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NEW YORK CVC OF GREATER MANKATO AREA WESTCHEST
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DEVELOPING A CORPORATE VOLUNTEER COUNCIL

Guidelines for Success



VOLUNTEER
THE NATIONAL CENTER

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About These Guidelines

Although the idea of a Corporate Volunteer Council (CVC) is a relatively new one, the number of these coalitions of companies meeting regularly to exchange information about corporate volunteering and to learn about community needs for their employee volunteer resources has grown rapidly over the past six years. Like other types of networking organizations, CVCs develop according to the needs of the companies and businesses, voluntary organizations and community groups that are involved in them and that benefit from them.

There is no "standard" CVC, although many of the principles and practices used to initiate successful CVCs can be adapted to a variety of situations. These guidelines, then, are a collection of the tools, techniques and thinking of CVCs that have been successful at helping their individual corporate members strengthen their own employee volunteer programs while helping to address community needs through the involvement of more employee volunteers.

They are not intended to be a "blueprint" for CVC development, but rather a starting point and basis for discussion and action about the initiation and operation of a successful CVC.

We hope they will be of assistance as you begin to build this valuable support organization for corporate volunteering.

Shirley Keller
Vice President, Workplace Programs
VOLUNTEER—The National Center
1986

SECTION I:

Some Basic Questions and Answers about CVCs

What does CVC mean?

CVC stands for "Corporate Volunteerism Council," the generic term for a coalition of business corporations with active employee volunteer programs or an interest in initiating such programs. In different areas of the country, CVC translates as Corporate Volunteer Council, Corporate Volunteerism Council, Corporate Volunteer Coordinators Council (or CVCC), Business Volunteer Council (BVC) or one of the other names you see on the cover. The variety simply reflects a differing preference for names; the basic purposes and operation of the groups remain the same.

What are the purposes of a CVC?

Basically, a CVC is formed for three purposes:

1. Self-Help—It provides an exchange of information about corporate employee volunteer programs among companies operating them and helps other companies in the community initiate such programs.

2. Community Needs

Identification—It provides a forum for member companies to learn about community needs for employee volunteers and non-cash resources. Usually this is accomplished when a CVC invites a community agency or organization to present information on its needs for volunteers during a regularly scheduled CVC meeting.

3. Joint Projects—It provides a way for member companies to work jointly on a community need or problem that is too large or complex for one company to assist alone. The project can be subject-oriented, such as a food drive or clean up/fix-up project, or it may concentrate on a community-wide recruitment or recognition event for corporate volunteers.

Depending upon community needs

and the composition of its membership, a CVC may define only one of these as its main purpose, expand that one purpose to encompass the others as the need/opportunity arises, or work toward these purposes in stages.

Several CVCs also add "promotion of corporate volunteerism" and

"assistance in the professional development of corporate volunteer coordinators" of their member companies as a part of their overall objectives. A number of CVCs have fact sheets or brochures explaining their purposes.

CORPORATE VOLUNTEERS OF NEW YORK FACT SHEET

CVNY is New York City's coalition of over thirty major corporations which recognize the critical importance of voluntarism and have established employee volunteer programs. This coalition, created in the early 1970's, was the first U.S. organization of its kind and serves as the model for similar programs across the country.

CVNY's objectives are to assist corporations in providing a channel for socially responsible participation in programs that benefit the community; and also to offer these companies a vehicle to help enhance public understanding and support for their efforts.

PURPOSES

- To promote and expand the role of corporations in voluntarism.
- To encourage volunteer participation by corporate employees.
- To provide technical assistance and training to corporations interested in starting a volunteer program.
- To serve as a forum and corporate resource for non-profit agencies which utilize volunteers.
- To foster communications among corporate personnel responsible for volunteer support programs.
- To serve as a clearinghouse of information on volunteer issues and programs.

ACTIVITIES

- Creation and publication of the widely distributed manual, "Building a Corporate Volunteer Program".
- Annual recognition awards honoring outstanding leadership by non-profit agencies in use of volunteers.
- Special events such as Volunteer Fairs to assist non-profit agencies with volunteer recruitment.
- Workshops and seminars on corporate volunteer programs.

FOUR REASONS WHY CORPORATIONS HAVE VOLUNTEER PROGRAMS

1. To acknowledge corporate social responsibility in the communities in which they do business.
2. To provide opportunities for employees to develop work-related skills and pride in their community and company.
3. To promote community self-help through active citizen and corporate cooperation.
4. To foster good relationships between corporations and the community.

MEMBERSHIP REQUIREMENTS

Any corporation interested in employee voluntarism and able to participate in monthly meetings may join. CVNY meetings are held monthly in members' offices.


Annual dues are \$100 and are tax deductible. Special projects are supported through the financial and technical assistance of member corporations on an ad hoc basis.

WHY SHOULD YOU JOIN CVNY?

- To coordinate volunteer support activity with other corporations.
- To obtain current information on corporate volunteering from a centralized source.
- To learn from professionals in the corporate volunteer field.
- To become part of a network of volunteer professionals.
- To enhance your company's public and community relations.

Source: Corporate Volunteers of New York

Place stamp here




Los Angeles/Orange County Corporate Volunteer Council

Membership Roster

Atlantic Richfield Company
 Bank of America
 Disneyland
 First Interstate Bank
 The Fluor Corporation
 General Telephone of California
 Home Savings of America
 Hughes Aircraft Company
 IBM
 The Irvine Company
 KNBC
 Leland Oliver Company, Inc.
 McDonnell Douglas Corporation
 Mission Viejo Company
 Northrop Corporation - Aircraft Division
 Northrop Corporation - Electronics Division
 Pacific Mutual Life Insurance Company
 Rockwell International
 Sears Savings Bank
 Security Pacific National Bank
 Southern California Edison Company
 Southern California Gas Company
 TRW Information Services Division
 TRW Electronics and Defense
 Transamerica Occidental Life Insurance Company
 Union Bank

Commitment
to our
communities



Los Angeles/Orange County Corporate Volunteer Council

What are the benefits of a CVC?
 Currently operating CVCs describe the benefits of their networking organization in many ways:

- Promotes corporate volunteerism;
- Communicates information about how to effectively design and implement employee volunteer programs;
- Provides education and training opportunities for its members;
- Promotes professional development of the individuals responsible for company programs;
- Provides recognition to corporate volunteers;
- Improves understanding of the community and of the company's stakeholders;
- Assists in recruiting volunteers and providing corporate non-cash resources to the community;
- Helps to coordinate responses to community needs and problems among member companies;
- Promotes communication and partnerships between the business and volunteer communities.

The Corporate Volunteer Council

In the wake of the emphasis on corporate social responsibility in the '70s and federal Administration cutbacks in funding for social programs in the '80s, corporate volunteerism is expanding rapidly and becoming an increasingly important resource in the community. The Los Angeles/Orange County Corporate Volunteer Council (CVC) was formed in 1982 by a handful of corporate representatives who recognized the need for a network among the growing numbers of corporate volunteers in the Southern California area.

Purpose

The CVC is composed of individuals involved in the community relations programs of their respective corporations, and its purposes are as follows:

- To promote corporate volunteerism, emphasizing its value to corporations and the community;
- To develop cooperation and communication among member companies in order to recognize common objectives and find solutions to common problems;
- To serve as a communications vehicle between corporations and the nonprofit sector to promote public/private partnerships;
- To identify developments and new opportunities in the field of employee/retiree involvement, and serve as a resource for companies developing and expanding such programs; and,
- To assist in the professional development of corporate volunteer coordinators.

Activities

- Eight membership meetings per year
- Special training workshops
- Inventory of CVC members' volunteer involvement and programs
- CVC membership directory

Membership

Membership categories are as follows:


Individual membership (for corporate representatives): \$25.00 annually

Group membership (entitles two or more company members to participate): \$50 annually

Associate membership (for directors of nonprofit groups that recruit volunteers for a number of agencies): \$20.00 annually

Membership is open to any business, corporation, or nonprofit group in the Los Angeles/Orange County area. *Companies need not have an established employee and/or retiree volunteer program to join.*

For more information, contact:



Los Angeles/Orange County Corporate Volunteer Council

Membership Application
(Please use or print all information)

Member name: _____

Name of company/nonprofit organization: _____

Address: _____

Street number and name _____ City _____

Phone number: () _____ Zip code _____

Company department/division _____

Please enroll memby organization in: _____

- A \$25.00 corporate individual membership
- A \$50.00 corporate group membership
- A \$20.00 nonprofit group associate membership

How did CVCs get started?
 The first CVC was created in the early 1970s when several company representatives who were organizing their own corporate volunteer programs in New York City met informally to exchange ideas and information. The informal meetings of half a dozen corporations gradually became the regular monthly meetings of the first Corporate Volunteer Coordinators' Council (now called Corporate Volunteers of New York). By 1980, more than 30 corporations had joined the New York CVCC.

How many CVCs are there?
 As of June 1986, 26 communities throughout the country have operating CVCs and 11 are developing them.

Is there a national CVC?
 Although there is no national CVC, the National Council on Corporate Volunteerism (NCCV) division of VOLUNTEER—The National Center helps to link local CVCs to each other and to local resources.

Source: Corporate Volunteer Council of Los Angeles/Orange County

Who are members of a CVC?

Corporate Members: Since one of the main purposes of a CVC is to provide mutual support to and exchange information among *administrators of corporate employee volunteer programs*, primary membership in a CVC is drawn from corporate representatives in those positions or from corporate representatives interested in starting such programs. Generally, one representative per corporation becomes a CVC member. In companies that divide or spread the responsibility for the employee volunteer program among several people, more than one person from each company can join a CVC.

