

FlowState Co

About Us

— A space to feel, create, and connect — all in flow —

1. What is FlowState Co?

FlowState Co is a community-driven creative organization focused on social media, digital creativity, collaborations, and purpose-driven community projects. We bring together passionate individuals — creators, students, and young professionals — who want to collaborate, grow their skills, and work on meaningful projects in a supportive environment.

| ***“A space to feel, create and connect — all in flow.” — FlowState Co***

Inspired by the concept of being “in flow” — that state where your mind, creativity, and actions align — FlowState Co combines creativity, collaboration, and purpose to create impactful ideas, projects, and experiences.

We work across several teams and disciplines, including:

- Social Media & Content Creation
- Graphic Design
- Video Editing & Creative Media
- Operations & Management
- Podcast & Creative Projects
- Community Engagement

2. Our Mission

FlowState Co exists to bring people together through creativity, collaboration, digital media, and positive community-driven initiatives.

Through engaging events, collaborative projects, and a supportive network, we aim to spark ideas, nurture skills, and build communities that grow stronger — one meaningful connection at a time.

3. What We Do

At FlowState Co, we work on creative and collaborative initiatives that help members learn, contribute, and grow together. Our work includes:

- Creating social media content and campaigns
- Designing graphics, branding, and visual content
- Producing podcasts, reels, and creative media
- Managing collaborative projects and online communities
- Supporting beginner creators in building portfolios and gaining experience
- Organizing awareness, creative, and community-based initiatives
- Encouraging teamwork, leadership, and skill development

FlowState Co is built to be both a creative space and a platform for growth, opportunities, and meaningful collaboration.

4. Our Goals

Our goal is to create a kind, mindful, and creative space where people and organizations can come together to feel, create, connect, and grow.

We aim to:

- Support mental and emotional wellness through open conversations and community care
- Encourage creativity and self-expression as tools for healing and connection
- Build a purpose-driven community that values empathy, understanding, and authenticity
- Partner with like-minded organizations to spread awareness, kindness, and positive impact

Our goal is simple — to guide hearts into harmony and inspire a world where everyone can breathe, be, and belong. Our target is to help every soul and every community find their flow.

5. Who Can Join?

FlowState Co welcomes anyone who resonates with our mission. You don't need a polished resume or years of experience — all you need is a willingness to learn, contribute, and grow.

We especially welcome:

- Creators and designers
- Video editors and content creators
- Students looking to gain real-world experience
- People passionate about social media and creative collaboration

- Individuals who care about community impact and teamwork

6. Perks & Benefits of Volunteering

During Your Time at FlowState Co

- **Real-World Experience with Purpose:** Work on initiatives that make a genuine difference in communities, causes, and individuals' lives.
- **Learning & Skill Growth:** Take part in projects that refine your skills — whether in leadership, creativity, communication, or event management.
- **Professional Development:** Gain portfolio-worthy work and personalized letters — Letters of Recommendation (LOR), Experience (LOE), and Accommodation (LOA) — to showcase your contributions.
- **Collaborative Networking:** Connect with passionate individuals worldwide, opening opportunities for partnerships, mentorship, and cross-cultural teamwork.
- **Positive Impact:** Be part of projects that leave a lasting mark — from awareness campaigns to community initiatives.

Upon Exit or Completion

- **Personalized Letters:** Individually written letters of recommendation, accommodation, and experience — tailored to reflect your role, impact, and growth within FlowState Co.
- **Certificate of Service:** A custom-designed Certificate of Service recognizing your creativity, presence, and dedication.
- **Leave When You're Ready:** Volunteers are free to step away at any time — with full respect and appreciation. Your decision will always be honored without pressure.

7. How to Join FlowState Co

We welcome kind-hearted, creative individuals who resonate with our mission and want to contribute with purpose. Here's how to become part of the FlowState Co volunteer team:

1. **Fill Out the Application Form:** Complete the official application form — including your details, interests, and any past experience. This takes approximately 5–10 minutes. Apply here: <https://forms.gle/exi3WWbqhbzL38FS7>
2. **Short Review & Selection:** Our team will review your form to understand your skills, intentions, and alignment with FlowState Co's mission. You'll typically hear back within 1 week of submission — we review mostly over weekends, but if your application stands out, we may reach out sooner. Note: We don't select based on skills alone. We value

alignment, growth potential, and genuine passion. Since we no longer conduct trials or interviews, your application form is your first impression — give it your best.

