.
- Raise funds for Denver Kids.
- Cultivate future governing board members within Denver Kids or the Community.
- Partner with Denver Kids staff and Board to co-host November fundraising gala.

Expectations of Council Members:

- Actively engage with YPC.
 - Commit to at least one year of participation: July 1, 2021 – June 30, 2022
 - Actively participate on one YPC sub-committee
- Gala Event participation required
 - Regardless of which committee you are a member of, all YPC members are equally responsible for the success of the November Gala Event (including selling tickets, soliciting silent auction items, securing sponsors, set-up, tear-down, etc.).
- Connect with other young professional networks in the area.
- Develop Resources
 - Minimum \$750 “give or get” for Denver Kids via sponsorship, in-kind, and/or personal contribution.
 - Make a personal contribution significant to you.
 - Make an annual kick-off donation of \$150, by August 31, which supplements the committee’s budgets. A payment plan is available upon request.
 - Identify and open doors to prospects within your network.

Structure of YPC

- Composed of members representing an inclusive cross-section of the community.
- Open application process held every spring followed by an organizational onboarding and training.
- The Denver Kids Board of Directors includes at least one YPC liaison who also acts as the YPC Chair. Responsibilities include planning meetings, coordinating schedules, and providing general leadership.
- Denver Kids Staff serve as a liaison, assisting YPC and coordinating YPC activities with that of Denver Kids.
- The following are elected chair positions held by YPC members. All returning members may nominate and run for any chair position and any member may ask or be asked to serve in key roles as specified by each chair position.
 - Chair
 - Vice Chair
 - Fundraising Chairs
 - Chairs At-large
- Nominations/Elections: Nominations and Elections for Committee Chair positions are held every year in the spring. All members running for a position give a 1-2 minute address to the group as to why they believe they are a strong candidate for the role and their intentions for the year. Denver Kids staff liaisons are exempt from voting in the elections as they will be responsible for tabulating votes. Votes are taken by secret ballot.
- Monthly Meetings
 - Meetings are typically held on the 1st Thursday of every month from 5:30-7:00 PM, though adjustments are made as holiday (and Broncos) schedules require.
 - YPC members are expected to attend at least 75% of all meetings.

The following is a sample of how the 2021-22 YPC Committees may be structured.

Young Professionals Council – Committee Roles and Responsibilities

Denver Kids Young Professional Council operates under a leadership structure that resembles the following:

- YPC Chair/Board Liaison* (1)
- YPC Vice Chair* (1)
- YPC At-Large Chairs* (3)
- YPC Past Chair* (1)
- Fundraising Chairs* (3)
- Committee members
- Denver Kids Staff Liaison (1-2)

* Executive Committee position

All YPC members are required to join and be an active member of at least one committee. First year YPC members are not eligible for chair positions. Support of the Gala Event is required by all members, regardless of committee membership.

LEADERSHIP ROLES

YPC Chair (1):

Develop the monthly meeting agenda and develop and promote overall council objectives with assistance from Denver Kids Staff and Executive Committee Members.

Objectives/Deliverables:

- Deliver meeting reminders and agenda to all YPC members in a timely fashion
- Facilitate and lead monthly meetings
- Drive overall YPC vision and communicate to YPC with support of the Executive Committee
- Engage closely with all members of YPC in and out of monthly meetings
- Act as a liaison and report out on YPC activity to Denver Kids Board of Directors
- Manage the YPC budget in collaboration with Denver Kids Liaisons
- Candidates must have a minimum of 2 years previous YPC membership or 2 years combined experience within the Denver Kids organization and commit to serving a 2 year term

YPC Vice Chair (1):

Support YPC Chair by assisting with communications to YPC, attending any necessary meetings, acting as back-up to Chair, participating in Executive Committee meetings, and helping drive overall vision. Oversee the Membership and Engagement Committee and provide an additional layer of support for YPC.

Objectives/Deliverables:

- Candidates must have served at least 1 year on YPC and commit to serving a 1 year term
- Vice Chair provides guidance and support to the Membership and Engagement Committee by overseeing its objectives and deliverables
- Vice Chair can serve more than 1 term and there is no maximum on the number of terms they can serve
- This person can be either someone with or without experience as a committee chair
- Vice Chair does NOT have to become Chair after current Chair's tenure is over, however, they can run for Chair role
- If YPC Chair has to step down, Vice Chair will take over as Chair and finish the remainder of the 1 year term as YPC Chair

At-Large Chairs (3):

Assist the Chair and Vice Chair by providing leadership and support to the Gala Event and Membership and Engagement Committees, and participate in Executive Committee meetings.

- Will be responsible for assigning roles/tasks to members of the Membership and Engagement Committee and tracking progress and completion

- Act as backup support to all committees to fill in gaps where assistance is needed
- Work closely with Vice Chair to provide support to the Membership and Engagement Committee
- Candidates must have served at least 1 year on YPC and commit to serving a 1 year term
- At-Large Chairs can serve more than 1 term and there is no maximum on the number of terms they can serve

YPC Past Chair (1):

Individual who served as the YPC Chair in the prior term and acts as a position of support.