Associate Members: Several CVCs have established an associate member category to include nonprofit organizations that serve as clearinghouses for volunteering in the community and promote volunteering. Volunteer Centers (VCs) are the most common associate members; other associate members could include State or Governor's Offices on Volunteerism, Junior Leagues or the United Way. The practice of the associate member category varies, however, and is decided upon by the corporate membership of the CVC.

Do CVCs charge dues to their members?

To enable the organization to implement community projects and to carry out CVC administrative work, *about one half* of the currently operating CVCs charge annual dues to their members. Dues range from \$25-\$100 per member and usually are covered by the corporation, not the individual representative; therefore, CVCs generally list their members by company and not by individuals' names. Several CVCs that have associate members also charge them dues ranging from \$5-\$20 annually.

Whether or not CVCs charge dues, they often obtain needed resources to carry out their work by asking members to donate materials or services.

CVCC

THE CORPORATE VOLUNTEERISM COUNCIL OF CHICAGO

What is CVCC?

The Council is a professional association that acts as an information source and support network for individuals charged with developing and/or administering volunteer programs within corporations throughout Chicagoland.

Why was CVCC established?

With the growing emphasis placed on the need for social responsiveness on the part of the corporations, clearly, corporate support of volunteerism activities is an idea whose time has come. In the fall of 1983, a small group of corporate representatives decided to join the Voluntary Action Center in forming CVCC to provide a focal point for the exchange of ideas and information for the ever-growing network of professionals responsible for corporate volunteerism activities. In 1984, more than 40 companies participated in bimonthly CVCC luncheon meetings.

What can you expect from CVCC?

In addition to access to others involved in corporate volunteerism, you can expect:

- Technical assistance to aid you in program development and improvement
- Information regarding volunteer opportunities
- Exchange of ideas on such issues as management acceptance and internal communication

If your corporation has a volunteer program, or is interested in encouraging corporate volunteerism please join. Call Membership Chair Mary Jean Houde at 875-8361.

Source: Corporate Volunteerism Council of Chicago

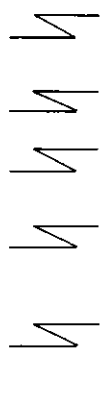
GOALS

GOAL: TO PROMOTE CORPORATE VOLUNTEERISM

OBJECTIVES:

1. To serve as a resource for companies expanding existing community involvement programs or developing new ones.
2. To act as a facilitating link between corporations and the non-profit sector.
3. To aid communication between corporations
4. To promote professional development of corporate volunteer coordinators.
5. To communicate new developments and opportunities for employee involvement to corporations, non-profit organizations, and the public at large.

TASKS:

- 
1. Compilation of resource materials (models, contact lists)
Development of How-to Manual
 2. Identification of needs and volunteer program guide
 3. Council meetings
Seminars
Newsletter
 4. Workshops, seminars, sponsor speakers, Board member training
 5. Council brochure
Press releases
Volunteer Fair
Recognition Conference
Sponsorship of projects and events

October 28, 1981



Source: Oregon Corporate Volunteer Council

What kind of an organizational structure does a CVC have?

The organizational structure elected by the CVC depends on how it defines its overall purpose(s) and how its membership views the need for a governing body to carry out its purpose and programs.

Most CVCs start with a fairly informal structure that may last through the first year of operation. This structure may be in the form of an ad-hoc planning committee, task force or steering committee chaired by a volunteer from among the members rather than by someone chosen through a formal election or selection process.

As the CVC expands its membership and goals, more formal structures tend to develop. A number of the CVCs have elected officers and both standing and special committees. Typically, these committees include those that deal with administrative matters, such as executive or steering, nominating and membership committees, as well as those that provide leadership to the various projects and programs of the organization (program, communications, special projects committees). CVC officers usually include president or chairperson, vice president or vice chairperson (who also may act as treasurer if dues are collected) and secretary.

Other CVCs, such as the ones in Milwaukee (WI), Cincinnati (OH) and White Plains (NY), have a leadership group that is responsible for convening the members and recording the group's actions. These CVCs do not have the number and variety of standing committees present in the more formalized structures but rely on ad hoc committees or task forces to accomplish their work.

Presently only two CVCs—Houston (TX) and New York (NY)—are incorporated as separate nonprofit organizations. However, many CVCs have drawn up operating guidelines or by-laws (see Appendix for samples of both documents).

In a number of the CVCs, Volunteer Centers provide administrative support and in several instances also act as the group's fiscal agent.

How large are CVCs and how often do they meet?

Currently operating CVCs range in size from 15 to 60 corporate members and from one to ten associate members. Often CVCs divide their membership between "active" members—those who regularly participate in meetings, projects and programs—and "list" members, who receive ongoing information but do not regularly attend CVC functions. The average active corporate membership ranges from 10 to 30 company representatives.

Most CVCs meet on a monthly basis, rotating the location of the meeting among their members. Several of the currently operating CVCs meet bi-monthly.

How does the CVC work with the community?

In addition to providing information and support to their corporate members about initiating and maintaining employee volunteer programs, CVCs offer their employee volunteers and non-cash resources to community agencies and organizations for specific needs or programs. Local agencies and organizations are usually invited to present these needs at CVC meetings. This process increases communication between the businesses and nonprofits about needs that may affect both of them. It also is an efficient way for the companies to learn about specific needs and for the agency/organization to solicit a number of companies at one time for volunteers and non-cash resources.

If the CVC has a program committee, it is responsible for screening and inviting agencies to make presentations. Local Volunteer Centers or individual corporate members also initiate suggestions. Unless specifically requested by CVC members, monetary needs are not included in the agency presentation.

In many CVCs, only one agency presents information per meeting. In others, needs to be presented are selected by subject areas. For instance, the Washington, D.C. CVC focuses every other monthly meeting on a critical issue such as food programs or services for teenage mothers. Several agencies are invited to attend the meeting.

CVC Membership Guidelines

Corporate Members

Corporate members are companies which either have a company employee volunteer program or are interested in developing such a program.

Associate Members

Associate members are organizations:

- with a primary function to promote volunteerism and who can assist CVC in promoting corporate volunteerism,
- which provide recruitment and referral of volunteers to a minimum of 25 agencies and organizations, and
- which assist in communicating principles and information related to volunteerism to a broad audience.

Annual Dues

- | | |
|------------------------|---------|
| ● Corporate membership | \$40.00 |
| ● Associate membership | \$15.00 |

The ratio of Associate members to Corporate members shall not be greater than one to four.

Special additions to the Associate member category may be made, with consent of the Steering Committee, of organizations which do not meet the above criteria. An organization that provides resources of value consistent with CVC's goals and objectives may apply for membership.

Source: Corporate Volunteerism Council of Minnesota

SECTION II:

The Role of a Volunteer Center in the CVC

Volunteer Centers: What They Are

In more than 380 communities in America, local nonprofit agencies work to stimulate and facilitate generic voluntary activity on a community-wide basis. These agencies most commonly are called Volunteer Centers, Voluntary Action Centers or Volunteer Bureaus.

Their primary purpose is to recruit for and place volunteers in community-based agencies. Volunteer Centers also engage in a variety of activities that relate to their central mission—to encourage and promote volunteerism in the community. Volunteer Center activities include one or more of the following:

- Recruiting and referring of individuals to volunteer opportunities within local agencies
- Sponsoring specific projects that require a pool of volunteers shared with several organizations in meeting client needs
- Hosting annual recognition events
- Developing corporate volunteer programs
- Training and consultation to nonprofit organizations on a variety of topics related to management of community-based organizations and volunteerism trends
- Promoting (media) events for general education about volunteerism
- Innovative programming to create networking among organizations and serve the needs of clients
- Conducting specialized recruitment events
- Developing or involvement in skillsbanks to catalog the varying talents of the public available to assist with community needs
- Developing and staffing Corporate Volunteer Councils

The Role of a Volunteer Center in a CVC

The role of a Volunteer Center in developing and operating a CVC has proved to be integral in almost every currently operating and developing CVC in the country. Center staff and board members are among the founders of most CVCs. Volunteer Centers also assist in planning, provide staff support to get the CVC off the ground and serve as advisory or associate members once the CVC is fully operational.

Several of the CVCs, such as those in Dallas and Memphis (see profiles on the following pages), grew out of the Volunteer Center's active corporate advisory committees. As company representatives on these committees participated with the Volunteer Center in planning and implementing their own employee volunteer programs and advised the Centers on services needed by their programs, the need for a CVC became apparent and the organization was launched as a joint project by the two groups.

Whatever the specific role of the Volunteer Center, the most successful CVCs have created a mutually beneficial partnership between the companies that take leadership positions in the organization and the Volunteer Center that can serve as a resource and facilitator to help the CVC achieve its goals and objectives.

Profile:

The Memphis Volunteer Center's Corporate Neighbor Program

"It is traditional for corporations to give money; we're talking about getting people involved," said Katherine Hinds Smyth, vice president of the Memphis Volunteer Center when it launched its Corporate Neighbor Program. "Corporate Neighbor goes one more step—to work with employees of major businesses to do effective volunteer work in a community."

Corporate Neighbor, which helps Memphis area businesses structure their employee volunteer activities, got its start two years ago with support from grants by several Memphis area corporations and foundations.

Today, the program is supported by annual company membership fees. Each of the 14 Corporate Neighbor companies pays from \$250 to \$2,500, depending on the services they request.

