



What is the Service Program?

This is a Colorado Convention Center/SMG initiative to inspire, motivate, encourage and recognize volunteerism. It will run annually each year. All Full-Time, Non-Represented SMG Employees are encouraged to participate in community service hours.

Why is this initiative taking place?

The Service program was created to bring awareness to the importance of community service and to highlight the efforts of our SMG Team Members.

We want to encourage team activities to build a more positive, engaging and fun work environment. At the same time, this will allow us to recognize individuals who are already actively participating in their community.

Who can participate in the Program?

All employees are welcome to participate in any volunteer opportunity. However, the service hours will be applicable for Full-Time, Non-Represented SMG Employees only.

Employees can volunteer individually, with members of their departments or members from other departments. Employees are not restricted from bringing friends and/or family to their own volunteering activities.

Where can volunteering take place?

Volunteer Hours can be done at any non-profit or community organization of your choice. For purposes of this SMG Sponsored program, hours will not be awarded for volunteering at agencies that are religious or political in nature, unless the volunteer time is for services available to the general public.

How do we report and track our hours?

Employees need to complete an application for leave form in order for their hours volunteering to be counted. If participating in a group activity, each individual should complete their own form. Application for leave must reference volunteer program and activity volunteered for under other, along with hours volunteered.

Employees will be allowed to volunteer during their normal workday, with prior Manager approval, up to a maximum of 24 hours each year.

All forms should be turned into their Department Head who will submit the form to the Payroll Department.



When can we volunteer?

We encourage staff to volunteer year round, the official tracking for this challenge will start on January 1st of each year and end on December 31st of each year.

How can I get involved?

Opportunities are shared through CLIMB throughout the year. CLIMB will be your resource to create or relay opportunities, help develop ideas or connect with those who have similar interests. All employees will have the ability to email information to CLIMB for additional opportunities.

Each individual who submits a new volunteer opportunity, must include the volunteer opportunity agency name, date, time, and how to register. All should be emailed to climb@denverconvention.com who will then post the information to our employee web portal.

Questions?

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