



## Corporate Volunteer Description

The Corporate Program is for corporate and business groups who wish to complement 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.
- Not bring friends or family to the museum during your shift. Our visitors need your undivided attention.

### 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.



## CORPORATE VOLUNTEER RESERVATION FORM

You may fax, mail or e-mail this form to request a date and shift for your volunteer group. You must have at least 5 persons to be considered a 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 Company/Group: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Volunteer Dates: (please circle desired dates and times)

Date Desired: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date Desired: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date Desired: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Special Date and Time: \_\_\_\_\_

(Must be approved by Volunteer Coordinator)

Number of Volunteers: \_\_\_\_\_

- Please wear company t-shirts or collared shirts and khaki pants or dark denim jeans. Comfortable shoes are suggested. (For safety reasons, please do not wear sandals, flip flops, open-backed, 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: Haniyyah Boxie, Manager of Volunteer Engagement

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