Such services include consultation with Susan Goldsmith, Corporate Neighbor manager, on establishing and maintaining a successful employee volunteer program and an inventory of employee skills and interests, a quarterly newsletter and a skills bank (soon to be computerized) for matching participating employees with the needs of over 250 community agencies.

Goldsmith also assists with selecting activities, providing speakers, setting up volunteer fairs, preparing a weekly list of volunteer activities offered by community agencies and (for all member companies except those on the lowest level of contractual services) membership in the Corporate Volunteer Council (CVC).

In addition, she attends the monthly meetings that each member company holds for its participating employees, helps the employees choose their group projects and individual activities, and keeps them informed of community needs. The companies' programs range in size from 10 participating employees to over 450.

"There are so many benefits to the companies themselves, in addition to the fact that it helps their community," she says.

"For instance, employees who are active volunteers say that they gain many new skills, that their morale is improved, and especially that they have a lot of fun, something they didn't have before their companies began supporting volunteerism."

Goldsmith works differently with each company, depending on its size and needs. "Some companies have well-organized employee involvement programs and run their programs themselves, using the Volunteer Center only as a resource," she says. "Others need a lot of help."

In addition to giving each company guidelines for establishing a new program, Goldsmith suggests that each Corporate Neighbor company have management support and appoint a steering committee at the outset.

The Volunteer Center also helped establish the Memphis Corporate Volunteer Council (CVC), composed of 12 of the 14 Corporate Neighbor member companies. Although the CVC operates under the umbrella of the Volunteer Center, it has its own bylaws and holds monthly meetings at members' offices. The Volunteer Center acts as a resource for the CVC, sending weekly notices about community needs and suggesting project ideas.

As a result of the Center's work with individual companies through the Corporate Neighbor programs, the CVC is changing its meeting format. In addition to members sharing information about their various projects and programs and learning about community needs, each meeting will include discussions of issues such as how to start a corporate program, how to gain management support, etc.

"It is significant that we have made it work," says Goldsmith. "I think corporate volunteerism is really becoming accepted and stronger. What has helped make our program successful is that more and more large companies are realizing the importance of social responsibility. We targeted it on that. We gave them the vehicle and the expertise from the Volunteer Center."

Profile:

The Volunteer Center of Dallas County, Texas

The Volunteer Center of Dallas County, Texas, has many strong programs that encourage voluntary citizen involvement in civic, cultural and human service activities. The Dallas VC matches volunteers with volunteer jobs; refers organizations in search of community service projects to agencies with specific needs; provides training to agencies and organizations in the effective use of volunteer resources through consultation, courses and seminars; and encourages recognition of volunteer workers.

The Dallas VC has a strong working partnership with local companies and serves the business community by providing:

- an information bank on volunteer opportunities available to employees;
- a clearinghouse for donated materials when needed;
- "volunteer opportunity" information for internal company communications;
- group projects for employees;
- training and consultation services to agencies with which businesses interact;
- development of service projects and internal employee recognition programs for companies.

The VC, in conjunction with the business community, recognizes volunteers with the Outstanding Volunteer Award, sponsored for the last three years by Atlantic Richfield (ARCO). Winners in five categories of volunteerism—individual, corporate, group, small business and volunteer professional—are honored at a luncheon during National Volunteer Week.

ARCO also joined the Dallas VC in sponsoring a Volunteer Fair, held during lunch time in the lobby of ARCO's new tower in downtown Dallas. ARCO asked other downtown businesses to encourage their employees to attend the Volunteer Fair during their lunch breaks and the Fair was well attended. Participating agencies highlighted evening and weekend volunteer opportunities and displayed volunteer projects specifically chosen for employed persons.

One of the VC's most successful partnerships with the business community is the Business Volunteer Council (BVC), composed of more than 70 corporate community affairs representatives. Since it was formed in 1981, the BVC has placed over 20,000 volunteers in community service activities.

Through the Business Volunteer Council,

the Dallas VC brings together those with similar interests and shares information and ideas. Its stated goals are to promote corporate volunteerism; to communicate new development and new opportunities for employee involvement; to act as a resource for companies or groups expanding existing programs or developing new ones; and to initiate communication between local companies and groups developing special projects, workshops and conferences.

The services BVC provides include "how to" resource material on establishing employee volunteer projects; strategies for selling corporate volunteering to top level management; informative programs on corporate volunteer activities in the Dallas area; and information on community relations coordinators and programs.

The BVC meets six times a year to work on special projects or conduct training sessions on developing internal volunteer programs.

One of its projects is the Donated Resources Project in which companies are encouraged to donate items that then are matched with the needs of nonprofit organizations. Everyone benefits: The companies receive a tax deduction for items no longer needed, and the organizations acquire the articles at no cost. In 1983, \$5,000 worth of new children's clothing, donated by the Governor's Board on Children's Wear, part of the Dallas Market Center, was distributed to numerous agencies working with underprivileged children.

Perhaps the most successful program sponsored by the Dallas VC/Business Volunteer Council is its "Holiday Harvest," a booklet listing the voluntary and material needs of nonprofit agencies. The booklet is used to encourage companies to adopt specific agencies—which they do in large numbers. Last year, as a result of Holiday Harvest, over 28,000 corporate volunteers participated in voluntary activities during the holidays. The projects were both numerous and varied, including Christmas parties and donations of gifts and food to such organizations as Head Start day care and handicapped children centers.

"The Holiday Harvest booklet is an outstanding marketing tool," says Mike King, director of the Dallas VC. "It is an excellent way of introducing a corporation to volunteerism. It gives them a special project they can start with—it has a beginning and an ending—and they can see the results of their voluntary work."

SECTION III: Forming a CVC—Some Guidelines for Consideration

VOLUNTEER ACTION CENTER

TULSA ASSOCIATION OF VOLUNTEER ADMINISTRATORS

CVCC QUESTIONNAIRE

It was agreed at the May 14th Corporate Volunteer Coordinators Council meeting that a brief survey would be appropriate to help identify the best times to meet and what corporate representatives expect to gain from their membership.

1. I prefer the following times for CVCC meetings:

(Please indicate the three (3) best times for you to attend CVCC monthly meetings by placing a number in the appropriate square. Rank 1-3; 1= greatest preference.)

	9:00 - 10:30 AM	Noon - 1:30 PM	3:30 - 5:00 PM	Evenings
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

2. The three (3) primary concerns regarding corporate volunteerism that I expect the CVCC to address are:

- 1.
- 2.
- 3.

3. My company would be willing to host a future CVCC meeting:

Yes No

4. I would like to serve on the initial Steering Committee to help develop policies and programs.

Yes No

(Optional) Name _____ Corporation _____

Please complete and return this form by June 4th to:

Mary Finley
Volunteer Action Center
1430 South Boulder
Tulsa, OK 74119



VOLUNTEER ACTION CENTER
Affiliated With
COMMUNITY SERVICE COUNCIL OF GREATER TULSA



A United Way Agency

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Just as there is no standard CVC, there is no single way that a CVC develops. What follows are not so much hard and fast rules as a collection of principles and guidelines based on the experiences of operating CVCs.

Starting Out

The idea to form a CVC may come from several sources or perspectives—for example:

- An individual within a company, given responsibility for starting an employee or retiree volunteer program, does not want to reinvent the wheel.
- Several company volunteer administrators with active programs decide that pooling their knowledge of successes and problems could make their jobs easier.
- A Volunteer Center sees a need to mobilize corporate volunteers and non-cash resources in a coordinated way.
- A small group of community nonprofits sees a need to expand the ways in which companies become involved in community problem-solving.

Often, several initiators discuss forming a CVC within their own circles and discover each other through participation in a community project or when responding to a specific need.

CVCs developed and are successful because the company representatives provided a visible and primary role in organizing and leading the group through its development and operation. This is not to say that the company or companies initiating a CVC should develop it in a vacuum. Quite the reverse—companies initiating a CVC should mobilize the interest and commitment of their peer companies while calling upon the Volunteer Center or other nonprofits to provide administrative support and knowledge of community needs that help to

Source: Corporate Volunteer Council of Greater Tulsa

channel that interest and commitment. Volunteer Centers and local nonprofits can be most helpful in setting and achieving CVC goals.

Developing a Core Planning Group—Whom to Invite

The following groups are useful resources to assist the single company CVC organizer or the several companies that agree they are committed to help initiate a CVC:

- Volunteer Center staff
- State office on volunteerism, city office of volunteers staff
- Local United Way staff
- Junior League leadership
- Chamber of Commerce staff
- Representative of the local DOVIA (Directors of Volunteers in Agencies) or similar group.

If a Volunteer Center or a group of nonprofits initiates the idea for a CVC, it should try to involve a small number of representatives from companies in the community who may have established employee volunteering activities or programs or are considered community leaders. Depending upon the community these may include large or small corporations and businesses. The community relations, corporate foundation (where these exist), personnel or human resources departments can target the appropriate person to contact.

In short, although the initiating force for CVCs should come from business or corporate representatives, it is helpful to involve others from the community who have access to networks and/or resources that may be helpful as the CVC grows. They are people who know the needs for volunteers and who have specific skills or experience in helping to organize groups.

The planning group may be any size, although initially a small group seems to work the best.

Initial Planning Meetings and Tasks

1. Solidifying the Core Group. After selecting the participants for the first meeting, the CVC initiator(s) should decide who invites the group to meet and where the first meeting will be held. From the experience of operating CVCs,

Foremost-McKesson, Inc.
One Post Street
San Francisco, CA 94104
415 983-8300

FOREMOST
McKESSON

Working people now comprise the fastest growing segment of the national volunteer workforce. Over 400 major corporations actively encourage their employees to contribute time to community services.

