Welcome to the Washington Nonprofits Slack Community

The Washington Nonprofits Slack community was created as a space for members of the community to connect, collaborate, and strengthen the sector. This space is what **you** make it. There are channels to engage in conversation with nonprofits in your region, share relevant information, and brainstorm solutions (read on to learn more about channels). You can also ask questions and collaborate through direct messages and private groups!

We're so glad that you're here. We hope this space is beneficial to you and reminds you that we are stronger together. If you have any questions or issues, please contact the Slack Administrator.

In this document:

You can jump to sections of this guide by clicking on the titles below.

WASHINGTON NONPROFITS
### We make sure nonprofits have what they need to succeed.

ONBOARDING

Next Steps:

1. Fill out your Slack profile! You are encouraged to include your full name, organization, title, and pronouns. If you are able, please also add a picture of yourself – it will help people get to know you a little better.
2. Introduce yourself in the #Introductions channel. Don't know what to say? We recommend including the basics (your name, what nonprofit you're currently with, what region you're joining us from) as well as any other information about your nonprofit experience and expertise. Got any fun talents or hobbies? This is a great place to mention those!
3. Review the Code of Conduct.
4. Join Channels!

Channels:

What are channels? Channels are shared spaces where people can share updates and insights, ask questions, and give feedback. Joining a channel allows you to send and receive messages to and from everyone else who belongs to that channel in one shared space.
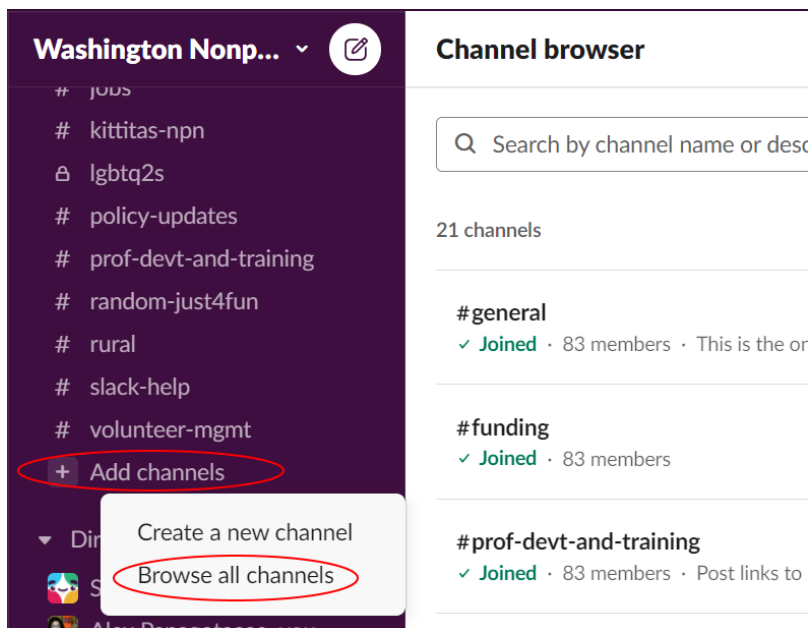
Join channels that are relevant to you and your work and say hello to the people there! Bring your ideas, your questions, your connections, and your experiences into these spaces.

You will automatically be added to several channels and can choose to join others. To browse and join channels, click "**+ Channels**" on the left interface and then "Browse channels" to view a list of the team's public channels.

If you think a new channel should be created, direct message the Slack Administrator.

Because channels will continue to be created and edited, this document might not have a comprehensive list. Browse in Slack or contact the Slack Administrator for the most up to date list. Channels include, but may not be limited to:

