



Corporate Volunteer Description

The Corporate Program is for corporate and business groups who wish to compliment their contribution to the community through volunteer service at the Museum.

The primary objective of our Corporate Volunteer program is:

- To give corporate individuals the experience of working in a museum environment.
- To show adults the self-fulfillment that comes from performing community service.
- To provide corporations an opportunity to work as a group to improve their community.

Corporate Volunteers MUST:

- Adhere to the Museum's Policies and Procedures.
- Willingness to learn new things and to help children learn.
- Represent the museum in a thoughtful, friendly, and positive manner.
- Arrive on time and complete required shift.
- Notify museum as early as possible if unable to work.
- Maintain a record of your volunteer time in the Volunteer Sign in Book.
- Maintain a neat appearance and adhere to the establish Dress Code.

The Children's Museum of Houston will provide Corporate Volunteers with:

- Network with other professionals in the greater Houston metropolitan area in an educational environment.
- Receive the self-satisfaction of having made a personal contribution to your community.
- A 10% discount on Fiddle Stick Gift Shop purchases.
- A 10% discount on Kid's Café purchases. (only during volunteer visits)

Shift and Schedule Information:

Shifts are approximately four hours long with the exception of Sundays and Thursday evenings. Special volunteer times can be arranged in advance. Volunteers are expected to arrive fifteen minutes prior to the beginning of each shift. All group volunteers are given a brief tour and orientation of the museum before volunteering.

Corporate shift times are usually Thursday evenings, Saturdays or Sundays. Groups are also encourages to volunteer on holidays and during special events. Please ask the Volunteer Coordinator for more details.

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| <i>Thursday evenings</i> | <i>5:00p.m. - 8:00p.m.</i> |
| <i>Saturdays</i> | <i>10:00a.m. - 2:00p.m. or 2:00 - 6:00 p.m.</i> |
| <i>Sundays</i> | <i>12:00p.m. - 6:00p.m.</i> |

Corporate Volunteer Duties:

Corporate volunteers will be asked to perform any of the following tasks in the course of their shift giving them a wide range of skills and experiences at the Museum.

- Assist visitors with exhibit exploration and answering questions. Keep the exhibit neat, safe and restock exhibit activities.
- Assist museum gallery staff with craft activities. Set-up and take down of activity materials.
- Provide a 5-15 minute special presentation of special information to visitors. Wear costumes and use props to help provide a more in depth exploration of exhibit information. (Optional)
- Assist Gallery Supervisors and Managers by delivering messages, supplies, and special assistance where it is needed.
- At the discretion of Gallery Supervisors and Managers, volunteers may be asked to work the Information Booth, Café, or our Fiddle Sticks Gift Shop. If volunteering in the information booth volunteers greets visitors, provides information on daily activities, directions, entrance and membership information.



CORPORATE VOLUNTEER RESERVATION FORM

You may fax, mail or e-mail this form to request a date and shift for your volunteer group. If the group is more than 25 volunteers, we will have to divide the group into two shifts. Corporate Volunteers assist the Children's Museum staff with family learning activities and may assist in exhibit areas on Saturdays, Sundays, holidays and during special events. Please request dates at least two or more weeks in advance to guarantee a date and time for your group

Name of Corporation: _____

Contact Person: _____

Daytime Phone: _____

Fax Number: _____

Address: _____

City: _____ Zip Code: _____

E-Mail: _____

Volunteer Dates: (please circle desired dates and times)

Thursday: Date Desired: ____/____/____ Time: 5 p.m. – 8 p.m.

Saturday: Date Desired: ____/____/____ Time: 10 a.m. – 2 p.m. or 2 p.m. – 6 p.m.

Sunday: Date Desired: ____/____/____ Time: 12 p.m. – 6 p.m.

Special Date and Time: _____
(Must be approved by Volunteer Manager)

Requested Exhibit: _____
(Must be approved by Volunteer Manager)

Number of Volunteers: _____

- Please wear Corporate t-shirts or collared shirts and khaki pants or dark denim jeans. Comfortable shoes are suggested. (We do not suggest sandals, flip flops or open-toed shoes.)
- Volunteer aprons are provided to protect your clothing as well a CMH volunteer sticker.
- **Your group reservation is not complete until you receive a confirmation letter from the Volunteer Manager.**

Questions?

Contact Jennifer Martinez Belt, Business Development Programs and Volunteer Manager

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Fax 713-522-5747

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Mail 1500 Binz

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