Benefits to the community from this increasing social responsibility are many and obvious. Less often realized are the benefits to the company and employees involved in these activities. They connect the company and its employees to the community in a new and mutually enriching way.

Foremost-McKesson and the Valley Volunteer Center are facilitating the formation of a Corporate-Community Involvement Council of the Valley Corridor Area in order to promote corporate volunteer programs, to share ideas of common interest, to provide a resource and referral network, and to build coalitions with the public and non-profit sectors.

The initial meeting will be composed of representatives from corporations and organizations which have demonstrated their interest in being involved in community affairs. This group will serve as the nucleus for the Council.

You are invited to a luncheon meeting

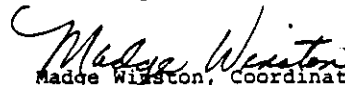
Monday, January 31, 1983 - 11:00 a.m. to 1:30 p.m.

Foremost-McKesson Research And Development Center
6363 Clark Avenue, Dublin, CA 94568

RSVP by January 25, 1983 to the Valley Volunteer Center, 462-3570

We hope that you will be able to join us to hear about corporate councils in other communities, some local corporate volunteer programs, the role of the Volunteer Center, and ways in which we all can work together for a better community.

Sincerely,


Madge Winston, Coordinator
Community Relations
Foremost-McKesson, Inc.


Margaret McClelland, Director
Community Resources Program
Valley Volunteer Center

Source: Valley Community Volunteer Council (Pleasanton, Calif.)



THE VOLUNTEER CLEARINGHOUSE OF THE DISTRICT OF COLUMBIA

1313 New York Avenue, N.W., Room 303
Washington, D. C. 20005-9885
Phone (202) 638-2664

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Hon. Marguerite Selden
Sue Whitman
Executive Director
James R. Lindsay

Shirley Keller
VOLUNTEER
1111 North 19th Street
Arlington, Virginia 22209

Dear Ms. Keller:

You are cordially invited to the first meeting of the Corporate Volunteer Council of Washington, D.C. The meeting will be held on May 3, 1984 from 12:00 to 2:00. The meeting is being co-sponsored by C&P Telephone Co. and the Volunteer Clearinghouse of the District of Columbia.

The meeting will be held at C&P headquarters located at 2055 "L" Street in the 4th Floor Conference Center. Enclosed please find the agenda and a fact sheet on a "Corporate Volunteer Council".

It is our aim to develop a quality program that is a service to corporations that are interested in employee development and community service and increases the number of volunteers in the District's nonprofit community.

If you have any questions, please call:

James R. Lindsay
Executive Director
Volunteer Clearinghouse
of D.C.
(202) 638-2664

or

Jeanne Klug
Staff Manager - CR
C&P Telephone Company
(202) 392-2760

Source: Corporate
Volunteer Council of
Washington, D.C.



CORPORATE VOLUNTEER COUNCIL OF THE DISTRICT OF COLUMBIA

Purpose

- Promote corporate volunteerism -- emphasizing its value to corporations and the community.
- Identify developments and new opportunities in the field of employee involvement and serve as a resource for companies developing and expanding programs.
- Develop cooperation and communication among member companies to realize common objectives and find solutions to common problems.
- Assist in the professional development of corporate volunteer coordinators.
- Serve as a communications vehicle between corporations and the nonprofit sector to promote a public/private partnership.

Definition of Membership

Primary members will be those corporations, businesses and associations which have:

- a volunteer program and/or
- activities which encourage or support their volunteers and/or
- have access to potential volunteers.

Associate members are nonprofit organizations, agencies or groups whose main purpose is the placement and utilization of volunteers. Those members may attend all meetings but cannot solicit for volunteers except at those meetings designated as focusing on community needs.

Corporate Volunteer Group

May 3, 1984

Meeting Agenda

*** Welcome and Introductions James R. Lindsay
Executive Director
The Volunteer Clearinghouse
of the District of Columbia

*** LUNCH ***

*** Purpose of Today's Meeting Jeanne Klug
Staff Manager
Community Relations
C&P Telephone Company

*** Benefits of a Corporate Council Alan F. Benedek
President
National Corporate
Volunteer Council

*** Washington D.C.'s Corporate Community
Responsibility Lori Seader
D.C. Board of Trade

*** Establishing a Washington, D.C.
Corporate Volunteer Council Jeanne Klug
and
James Lindsay

it is best if the initial invitation is extended by a corporate representative rather than by someone from the community. The invitation may be by letter or phone call. (See sample invitation letter on pages 12 and 13.)

In addition, it is preferable to hold first meetings in a corporate office rather than at a Volunteer Center or other community group. This helps establish the CVC as corporate in nature and helps give it credibility with future corporate members.

Before the meeting, it is helpful for one of the initiators (perhaps the person hosting the meeting) to draft a statement outlining preliminary thinking about the CVC's purpose and goals. This will help the core group focus its thoughts and keep the meeting on target. Typically, this is a part of the invitation letter or is sent with the meeting notice. (See sample on page 13.)

At the meeting, the host (or initiator[s]) should give general background about CVCs, mentioning some of the benefits operating CVCs have realized. The value of a CVC to individual corporate members should be outlined and time given for discussion and questions. By the end of the meeting, the group should understand the purposes of CVCs. In addition, either as a part of the meeting or through a survey following it (see box on this page), each member should be asked about his/her commitment to continue with the planning group.

Although some of the people invited to the initial meeting may not choose to assist with further planning, those who participated now know about CVCs in general and about the developing CVC. They can help to educate their contacts in other companies about it. Most of the currently operating CVCs began with a group of only five or six corporate representatives and a staff member from the local Volunteer Center.

2. Deciding on the Group's Purpose and Objectives. Those who elect to continue serving on the core planning group should hold a second meeting to decide the CVC's short-term purpose and goals. This may be a continuation of the discussion begun at the first

MISSION STATEMENT

The Council believes volunteerism is essential to the well being of the community. We believe it is good business to evaluate volunteer needs in the community and match corporate volunteer resources to meet those needs. We believe volunteerism is one of the foundations of corporate social responsibility, and corporate social responsibility is one of the foundations of being a good corporate citizen.

The mission of this Council is to promote and foster corporate volunteerism primarily through the sharing of ideas and information on corporate volunteer programs and issues of community concern which may be addressed through volunteerism.

"It is in the enlightened best interest of every corporation to participate in Tulsa's new Corporate Volunteer Council."

*R. O. Newman
Chairman of the
Board
Public Service Co.
of Oklahoma*

Source: Corporate Volunteer Council of Greater Tulsa

meeting, but it is helpful if it is more directed. One technique is to ask the members of the planning group what each expects from the CVC. From those expectations discuss what the group sees as the most important item(s) for the first few months of the CVC's operation.

By the end of this meeting, group members should agree on a preliminary mission statement. Most often this is fairly informal, but it gives members a sense of direction for the future. The group should be prepared to refine and expand the CVC's purpose as planning continues. As the CVC becomes formally established, and as its members learn

more about the community and its needs, the purpose will reflect the level of involvement and interest of its members. (See box with sample mission statement.)

At both meetings, someone should take notes on the major points discussed, who participated and the agreements reached. A member of the group can volunteer for this assignment, the host may offer to do it or it can be the assigned task of the Volunteer Center staff person. A summary should be sent to all who attend the meetings.

SECTION IV: Expanding the Group

COUNCIL ON CORPORATE VOLUNTEERISM		
KICK-OFF BREAKFAST		
Thursday, September 26, 1985		
Citrus Club		
Sponsored by Sun Bank, N.A.		
<u>Program</u>		
7:30 - 8:05	U.S. Navy Band	
8:00	Welcome	Cliff Hames Sun Bank, N.A.
8:02	Invocation and Pledge	Commander George Karl Naval Administration Command
8:05	Breakfast	
8:25	Master of Ceremony	Wayne Sheridan Volunteer Service Bureau
8:30	Benefits to Sun Bank of Sun Service to the Community	Buell Duncan Sun Bank, N.A.
8:40	Why We Are Here Commitment Assign to Employee	John Evans WESH-TV
8:45	Benefits of a Council of Corporate Volunteerism	Jean Stefanik Exxon Company, U.S.A.
8:55	How to Organize Packet of Material Dues	John Evans WESH-TV
9:05	Role of Volunteer Service Bureau What's Next? Questions/Answers	Julie Washburn Volunteer Service Bureau

Source: Central Florida Council on Corporate Volunteerism (Orlando, Fla.)

WHAT CAN THE CVC* DO FOR ME?

Find out by attending a special Luncheon:

WHEN: Thursday, January 9, 1986 - Noon to 1:30 P.M.

WHERE: CIGNA CORPORATION, WILDE BUILDING
(Park in East parking lot, come in East Entrance)

WHY: To Meet Shirley Keller
Vice President, Workplace Programs
VOLUNTEER: The National Center

Shirley has a wealth of experience with corporate volunteer programs and CVC's throughout the country. We will have an informal round-table discussion about your issues surrounding CVC membership, activities and services. Bring your questions, concerns and ideas.

RSVP: By January 7
Joe O'Dell
247-2580

Sponsored by the Corporate Volunteer Committee of the Urban Affairs Council and CIGNA Corporation

* Corporate Volunteer Committee

Source: Corporate Volunteer Committee (Hartford, Conn.)

The Formal Kick-Off

Once the initial planning group agrees on the CVC's purpose or goals, it is time to make the working CVC into a formal organization and increase the number of companies involved.