- #introductions - introduce yourself here.
- #general – This is the one channel that will always include everyone. It's a great spot for announcements and sector-wide conversations.
- #currently-reading – for relevant articles and stories
- #funding – for sharing grant opportunities
- #policy-updates - policy changes impacting the sector
- #prof-devt-and-training – training and workshop opportunities
- #slack-help – have issues or questions? This is the place.
- #random-just4fun - think of this as the virtual "water cooler." This is the place for pictures of your dog, your front yard in winter, or funny jokes
- #rural - for discussion and information specific to rural nonprofits
- #espanol – for Spanish speakers
- #funding – for sharing funding opportunities
- #finance- budgets, bookkeeping, balance sheets—all the good stuff!
- #jobs – employment opportunities
- #equity - discussion and learning about diversity, equity, and inclusion and related topics.
- #board - Nonprofit board governance, board recruitment ideas and related topics
- #volunteer-mgmt - for folks who support/lead volunteers
- #kittitas-npn – for members of the Kittitas Nonprofit Network
- #islands - for folks living/working on the islands (San Juan, Orcas, Lopez, Whidbey, Vashon...)

We currently offer three private channels for those who identify with specific communities. If you would like to join a private channel, please direct message the Slack Administrator:

- 🔒 bipoc –Black, Indigenous, and other People of Color
- 🔒 lgbtq2s – Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, and Two-Spirit + folks
- 🔒 ed-ceo – executive directors and CEOs

Note: While the support of allies is appreciated, the #bipoc and #lgbtq2s channels are exclusively for people who identify as BIPOC or LGBTQ2S.
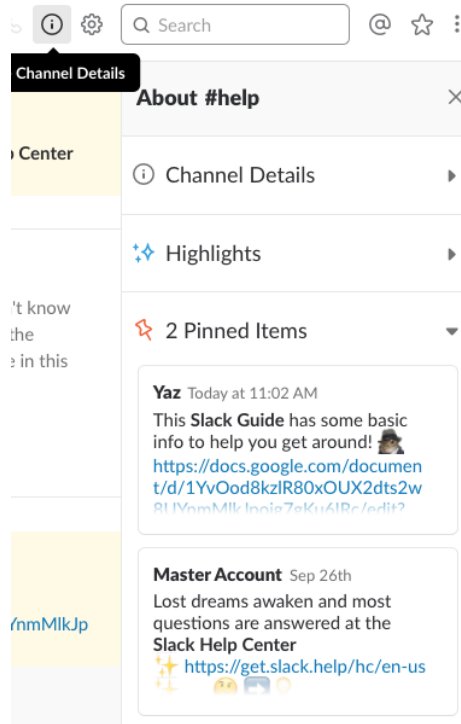
If you have an idea for a new channel, please message the Slack Administrator.

You've joined a channel, now what?

Using Pinned Items and Navigating Channels

To review some basic information on any one channel (members, shared files, etc.), click the "show channel details" button in the top right of your screen, below the search bar. It will look like an information icon.

This will open up a sidebar menu that gives you access to valuable information about that channel, including "**pinned items,**" which are previous messages or shared files that have been "pinned" to the channel for easy future reference.

Direct Messages

To send a direct message, simply click "**DIRECT MESSAGES**" on left-hand side of your interface and select or search for the person you wish to message. You can also make group direct messages that include multiple recipients.

Announcements & Mentions

To make an announcement to everyone in a channel, type "**@channel**" in the body of your message. This will push out a notification to all team members who belong to that channel. To make an announcement to all team members in a channel who are *currently active* on Slack, type "**@here**" in your message.

*Note: Use **@here** and **@channel** notifications sparingly, especially in large channels (like* **#general***). We generally advise you to use **@here** rather than **@channel** for all but the most urgent and critical announcements.*

If you want to call attention to a specific team member within a channel's conversation, then you can mention that person by typing their username, preceded by the "@" symbol, e.g., **@alexpanagotacos**. Slack should automatically generate someone's username once you begin to type it out. Mentioning someone will send them a notification.

Notifications & Preferences

Certain kinds of messages on Slack will generate desktop, email, or mobile notifications. To customize your notifications settings, open the dropdown menu by clicking "The Washington Nonprofits Network" in the top left-hand corner of your interface and select "**Preferences**". You can also modify other personal preferences here.