3. **Confirmation & Onboarding:** Once selected, you'll receive a welcome message with onboarding details and everything you need to get started.
4. **Begin Your Journey:** Start collaborating on meaningful projects, connecting with like-minded individuals, and growing within a supportive, creative community.

Note: If you're not selected, you're always welcome to reapply when positions reopen. If you applied for a closed position but we feel you're a great fit, we may hold your application and reach out when that role becomes available again.

8. Exiting FlowState Co

When you decide to leave FlowState Co — at any time, no pressure — simply fill out the Volunteer Exit Form. This helps us record your start and end dates, gather optional feedback, and prepare your personalized letters and certificate.

Exit Form:

<https://docs.google.com/forms/d/e/1FAIpQLSfcsVjcmzsPI3kDymwE9ghm-2ayqguk0Ybh7b93pzMo7QAaEg/viewform>

Exit & Handover Process

To ensure smooth transitions and continuity, volunteers stepping away from active roles are kindly asked to complete a simple handover process. This allows incoming team members to pick up where you left off — with clarity and ease — while honoring the work you've done.

Depending on your role, here's what the handover may involve:

- **Files & Folders:** Share access to any design files, drafts, documents, templates, or planning sheets you were working on.
- **Login Info (if applicable):** Transfer credentials or admin access for any accounts, tools, or shared platforms you managed (e.g., Canva, Notion, scheduling tools).
- **Project Updates:** Leave a brief note on the current status of any ongoing work — what's done, what's pending, and recommended next steps.
- **Reflections (Optional):** Leave a short message to your successor or team — tips, things that helped you, or parting words of encouragement.

How It Works

5. **Fill the Exit Form:** A section in the form will ask if your role requires a handover.
6. **Receive the Handover Template:** If applicable, we'll send you a simple Handover Guide and checklist to complete.
7. **Submit Final Files & Notes:** Email or upload your materials to a shared folder or drive.

8. **Receive Your Exit Package:** Once your handover and exit form are complete, we'll send your personalized certificate and letters.

This gentle, respectful process keeps FlowState Co organized and flowing — and ensures your contributions continue to inspire even after you leave. Your presence matters, even in your absence.

9. Member Communication & Accountability Policy

At FlowState Co, we believe strong communication and active participation are essential for maintaining a collaborative, respectful, and growth-oriented environment. Every member contributes to the strength of the organization, and clear coordination helps all teams work smoothly together.

To ensure accountability across all departments and projects, FlowState Co follows a structured three-stage communication and inactivity policy.

Three-Stage Accountability System

Stage 1 — Reminder Notice

Members who do not respond to their assigned team, lead, or collaborators within a reasonable timeframe will receive a gentle reminder notice. This stage is intended to encourage re-engagement and help members realign with team expectations and responsibilities.

Stage 2 — Formal Notice

If inactivity or non-responsiveness continues after the reminder stage, a formal notice will be issued. At this stage, the member will be informed that continued communication gaps are affecting collaboration, workflow, and overall team coordination.

Stage 3 — Removal from FlowState Co

Members who remain consistently inactive or unresponsive after previous notices may be removed from the organization. Active participation, communication, and accountability are core expectations for all members at FlowState Co.

Important Notes

- Members who reach Stage 3 will not be eligible for official certificates, personalized letters, or recognition provided by FlowState Co.
- This policy applies equally across all departments, boards, teams, and leadership positions.
- New members are expected to actively participate from the moment they join the organization.

- Repeated inactivity without communication may lead to immediate review by the leadership or operations team.

Our Approach

FlowState Co is built on collaboration, consistency, respect, and mutual support. Our goal is never to punish inactivity — it's to maintain a healthy and dependable environment where every member can contribute meaningfully.

We grow stronger when we communicate clearly, support one another, and show up with responsibility and purpose.

10. Contact Us

Have questions or want to learn more? We'd love to hear from you.

Email: flowstate.inquiry@gmail.com

Instagram: [@flowstateco.community](https://www.instagram.com/flowstateco.community)