Most CVCs have launched their organizations with an event—a breakfast meeting, luncheon, or as a part of a conference on corporate employee volunteering. Sometimes the event includes a speaker from a neighboring CVC or a representative from the National Council on Corporate Volunteerism division of VOLUNTEER—The National Center. In other instances, a well-known local corporate executive or top manager gives a keynote address, followed by a speaker from the planning group who talks about the goals and objectives of the CVC and invites other corporations to join.

There are several advantages to this type of a kick-off. It gives the planning group a goal to work toward—a culmination of its prior work. It is a way to bring more companies into the organization and can generate needed publicity for a group that has been organizing quietly.

The composition of the invitation list is critical to the group's continuation. The CVC planning group must decide whether to limit invitations to the kick-off to other companies they wish to involve or whether the event will be a combination of community education and company recruitment and, therefore, include community groups.

Invitees to consider include some of the companies (and groups) invited to participate in the original planning group and those companies known to be undertaking activities in employee volunteering. If community groups are invited, they should include those that are umbrella in nature (i.e., Volunteer Centers) and other groups with which the CVC anticipates working on a continuing basis.

As with the invitation to join the planning group, it is critical that the invitation be from a peer corporation or be sent jointly with a nonprofit. The pre-event information should include a list of those on the planning group, the current operating mission statement and background information on the established network of CVCs.

The planning group also should consider how to follow up with the companies attending the kick-off. Some CVCs distribute an interest survey at the event (see sample), while others send a letter and survey after the meeting to confirm interest and learn more about their potential members' needs and expectations of the CVC.

Promotional efforts before and after the event should include a mailing to newsletters of organizations familiar to companies: Chambers of Commerce, local donors' group, corporate public affairs or community relations organizations, United Way (loaned executive groups), and/or other umbrella organizations, articles (with photos!) to local newspapers and press releases for use in internal company publications.

Operating the CVC

Once the CVC is launched and membership is expanded, the CVC must choose activities that will benefit its members while helping to meet community needs with corporate volunteer and non-cash resources. Then the group also must decide how to handle the ongoing administration of the CVC and plan for membership maintenance and expansion.

Although the sequence of activities may be different for each CVC, the following operating principles should be considered:

- Goals and objectives need to be established soon after the kick-off and agreed to both by the old planning group as well as the new members. These will help the CVC leadership and members stay on target as they consider and choose activities and will help to keep members' interest high. Although it is not necessary to develop formal by-laws, it is helpful to document the goals and objectives so they can serve as guiding principles for future activities.

CORPORATE VOLUNTEERISM SELF SURVEY - CVC PLANNING MEETING

Corporate Name: _____

Your Name: _____

DOES YOUR COMPANY...	YES	NO	I WOULD LIKE MORE INFO. ABOUT..
1. Survey employees about their volunteer involvement?	___	___	___
2. Have a recognition program for employee volunteers?	___	___	___
3. Use employees for "in house" volunteer projects? (tutoring programs, student internships)	___	___	___
4. Sponsor volunteer projects involving groups of employees?	___	___	___
5. Encourage employees' volunteer work? (loaned executive, social service leave)	___	___	___
6. Lend other technical or management assistance? (informally or formally)	___	___	___
7. Make information available about volunteer opportunities?	___	___	___
8. Have regular communication with retirees or a retiree club?	___	___	___
9. Encourage employees to serve on Boards of Directors?	___	___	___
10. Participate with other corporations in joint volunteer projects?	___	___	___

Additional Comments/Suggestions: _____

Who will the contact person be: NAME _____ TITLE _____
ADDRESS _____ TELE. NO. _____

Are you (is your company) willing to be represented on a Capital District Corporate Volunteer Council? Yes ___ No ___

Who else should be involved in this project?
CORPORATION _____ ADDRESS _____
CONTACT PERSON _____ TELE. NO. _____

Other suggestions and/or kinds of supports that you (your company) might be able to offer:

Source: Albany, N.Y. Corporate Volunteer Council

CORPORATE VOLUNTEER COORDINATOR COUNCIL

Program Topic - Interest Questionnaire

Check the topics that interest you -

CURRENT ISSUES

- ___ street people
- ___ job training
- ___ youth
- ___ government cutbacks
- ___ housing
- ___ elderly
- ___ disabled
- ___ energy
- ___ women's issues

VOLUNTEER PROGRAM DEVELOPMENT

- ___ recruitment
- ___ employee morale
- ___ recognition
- ___ combining corp giving policies with direct service
- ___ communications and your volunteer program
- ___ securing management support
- ___ planning projects

What is the best meeting time for you?

early morning _____ Late afternoon _____
Lunch _____

Source: Southeastern Wisconsin Corporate Volunteer Coordinators Council (Milwaukee, Wisc.)

CVC Past Programs

1982

January	Long-Range Effects of Changing Public Policy
February	New Initiatives
March	Preparing for National Volunteer Week
May	Voluntary Action Centers: Linking Needs and Resources
August	Retiree Volunteer Programs
October	Planning for Holiday Helping
November	Citizens League Information Meeting
December	Directors of Volunteers in Agencies (DOVIA) - CVC Information Exchange

1983

January	Relationship between Corporate Volunteer Programs and Corporate Contributions
February	Refugees Issues/The Emergency Translated Phrases Book
March	Corporate Recognition of Volunteers
April	Motivation of Volunteers; Presentation by Sue Vineyard
May	Professional Development
June	Surveys of Employee Interest and Involvement in Volunteerism

Source: Corporate Volunteerism Council of Minnesota



Corporate Volunteer Council of Greater Houston, Inc.

Dear Prospective Member:

On behalf of the Corporate Volunteer Council, I encourage you to consider joining us at our next monthly meeting.

The purpose of the Corporate Volunteer Council is to promote and foster employee volunteer programs within companies throughout the Houston area. This is done by way of our meetings as well as through the networking contacts you will have an opportunity to make.

Our annual dues of only \$50 covers our administrative costs, and represent a small expenditure for the vast wealth of knowledge you will receive.

Our monthly meetings are held the third Thursday of every month, from 7:45 - 9:30 a.m. All meetings are held downstairs in the First City National Bank Main Building (1001 Main Street) in the lower level MIC Room.

We hope, again, that you will consider joining us at our next meeting, and will take that opportunity to join the Corporate Volunteer Council. Please call me at 658-5408 if you plan to attend so that we can have an accurate count for coffee and danish. I look forward to seeing you there.

Sincerely,

Louise Ferguson
President
Corporate Volunteer Council

Source: Corporate Volunteer Council of Greater Houston, Inc.

- The first operating meeting should include time to get a sense of the members' interests and needs. This may be done through a formal survey (if one has not already been done) or as a focused discussion.

- Since corporate members will be at various stages of developing and operating their employee volunteer programs, the most frequent requests (perhaps for the first six months to a year) probably will be for information and meetings that help them with specific aspects of their internal programs. In addition, helping members gain support for their programs internally (i.e., rotating the meeting site and responsibility for hosting among the members and asking hosts to make formal presentations about their program as a part of the meeting) may help to sustain interest and involvement.

- Decisions on administration must be resolved early in the CVC's life. This includes establishing the leadership mechanism (officers or committee chairpersons, etc.), selecting the leadership (by election or appointment), defining roles and responsibilities, deciding on membership criteria and determining guidelines for a working relationship with outside organizations (i.e., Volunteer Center).

- Inviting community agencies and organizations to present needs for corporate volunteers and non-cash resources and accepting joint projects should begin when the group is ready; there is no standard time to start these activities. As the CVC considers them, however, it is important to keep in mind how each can help increase group membership. Have a sign-up sheet at each activity, distribute membership information at every meeting, and put other interested companies on your mailing list.

Six-Month "Benchmark"

After the CVC has been operating for six months, it's a good idea to review the CVC's mission statement. This is also the time to review the CVC's programming directions.

The review should include input from the members and the CVC leadership as

well as from the Volunteer Center or other community organizations with which the CVC has worked.

Questions such as the following should be included in the review:

- Does the mission statement clearly define the members' expectations of what the CVC is?
- Are the programs/meetings satisfying the needs and interests of the members?
- What are the most burning issues members are facing in their individual volunteer programs? Is the CVC helping with them?

Programming Directions

A CVC can take a number of programming directions to meet its goals and objectives and the interests of its membership. The six-month review is a good time to set priorities and confirm or change the programming direction. Programming can focus on the self development of the group, the internal development of member companies, programs that benefit the community, or a combination of the three. Some examples of the directions that CVCs have taken include:

- **Team Building**—focused activities to help build the relationships and trust among the CVC's members to enable them to work together effectively and honestly. One way of doing this is to conduct the Myers-Briggs test with members during a regularly scheduled meeting and follow up on the information it generates at subsequent meetings. For further information on this approach, contact the Northern Virginia CVC.
- **Joint Projects**—activities and events that involve employee volunteers from all member companies. An example is a paint-a-thon or other adopt-a-project activity. Joint projects can be one-time activities or ongoing projects. (See Appendix.)
- **Speaker Programs**—presentations by experts in the field, company program administrators or others with general or specific areas of expertise. Presentations can focus on particular aspects of an employee volunteer program (i.e., recognition) or general topics to benefit the CVC's self development (i.e., how to publicize CVC activities). A presentation may also be

given by a representative from the nonprofit sector on the community's or agency's needs for volunteers or non-cash resources (see Appendix).

● **Technique Exchange**—sessions that allow members to share how-to information, tools and other program information (i.e., roundtables).

While the CVC may use one or more programming techniques, the six-month review can be a time to target future projects and activities to help meet specific goals and objectives.