Desktop & Mobile Apps

Slack can run either through your internet browser or through desktop and mobile applications. ***We highly recommend downloading the apps***, as they are technically more reliable and a bit easier to use. It's also helpful to have Slack as an app separate from your internet browser that automatically opens when you start your computer or device. That way, you don't have to go out of your way to check Slack, it's always there, and it will notify you when you need to look at it!
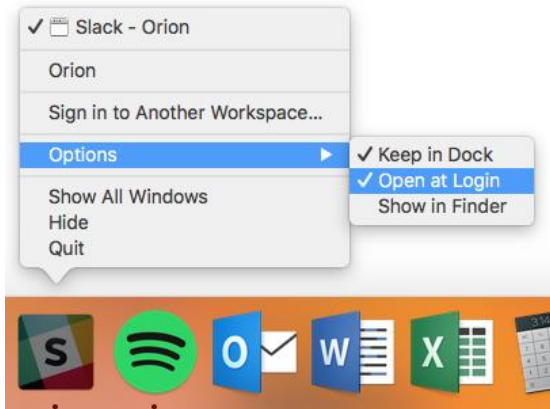
To download the desktop or mobile Slack apps, click here.

How to invite others:

If you know of someone who should be here, please direct them to our sign-up portal: washingtonnonprofits.org/slack

Get Support:

If you need help using Slack or if you experience someone violating the Code of Conduct, you may notify the Slack Administrator for support.

Slack Admin:

Your current Slack admin Is Alex Panagotacos, Washington Nonprofits Director of Community Engagement:
- Email: alex@washingtonnonprofits.org
- Slack: @AlexPanagotacos

We will also be adding *Slack Stewards* to support moderating and content development. Contact the Slack Admin if you are interested in being a Slack Steward.

CODE OF CONDUCT

The Washington Nonprofits Network is intended to be a welcoming, inclusive, and harassment-free space for all members of the nonprofit community – inclusive of all gender identities, sexual orientations, physical abilities and appearances, and beliefs. This Code of Conduct is written to uphold that commitment.

This space is regularly moderated. If you are found in violation of the following guidelines you will be warned and potentially removed.

All members of the Washington Nonprofits Network agree to the following:

1. **To engage in professional and respectful dialogue.** This means **no** discriminatory, insulting, or vulgar behavior. Harassment includes, but is not limited to; deliberate intimidation, disruption of conversations, personal attacks, insults, or the use of sexual or discriminatory imagery, comments, or jokes. We reserve the right to delete any posts that contain any of the above, as well as any posts containing profanity or racial slurs.
2. **To not share out any information shared on this platform without the consent of the individual.** We want this space to be one in which everyone feels free to ask questions without fear of judgement. This means not taking photos of messages or sharing information shared in this space with the intent to embarrass or draw attention to a fellow member of the community. This is a space for support and collaboration.
3. **To not sell or solicit.** This is a community space and not one to market your organization or product. If you have a learning event or training opportunity, please post to #events or #trainings.
4. **To take care of each other.**

Please Note:
- The views and opinions expressed are those of the authors and do not necessarily reflect the official views, policy, or position of Washington Nonprofits.
- Crowdsourcing ideas and solutions is a benefit of this platform, but please consider that the information provided does not and is not intended to constitute legal advice. Instead, all information, content, and materials available are for general informational purposes only.
- While we require each user to agree to the Code of Conduct and do our best to moderate public spaces, we cannot guarantee safety or confidentiality.

We are glad you are here. Thank you for abiding by the code of conduct!

ABOUT WASHINGTON NONPROFITS

As the state association for all nonprofits, Washington Nonprofits makes sure nonprofits have what they need to succeed through learning, advocacy, and collaboration. We envision a strong, united nonprofit sector that is a valued partner in creating thriving communities across Washington.

Why a state association? Everything important in our communities relies on nonprofits, from education to eldercare, from economic development to the environment. Our communities thrive when we pay attention to the delivery of human services, rights and civic engagement, and culture and the arts. Importantly, it is nonprofits that deliver on these values. Our communities depend on strong nonprofits ready to achieve their missions. They rely on these nonprofits working in collaboration with other nonprofits, government agencies, the private sector, and citizens to achieve the kind of results that makes our communities healthier and more resilient.

Contact us

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 info@washingtonnonprofits.org

Our website is washingtonnonprofits.org

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