



Corporate Volunteer Description

The Corporate Volunteer 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 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 established dress code.

The Discovery Center Museum will provide Corporate Volunteers with:

- Network with other professionals in the greater Rockford area in an educational environment.
- Receive the self-satisfaction of having made a personal contribution to your community

Shift and Schedule Information:

Shifts are approximately four hours long. 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 Monday-Friday 9:00am-5:00pm. Groups are also encouraged to volunteer on holidays and during special events. Please ask the Volunteer Coordinator for more details.

Corporate Volunteer Duties:

- Assist Visitors with exhibit exploration and answering questions. Keep the exhibit neat, stage and restock exhibit activities.
- Assist Museum floor 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 Floor Staff Supervisors and Managers.



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 museum staff with family learning activities and may assist in exhibit areas on weekdays, 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

Corporation/Organization: _____

Contact Person: _____

Daytime Phone: _____

Fax Number: _____

Address: _____

City: _____ Zip Code: _____

Email: _____

Volunteer Dates (Note desired dates and times)

Date Desired: ___/___/___ Time Desired (9:00am-5:00pm) _____

Special date and time: _____

(Must be approved by Volunteer Coordinator)

Requested Exhibit: _____

(Must be approved by Volunteer Coordinator)

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.
- Your group reservation is not complete until you receive a conformation letter from the Volunteer Coordinator.

Submit form to:

Lori Radean - Volunteer Coordinator
Discovery Center Museum
711 N Main Street
Rockford, IL 61103

Phone: 815-972-2839 * Fax 815-968-0164 * Email LoriR@discoverycentermuseum.org