FINALLY:

Keep people informed about your activities and suggest how they may become involved. Remember, too, that although typically enthusiasm is high at the beginning, interest and participation may wane several months later.

Maintaining good communication, continuing to meet members' needs, planning activities that are sure successes and helping to publicize the members and the CVC are keys to good continuing operation.

SECTION V: Resources

Because CVCs come in all shapes and sizes, they bring with them a variety of resources. Some of these are included in the Appendix of this publication—examples of items and tools that illustrate various ways of operating. In addition, the following types of resources are available from operating and developing CVCs.

Item/Tool	CVC Source
Annual Reports	Houston Minneapolis-St. Paul Tulsa
Articles of Incorporation	Houston New York City
Awards Programs	Kansas City New York City Pleasanton (CA) Portland (OR)
Brochures and/or Fact Sheets	Boston Dallas Hartford Houston Jacksonville Kansas City Los Angeles/Orange Co. Memphis Minneapolis-St. Paul Newark New York City Northern Virginia Orlando Pleasanton Portland Redwood City [CA] Richmond [VA] Tampa Tulsa Washington, D.C.
Bylaws (b) & Guidelines (g)	Boston (g) Chicago (b) Hartford (g) Houston (b) Kansas City (g) Los Angeles/Orange Co (g) Minneapolis/St. Paul (b) Montgomery Co. (MD) (b) New York City (b) Washington, D.C. (b)
Dues	Chicago Dallas Houston Los Angeles/Orange Co. Milwaukee Minneapolis/St. Paul New York City Orlando Portland San Francisco Washington, D.C. White Plains (NY)
Membership Guidelines and Forms	Dallas (form) Portland Minneapolis-St. Paul

Item/Tool**CVC Source**

Newsletters

Dallas
Memphis
Los Angeles/Orange Co.
Minneapolis-St. Paul
Portland

Resource (How-To) Books

Dallas
Minneapolis-St. Paul
New York City

Start-Up Information Packets

Houston
Los Angeles/Orange Co.
Minneapolis-St. Paul

Stationery

Dallas
Los Angeles/Orange Co.
Minneapolis-St. Paul
New York City
Northern Virginia
Portland
Redwood City
Washington, D.C.

Surveys

Albany
Chicago
Dallas
Kansas City
Los Angeles/Orange Co.
Milwaukee
Minneapolis-St. Paul
New York City
Orlando
Portland
San Francisco
Tulsa
Washington, D.C.Workshops, Seminars
and ConferencesChicago
Dallas
Houston
Kansas City
Los Angeles/Orange Co.
Minneapolis-St. Paul
New York City
Pleasanton
Portland
White Plains**Joint Projects:**

Food Drive

Dallas
White PlainsChild Abuse Prevention
Clean-up/Fix-upAlbany (NY)
Jacksonville
Los Angeles/Orange Co.
San Jose (CA)Community Calendar
Corporate-Community
RecognitionWhite Plains
Dallas
Los Angeles/Orange Co.
Pleasanton
San Francisco
PortlandEmergency Translated Phrase Book for
Non-English Speaking Community Residents

Minneapolis-St. Paul

In-kind Donation
Community "Wish" CatalogDallas
Northern Virginia
Washington, D.C.Paint-a-Thon
Task Force (Survey & Report) on
Needs of Older Employees and
Retirees
Volunteer Fairs (joint)Minneapolis-St. Paul
Minneapolis-St. Paul

New York City
San Francisco

● An additional resource in developing CVCs is:
The National Council on Corporate Volunteerism division of VOLUNTEER—The National Center

For more information, contact:

Shirley Keller
Vice President
Workplace Programs
VOLUNTEER—The National Center
1111 N. 19th Street
Suite 500
Arlington, VA 22209
(703) 276-0542

APPENDIX A: Sample CVC Articles of Incorporation, Bylaws and Guidelines

Corporate Volunteer Council of Greater Houston, Inc.

ARTICLES OF INCORPORATION

We, the undersigned natural persons of the age of eighteen years or more, all citizens of Texas, adopt the following Articles of Incorporation pursuant to the Texas Non-Profit Corporation Act:

ARTICLE I.

The name of the corporation is Corporate Volunteer Council of Greater Houston, Inc.

ARTICLE II.

A. The corporation is a non-profit corporation, organized solely for non-profit purposes. It is not organized, nor shall it be operated, for pecuniary gain or profit, and it does not contemplate the distribution of profits or dividends to its members. The property, assets and income of this corporation are irrevocably dedicated to promoting the purposes set forth in Article IV hereof.

B. No part of the property, assets, or income shall inure to the benefit of any director, officer, or member or to the benefit of any private individual, except that the corporation shall have the power to pay reasonable compensation for services rendered in furtherance of the purposes set forth in Article IV hereof.

C. Upon the dissolution of this corporation, all assets remaining after provision for payment of all debts and liabilities of this corporation shall be distributed to a non-profit corporation which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of 1954, or corresponding provisions of any later federal tax laws.

D. Notwithstanding any provisions in the foregoing paragraphs which may be construed to the contrary, the corporation will not engage in any activity which is not charitable or educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, or corresponding provisions of any later federal tax laws.

E. Notwithstanding any provisions in the foregoing paragraphs which may be construed to the contrary, the corporation will distribute its income for each tax year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1954, or corresponding provisions of any later federal tax laws; the corporation will not engage in any act of self-dealing as defined in Section 494(d) of the Internal Revenue Code, or corresponding provisions of any later federal tax laws; the corporation will not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code of 1954, or corresponding provisions of any later federal tax laws; the corporation will not make any investments in such manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1954, or corresponding provisions of any later federal tax laws; and the corporation will not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code of 1954, or corresponding provisions of any later federal tax laws.

ARTICLE III.

The period of the corporation's duration is perpetual.

ARTICLE IV.

It shall be the purpose of the corporation to promote and foster corporate volunteerism.

ARTICLE V.

The corporation shall have those powers permitted to it under the Texas Non-Profit Corporation Act, as it now exists or as it may hereafter be amended, consistent with the carrying out of its purpose. Those powers include, but are not limited to, the powers:

- (1) To acquire, hold, and use real or personal property as the purposes of the corporation shall require or as shall be donated to it.
- (2) To convey or otherwise dispose of all or any part of its property and assets.
- (3) To make contracts and incur liabilities.
- (4) To elect or appoint officers, employees and agents of the corporation for such period of time as the corporation may determine and to define their duties and fix their compensation.

- (5) To make and alter bylaws, not inconsistent with these articles of incorporation or with the laws of this State, for the administration and regulation of the affairs of the corporation.
 - (6) To make donations for the public welfare or for charitable or educational purposes.
 - (7) To cease its corporate activities and terminate its existence by voluntary dissolution.
 - (8) To have and exercise all powers necessary or appropriate to effect any or all of the purposes for which this corporation is organized, but only to the extent consistent with limitations expressly set forth in the Texas Non-Profit Corporation Act or in the articles of incorporation or bylaws of this corporation.
- Notwithstanding any of the above statements of powers, this corporation shall not, except as to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this corporation.

ARTICLE VI.

No substantial part of the activities of this corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The corporation shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office, nor shall it publish or distribute any statement or other material concerning any political campaign.

ARTICLE VII.

A. The corporation shall have one or more classes of members. The designation of such class or classes, the qualifications and rights of the members of each class and the manner of appointment to membership shall be set forth in the bylaws.

B. As provided by the laws of this State, the members of the corporation shall not be personally liable for the debts, liabilities or obligations of the corporation.

ARTICLE VIII.

A. The affairs of the corporation shall be managed by a Board of Directors. The bylaws shall prescribe qualifications for directors.

B. The number of directors constituting the initial Board of Directors of the corporation shall be seven, and the names and addresses of the persons who are to serve as the initial directors are:

Name	Address
(1) Sherri Campbell	First City National Bank of Houston 1001 Main Street Houston, Texas
(2) M.T. Robin	Houston Lighting & Power Company 611 Walker Avenue Houston, Texas
(3) N. Wayne Bryant	Hughes Tool Company 5415 Polk Avenue Houston, Texas
(4) Billie Sait	Shell Oil Company One Shell Plaza Houston, Texas
(5) Jerry D. May	Tenneco Inc. 1010 Milam Street Houston, Texas
(6) Beverly Freeman	Transco Companies Inc. 2700 South Post Oak Lane Houston, Texas
(7)	

ARTICLE IX.

A. The officers of the corporation shall consist of a President, one or more Vice Presidents, a Secretary, a Treasurer, and such other officers and assistant officers as may be deemed necessary, each of whom shall be elected or appointed at such time, in such manner and for such terms as may be prescribed in the bylaws.

B. The bylaws may provide that any one or more officers of the corporation shall be ex-officio members of the board of directors.

C. The officers shall possess such qualifications as are prescribed in the bylaws.

ARTICLE X.

The street address of the initial registered office of the corporation is 3100 Timmons Lane, Suite 100 in the city of Houston, Texas, and the name of its initial registered agent at such address is the Voluntary Action Center of Houston-Harris County, Inc.

ARTICLE XI.

The name and the address of each incorporator is:

Name	Address
(1) Sherri Campbell	First City National Bank of Houston 1001 Main Street Houston, Texas
(2) M.T. Robin	Houston Lighting & Power Company 611 Walker Avenue Houston, Texas
(3) N. Wayne Bryant	Hughes Tool Company 5425 Polk Avenue Houston, Texas
(4) Billie Saiset	Shell Oil Company One Shell Plaza Houston, Texas
(5) Jerry D. May	Tenneco Inc. 1010 Milam Street Houston, Texas
(6) Beverly Freeman	Transco Companies Inc. 2700 South Post Oak Lane Houston, Texas

Montgomery County Corporate Volunteer Council

PROPOSED BY-LAWS

ARTICLE I

Name and Purposes

SECTION 1. The name of the organization shall be the Montgomery County Corporate Volunteer Council (MCCVC).