- Provides guidance and assistance to YPC where needed
- Supports the Gala Event Committee and fundraising efforts
- Assumes an advisory role during Executive Committee meetings and to Chairs throughout the year

COMMITTEE ROLES

Gala Event Committee

Fundraising Leads (3)

Coordinate and manage all aspects of raising and securing donations in the form of sponsorships, in-kind donations, and silent auction items for Denver Kids YPC, primarily for the Gala event. Review and edit sponsorship list (excel document of potential donors) and divide among committee members to increase outreach. Track sponsorships and financial donations (monetary and in-kind) and report out regularly to YPC. Engage in open and clear communication with the Denver Kids Liaisons and YPC Chair regarding budget.

Committee Members (~15)

Work with Fundraising Leads to help coordinate all necessary tasks regarding the Gala event. Committee positions will include, but are not limited to: Silent auction, sponsorships and alcohol.

Objectives/Deliverables:

- Secure in-kind donations
- Increase attendance and revenue from past signature events
- Increase awareness of Denver Kids in the community
- Strive to raise significant funds for Denver Kids by owning the sponsorship ask from past donors and potential sponsors
- Own sponsorship list and manage fundraising playbook

Who is part of this committee? YPC members...

- experienced or interested in event planning
- with website content design/management experience
- with event promotion/marketing experience
- interested in grassroots marketing campaigns to increase attendance
- with strong connections to the community/service industries
- experienced or interested in fundraising
- willing to approach community for donations and free items for events
- with strong connections to the community/service industries

Membership and Engagement Committee

Overseen by YPC Vice Chair

Committee members (~15-20)

Members of this committee will be responsible for various activities involving engagement with Denver Kids students, professional development, social engagement of YPC members, and membership of YPC as a whole. Through these activities, members will help to create awareness of Denver Kids and provide YPC with opportunities to connect with Denver Kids students. They will socially connect YPC as a whole by planning events, providing engaging social media outlets, and creating social engagement opportunities between members. They will also provide meaningful professional development and networking opportunities and training to all YPC members. Lastly, members will coordinate and communicate all pertinent member information, including but not limited to: member satisfaction surveys, application process, new member orientation and interviews, and membership status. Members will be

assigned various roles that can change on a quarterly basis to complete the objectives of this committee. All activities are contingent upon COVID-19 restrictions.

Objectives/Deliverables:

- Coordinate with Denver Kids Program Staff to volunteer at the Back to School event and secure in-kind donations of backpacks and school supplies as needed
- Coordinate with Denver Kids Program Staff to volunteer at the fall College Fair
- Coordinate with Denver Kids Program Staff to volunteer at the spring Career Fair/Boot Camp
- Brainstorm and facilitate ways, in coordination with Denver Kids Liaisons, for YPC to engage with Denver Kids students
- Provide a monthly student presentation or program-related content to share at the YPC meeting (this can be a student, mentor, or educational counselor spotlight, or other relevant content)
- Plan or assist in facilitating at least two social gatherings/outings for YPC members
- Create a YPC Interest Event for potential new YPC members
- Plan social event when new members are on-boarded
- Generate interest in Denver Kids by managing social media outreach and working with the Denver Kids marketing team
- Create and brainstorm opportunities to engage all members before or after meetings
- Introduce new contacts to Denver Kids through various events and outreach
- Take meeting minutes and attendance and communicate important information to all members
- Conduct anonymous membership satisfaction surveys; compiling and reporting results to the group
- Steer new member onboarding process – welcoming, and working with assigned new members throughout the year to ensure new members are satisfied and engaged
- Assist the Denver Kids Staff Liaisons in communications around membership, including updated records of member contact information
- Create and provide a professional development or networking component for every meeting (e.g., article, video, speaker, etc.)
- Brainstorm and create opportunities for YPC to participate in professional development and networking activities throughout the year by providing leadership development and civic engagement opportunities
- Work with Denver Kids Staff Liaisons and YPC Chair to facilitate Denver Kids Board and YPC interaction, including coordinating Denver Kids Board Member attendance at a few YPC meetings
- Plan annual fundraising training for all YPC members in the fall

Who is part of this committee? YPC members...

- interested in building the YPC relationship with Denver Kids students
- interested in becoming Denver Kids mentors
- interested in learning more about students we serve
- who have a background in event promotions and/or public relations
- skilled in social media outreach (corporate, not personal)
- who have an interest or background in small-scale event planning
- who enjoy meeting new people and spreading awareness of the Denver Kids mission to attract awareness and potential new members and donors
- interested in building the YPC membership core
- with experience or interest in screening member applications and interviewing new YPC members
- YPC members that have a background in promotions and/or public relations
- with satisfaction survey experience or interest
- who enjoy meeting new people and spreading awareness of the Denver Kids mission to attract new members
- interested in building the YPC membership skills and talents
- with experience or interest in professional development
- interested in facilitating group sessions
- interested in building a professional development program with guest speakers and workshops