

YAC

Menlo Park Youth Advisory Committee

Parks and Recreation Commission and City
Council Presentation

Menlo Park

Work Plan

Work Plan 2025-26

Name, Youth Advisory Committee Member
9/24/2025 to 5/27/2026



1. Attendance and Participation

Goal		
Attendance and Participation.		
Task	Performance metric	Target
Meeting attendance	Attends at least 75% of meetings, missing no more than three YAC meetings.	100%
Participation during presentation	Participates during presentations, asking questions and providing feedback to presenters. Must share either a question or a comment during at least two different presentations.	100%
Volunteering at City-sponsored events	Volunteers for at least one City-sponsored event.	100%
Dressed appropriately for all meetings	Follows the dress code at all meetings and arrives in Business Casual for all presentation meetings.	100%
Responds to Whatsapp enquiries in a timely manner	Responds to all messages before their assigned deadlines.	100%
Courtesy towards other YAC members	All interactions demonstrate teamwork and professionalism.	100%

2. Completes Assigned Work

Goal		
Homework		
Task	Performance metric	Target
Completes YAC mid-year reflection	Writes and submits mid-year reflection ahead of the submission deadline.	100%
Completes YAC end-of-year reflection	Writes and submits end-of-year reflection ahead of the submission deadline.	100%
Completes notes for each presentation	Fills out and submits thoughtful notes for each presentation.	100%
Contributes to the group Council and Commission presentations	Actively participates in the presentation creation process and contributes to the slides.	100%

Work Plan – Name, Job title

Shows up having read emails, slack messages, and prepared to work each meeting	Remains up-to-date on all YAC communications and can contribute each meeting.	100%
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2. Attendance

Goal		
Homework		
Task	Performance metric	Target
9/24/2025	Attended meeting and participated in the discussion.	100%
10/8/2025	Attended meeting and participated in the discussion.	100%
10/22/2025	Attended meeting and participated in the discussion.	100%
11/12/2025	Attended meeting and participated in the discussion.	100%
12/3/2025	Attended meeting and participated in the discussion.	100%
12/10/2025	Attended meeting and participated in the discussion.	100%
1/14/2026	Attended meeting and participated in the discussion.	100%
1/28/2026	Attended meeting and participated in the discussion.	100%
2/11/2026	Attended meeting and participated in the discussion.	100%
2/25/2026	Attended meeting and participated in the discussion.	100%
3/11/2026	Attended meeting and participated in the discussion.	100%
3/25/2026	Attended meeting and participated in the discussion.	100%
4/22/2026	Attended meeting and participated in the discussion.	100%
5/13/2026	Attended meeting and participated in the discussion.	100%
5/27/2026	Attended meeting and participated in the discussion.	100%

Work Plan – Name, Job title

Appendix A

1. Youth Advisory Committee Documents

I am familiar with City and department policies and procedures and will adhere to them in the course of my work, including but not limited to the following.

Policy / procedure	Description
YAC Volunteer Sign-Up Sheet	This document contains the schedule of volunteer opportunities for the YAC year.
YAC Presenter Etiquette	This document outlines what is expected from YAC members when we have a presenter at the meeting.
YAC Dress Code	This document contains the YAC Dress Code.
YAC Assignment Sign-Up Sheet	This document outlines what is expected from each YAC member when they are working on their portion of the YAC Presentation Report.
YAC Commission Meeting Sign-Up Sheet	This document contains the Commission schedule for the YAC year.
YAC Presentation Notes Formatting Guide	This document outlines what is expected from each YAC member when they are working on their presentation notes during meetings.
YAC Report Instructions	This document outlines what is expected from each YAC member when they are working on their portion of the Presentation Report.
YAC Disciplinary Procedures Guide	This document lays out the YAC disciplinary procedures and consequences.
YAC 2025-2026 Calendar	This document contains the 2025-2026 calendar.
YAC Advisor Contact Information	This document contains contact information for the YAC Advisors.

2. Systems and work tools

I am competent with City and department technological systems and will use them in the course of my work, including but not limited to the following.

System	Description	Usage
Whatsapp	This is the primary form of communication between YAC Members and Advisors.	As needed.
YAC Digital Binder	This binder, found on Whatsapp, contains all the relevant YAC documents.	As needed.
YAC Physical Binder	This binder, which is brought to all YAC meetings, contains all the relevant YAC documents.	As needed.



What is YAC?

- Group of Menlo Park Youth
- Goals:
 - Provide youth perspective to Menlo Park government
 - Bridge generational gap and create intergenerational dialogue
 - Encourage youth participation in Menlo Park events
 - Assist and volunteer at city events
- Mission Statement:
 - Striving to create a positive change in our community

YAC Meetings

- Work on project
- Host presentations
- Productive discussions
- Brainstorm outreach strategy



City Service

What We've Done:

- Volunteering at city events
- Helping make a positive impact on the Menlo Park Community
- Events include:
 - Halloween Hoopla
 - Light Up the Season
 - Photos with Santa
 - Egg Hunt

HALLOWEEN HOOPLA



Menlo Park

LIGHT UP THE SEASON



Youth Advisory Committee

PHOTOS WITH SANTA



EGG HUNT



YAC ATTACK

- Interacted with YAC Committees across the Bay Area
- Participated in interactive workshops
- Led informal discussions
- Heard from local leaders through a panel
- Raffle prizes, snacks and more!



What can YAC do?

- Participating in Futures Commission projects
- Working more closely with our city
- Focusing on youth input in AI policy



YAC Project

Menlo Park

YAC



Library and Community Services

- Inform the public of library resources
 - Social media advertising
- Expand library youth resources
 - College prep resources
- Study rooms

Environmental Quality Commission



- Solarpunk project
 - Sustainability journal?
 - Community art installation?
- Sustainability drives
- Repair and reuse fair
- Youth climate ambassadors
- Social media
- EV subsidies

YAC EQC Partnership

Menlo Park



YAC

Volunteering



- Partnering with the EQC by taking role in events
 - Love Our Earth Festival
- Providing EQC with suggestions from a youth perspective

Social Media



- Promoting the EQC and their initiatives on our social media
- Making EQC projects more teen focused and friendly

Next YAC season...



Sustainability Panel

- “Green Careers” Panel
 - Speaker panel aimed to inform the youth of career opportunities in Environmental Science fields

Community Art Project

- Solarpunk: Collaborative Sustainable Art Project
 - Inspired by solarpunk project
 - Community mural
 - Sustainable art installation
 - Group sustainable crafting

Thank You!
Questions?

Menlo Park



YAC