SECTION 2. The purposes of MCCVC shall be:

- (a) to promote corporate volunteerism in Montgomery County.
- (b) to provide for the exchange of knowledge and experience in the use of corporate human resources for volunteer activities.
- (c) to promote professional education and development of corporate volunteerism management.
- (d) to link non-profit agencies with corporate volunteer programs.

ARTICLE II

Membership

SECTION 1. There shall be the following categories of membership:

- (a) Corporate
Corporate members shall be private sector representatives interested or involved in the field of volunteer administration. They shall have an opportunity to vote, serve on committees, and hold office.
- (b) Non-profit Business, Professional and Trade Organizations
Organization members shall have the opportunity to vote, serve on committees and hold office.
- (c) Associate
Associate members shall be non-profit organization representatives that offer services or programs in the field of volunteer administration.

SECTION 2. Dues may be established by the Board as needed to fulfill the purposes of the MCCVC.

ARTICLE III

Board of Directors

SECTION 1. General management of MCCVC affairs shall be entrusted to the Board of directors.

SECTION 2. The Board of Directors will be comprised of nine members, all of whom will be elected for staggered two-year terms by the Corporate and Organization membership and will serve until their successors are elected. However, for the purposes of the initial election, the four directors with the largest number of votes will serve a two-year term with the other five directors to serve a one-year term.

The officers of the Board will be President, Vice President, Secretary and Treasurer. These officers must be Board Members and elected by the Board for a period of one year.

SECTION 3. Duties of officers:

- (a) The President shall preside at all meetings of MCCVC and its Board of Directors; appoint committee chairmen; fill vacancies that may occur on the Board, based upon the advice and consent of the Board; and have all the other duties and powers normally appurtenant to the office for the President.
- (b) The Vice President shall coordinate all matters assigned by the President and preside at meetings in the President's absence. Should the office of President become vacant, the Vice President shall automatically become President for the unexpired term of office.
- (c) The Secretary shall keep minutes of all meetings of MCCVC and its Board, shall correspond on behalf of MCCVC, maintain a membership roster, and perform other duties as may be assigned by the President.
- (d) The Treasurer shall maintain the financial records of MCCVC, collect membership dues, and perform other duties as may be assigned by the President.

**ARTICLE IV
Meetings and Elections**

SECTION 1. The Board of Directors will have a minimum of eight (8) meetings a year.

SECTION 2. The Annual Meeting of the MCCVC will be held in _____ for the purpose of the election of the Board of Directors and presentation for the Annual Report to the membership.

SECTION 3. The President shall call a meeting of the new Board of Directors immediately following the Annual Meeting for the purpose of electing officers for the upcoming year.

SECTION 4. Five (5) members of the Board of Directors shall constitute a quorum.

SECTION 5. A majority of the voting members shall constitute a quorum for the Annual Meeting and all membership meetings.

SECTION 6. The President, with the consent of the Board of Directors, shall appoint a Nominating Committee of three (3) from the membership to recommend a slate of candidates for the Board of Directors, and a suggested slate of candidates for officers. The Nominating Committee shall be required to present their slates to a meeting of the Board of Directors not less than 30 days or more than 45 days prior to the date of the Annual meeting.

SECTION 7. All meetings of the MCCVC shall generally be held in Montgomery County with the place and time to be determined by the Board of Directors.

**ARTICLE V
Committees**

The Board may appoint committees to advance the work of the MCCVC in such matters as programs, membership, resources, or particular projects to aid MCCVC.

**ARTICLE VI
Amendments**

These by-laws may be amended by a two-thirds vote of the Corporate and Organization Membership voting at a meeting or by mail ballot of MCCVC, provided the proposed amendments are mailed to all members at least thirty (30) days prior to the meeting or return date of the mail ballot.

**ARTICLE VII
Fiscal Year**

The fiscal year for MCCVC shall be the calendar year.

**ARTICLE VIII
Dissolution**

SECTION 1. The MCCVC may be dissolved by a two-thirds vote of the voting membership. In the event of dissolution, whether voluntary, involuntary, or by operation of law, none of the property, proceeds, or assets of the MCCVC shall be distributed to any corporate or organization member. In the event of dissolution, the MCCVC should follow the procedures for non-profit corporations in the annotated code of Maryland.

Approved _____

Corporate Volunteer Committee of the Hartford Urban Affairs Council

GUIDELINES

I. Purpose:

The Corporate Volunteer Committee shall be committed to helping corporations better serve capitol region communities through the use of corporate volunteers and the development of a partnership of human resources among capitol region business, government and social service organizations.

II. Mission:

The Corporate Volunteer Committee shall serve as an informational body whose main purpose will be to educate members and their corporations about volunteer programs and opportunities in the greater Hartford area. It shall also serve as a professional support network for an exchange of relevant information for those active in corporate/community relations.

III. Objectives:

In order to fulfill its mission and focus on volunteer activities in the greater Hartford community, the tasks of the Committee are:

- A. To serve as an information forum and a support network for members.
- B. To promote awareness in the capitol region communities of the importance of volunteering.
- C. To provide information on volunteer opportunities to the Urban Affairs Council related to areas of identified concern.

IV. Structure:

The Corporate Volunteer Committee shall be a standing committee of, and report to, the Urban Affairs Council. Reports shall be made on an annual basis.


V. Membership Participation:

Membership in the Corporate Volunteer Committee is open to any member of the Hartford Urban Affairs Council and any representatives from corporations or organizations in the capitol region with special interest in promoting volunteerism among their members or employees.

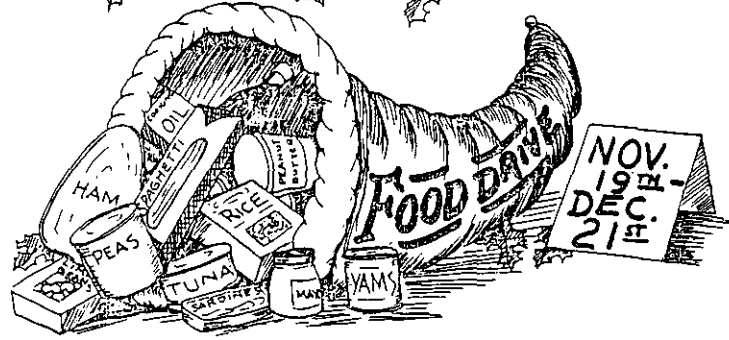
VI. Governance:

- A. The officers of the Committee shall consist of: a chairperson and/or co-chairpersons. They shall be appointed annually from within the Committee. This will take place at the first regular meeting in June.
- B. At all meetings of the Committee, the chairperson or, in his/her absence, the co-chairperson, shall preside.
- C. In general, meetings will be held on a bimonthly basis at member corporations and organizations on a rotational basis.
- D. As an informal body, the Committee has no assets of its own.

APPENDIX B: Sample CVC Joint Projects




HOLIDAY HARVEST



Your non-perishable food donations (canned and dry goods) are needed this holiday season! Please check bulletin boards for collection sites.

Recipient Agencies:

Salvation Army	Ecumenical Emergency Food Pantry
- Mt. Vernon	- Mt. Vernon
- Ossining	- White Plains
- Peekskill	Emergency Food Center - Yonkers
- Peiham	Community Food Pantry - New Rochelle
- Port Chester	Food Shelf - Mamaroneck
- Tarrytown	Community Food Pantry, St. Mary's-Croton
Emergency Food Bank - Cortlandt	




WESTCHESTER CORPORATE VOLUNTEER COUNCIL (WCVC): A unique partnership of Westchester Corporations promoting employee voluntarism; pooling resources; and sponsoring joint projects to benefit the community.

AT&T	Gannett Newspapers	Pepsico
Bank of New York	Honeywell Medical Elect. Div.	Reader's Digest
Chemical Bank	JBM	Robert Martin Co.
Ciba-Geigy Corp.	Nestle Co.	Stauffer Chemical
Citibank	New York Tel.	Union Carbide Corp.
Con Edison	Manufacturer's Handover Trust	Xerox Corp.
	People's Westchester Bank	

THANK YOU FOR CARING!

Source: Westchester Corporate Volunteer Council (White Plains, N.Y.)

STASH YOUR TRASH BASH





SATURDAY, NOV. 2, 1985

9:00 A.M.
MEET AT METROPOLITAN PARK FOR TRANSPORTATION

9:30 - 11:30 A.M.
STASH TRASH FROM LITTERED HIGHWAYS

12:00 - 1:30 P.M.
BASH AT METROPOLITAN PARK - BARBECUE AND ENTERTAINMENT

Member Organizations:
Corporate Volunteer Council
City of Jacksonville
Jacksonville Beautification Council
Jacksonville Chamber of Commerce

Designed by:  Printed by: 

Source: Corporate Employee Volunteer Council (Jacksonville, Fla.)

SUN

Sun Exploration and
Production Company

Prepared by the Volunteer Center of Dallas
Typography courtesy of Robert J. Hilton Co., Inc.
Printing by Bennett Printing Co.



Business Volunteer Council's
Holiday Harvest

October 1, 1986

Happy Holidays!

The Business Volunteer Council and the Volunteer Center are pleased to produce the fifth annual "Holiday Harvest" booklet. It provides an opportunity for the entire community to get involved by making the season merrier for the clients of the 85-70 nonprofit agencies participating. In this special booklet, you will find agency requests for holiday goods and volunteer support. The Business Volunteer Council recommends these projects as a way to involve your employees as volunteers, and enhance the holiday spirit within your organization.

To get involved, simply review the agency wish lists and choose the project or projects that interest you most. Then call the contact person and make arrangements to undertake the project. Another option is to call the Volunteer Center and ask them to make the initial contact.

After you have reached an agreement with the agency, please mail the form at the back of the book to the Volunteer Center. We strongly encourage you to complete the form so we can keep an accurate record of the impact that corporate volunteers have on our community.

Last year, the Holiday Harvest was a tremendous success - over 20,000 volunteers got involved sharing their time. The Business Volunteer Council encourages you to become a part of this worthwhile project, benefiting your company and employees, as well as the grateful individuals that are recipients of your benevolence.

Seasons Greetings!

Nancy Barry

Nancy Barry
Dallas Power & Light Company

BUSINESS VOLUNTEER COUNCIL

2816 Swiss Avenue
Dallas, Texas 75204
744-1194

Date: _____

Corporation: _____

Address: _____ Zip: _____

Contact Person: _____ Office #: _____

Nature of Group: _____

Number of Interested Employees: _____

Agency Holiday Project

Agency: _____

Address: _____ Zip: _____

Volunteer Coordinator: _____ Office #: _____

Project Chosen (List Services and/or Goods) _____

Follow-Up: Please return or call: **Martha Dealey, Corporate Services Coordinator**
at the above address and number.

CVC RESPONSE

Corporate Volunteerism Council

Advice to Community Relations Professionals

How Does One Ensure That Volunteer Programs are Taken Seriously in the Corporate Setting?

Barbara Schmidt, Director of Community Relations for the Twin Cities Area Norwest Bank, and current chairperson of CVC, spoke on the subject of Marketing Corporate Social Responsibility and Volunteer Programs at the last CVC general meeting. Schmidt highlighted a checklist that a person involved in community relations should follow if the department is to be endorsed by upper management.

Schmidt said the first idea a person in corporate community affairs must realize is the myths that surround the department. "If you asked most upper management and CEO's of major companies, they would give you the standard answer as to what corporate responsibility is," she said. They'd say that it is a necessary commitment to the interest of the entire company," said Schmidt.

According to Schmidt, nothing could be farther from the truth. Schmidt contends that corporate volunteerism is not taken seriously in most corporations, that it is given low priority when it comes time for budgeting, and that it is often the first area that is

hardest hit when it comes time for corporate cutbacks.

Schmidt offered a checklist of "musts" that community affairs coordinators should apply to their own organizations.

- Never assume that since management has appointed you to your current position that they understand the value of volunteerism. They probably don't.

- Manage the volunteer program as you would any other section of the company. This involves business plans, long and short term goal setting, etc.

- Be aware of your true audiences, including: employees, management, the board, customers, the Human Resource and Communications Departments, other businesses, etc.

- Understand your business. Know how volunteer programs can aid other departments and know what is happening throughout the business—from the financial side to the service side.

- Campaign for inclusion in the company's mission statement addressing the company's commitment to corporate responsibility.

- Document everything you do for your department.
- Build an employee support system.

- Recognize your program and individual volunteers publicly.
- Think Big!



Members of the Soo Line Paint-a-Thon team brush up on their "artistic" skills.

CVC Members Help with Battle of the Brushes

For the third consecutive year, CVC member companies participated in what has come to be a summer ritual in the Twin Cities. The Metro Paint-a-Thon was held in Mid-August. A record setting 240 houses were painted in the metro area during the week-end event.

About 75 percent of the paint-a-thon teams were made up of CVC members. More than 4800 volunteers climbed ladders, perched on scaffolding, and waved brushes—all in an effort to aid financially-burdened homeowners who were either too old or too disabled to paint their homes themselves.

The event was organized and sponsored by Catholic Charities. The Greater Minneapolis Council of Churches, and the CVC.

The Valspar Corporation donated more than 2,000 gallons of paint. Other corporate donations and in-kind contributions helped achieve the outstanding results.

CVC members Dave Carlson, Soo Line Railroad, and Kathy Ratican, Dayton Hudson Department Stores Corporation, served on the Paint-a-Thon Advisory Committee.

CVC and the Minneapolis Council of Churches were awarded the Keystone Community Service Award for their participation in the 1985 Paint-a-Thon. 1986 may prove to be another award-winning year!

Thanks to all CVC members and volunteers who helped make this year's Paint-a-Thon a success.

APPENDIX C:

Sample CVC Conferences and Workshops

Corporate Volunteerism Council



DECEMBER MEETING

LET'S TALK IT OVER!

The December CVC meeting will be an open Roundtable Discussion involving all CVC members and guests. We will share updates on program developments within different corporations and open discussion on any pressing issues concerning corporate volunteerism.

DATE: December 15, 1981

TIME: 8 a.m. - Coffee, orange juice & sweetrolls will be served.

PLACE: Burlington Northern, 176 E. Fifth Street, St. Paul

Directions:

From Minneapolis take 94E to Seventh Street exit, follow Sixth Street (one way west) to Jackson, turn left on Jackson. Park at the Jackson Ramp on right between Fifth and Fourth Streets. The Burlington Northern entrance is at 176 E. Fifth Street. Meet CVC group at main reception desk.

QUESTIONS?: Call Jan Theis at 370-3140

Source: Corporate Volunteerism Council of Minnesota

REGIONAL CONFERENCE ON CORPORATE VOLUNTEERISM

Tuesday, April 8, 1986
9:00 am - 4:30 pm
IBM Training Center, 909 Third Avenue - 11th Floor

This one day conference will provide you with new program ideas, strategies, and techniques as well as the opportunity to exchange information with colleagues from across the country.

PROGRAM

9:00 - 9:30 REGISTRATION AND COFFEE

9:30 - 10:15 CHANGING PHILOSOPHICAL CLIMATE
IN CORPORATE VOLUNTEERISM

James C. Schwaninger, Manager, Corporate
Responsibility and Community Relations
J. C. Penney Company, Inc.

10:30 - 11:45 SESSION I - WORKSHOPS

(A) How to Publicize Your Program (Internally and Externally)
Mimi Little, Delmarva Power & Light
Barbara Ragland, Federal Express

(B) Decentralizing Your Program (Working with Off-Site Locations)
Richard Jones, G.T.E.
Janet Poor, Bradlees
Peggy Kay, Pratt Whitney

(D) "The Basics" - Starting a Corporate Volunteer Program
Shirley Keller, VOLUNTEER - The National Center

12:00 - 1:15 LUNCH: Address by Kenn Allen, President,
VOLUNTEER - The National Center

PROGRAM (cont'd.)

1:30 - 2:15

2:15 - 3:00 SESSION II - TWO STRATEGY EXCHANGE SESSIONS

Facilitated by resource people representing companies locally and nationwide.

- | | |
|----------------------------------|---------------------------------|
| 1) Retiree Programs | 5) Special Events |
| 2) Employee Recognition Programs | 6) Joint Corporate Projects |
| 3) Employee Committees | 7) Backing Volunteers with \$\$ |
| 4) In-Kind Contributions | |

3:15 - 4:15 SESSION III - WORKSHOPS

(C) Obstacles and How to Overcome Them
Elaine Ostrowski, AT&T Pioneers of America
Jeanne Klug, C & P Telephone

(D) Corporate Programs in Education
Bruce Lentini, Metropolitan Life
Taiga Ermanson, Time, Inc.
John Damont, MONY

(E) "Wildcard" (You Choose Topic)

4:15 - 5:00 RECEPTION

This conference is a cooperative project of the
Corporate Volunteer Coordinators Council of New York,
the Westchester Corporate Volunteer Council and
VOLUNTEER - The National Center.

Source: Corporate Volunteers of New York

Volunteerism . . . Corporate Style

A Series of Workshops
sponsored by the
BUSINESS VOLUNTEER COUNCIL
Wyndham Hotel
Dallas, TX

For More Information, Call:

Nancy Barry
Chairman, Business Volunteer Council
Dallas Power & Light
698-3676

Susan Nichols Walton
Program Chairman, Business Volunteer Council
Dallas Market Center Company
655-6254

Martha Dealey
Associate Director
Volunteer Center of Dallas
744-1194



PART I
"MAKING A CASE FOR CORPORATE VOLUNTEERISM"
May 15, 1985, 10:30 a.m.-1:00 p.m.

This workshop outlines the "how-to's" of launching a successful company volunteer program. Information will include demographics on corporate volunteering, selecting the right type of program for you, working with outside agencies, and what to do after you get started. Lunch will be served.

PART II
"LOW OR NO BUDGET PROJECTS THAT WORK"
June 19, 1985, 10:30 a.m.-1:00 p.m.

How low can you go? Your time will be well spent as you learn about innovative low or no budget projects that will excite your employees and strengthen your program. Lunch will be served.

PART III
"BRING YOUR BOSS TO LUNCH"
August 21, 1985, noon-1:30 p.m.

A panel of corporate chief executive officers speak out in favor of community involvement through employee volunteerism. Lunch will be served.

PART IV
"MEDIA MANIA"
October 16, 1985, 10:30 a.m.-1:00 p.m.

So you want to be a star? This workshop will feature a panel of media experts discussing ways to get coverage for your company's projects. Lunch will be provided.

Source: Dallas Business Volunteer Council