



What is the Service Program?

This is a Colorado Convention Center (CCC) initiative to inspire, motivate, encourage and recognize volunteerism. It will run annually each year. All Full-Time, Non-Represented ASMG Team Members 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 ASMG Team Members at the CCC.

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 Team Members are welcome to participate in any volunteer opportunity. However, the service hours will be applicable for Full-Time, Non-Represented ASMG Team Members only.

Team Members can volunteer individually, with members of their departments or members from other departments. Team Members 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 CCC 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?

Team Members need to complete an application for volunteer 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 volunteer leave must reference volunteer program and activity volunteered for under other, along with hours volunteered.

Team Members will be allowed to volunteer during their normal workday, with prior Manager approval, up to a maximum of 24 hours each year. This time can be taken in no greater than 4 hour chunks.

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



When can we volunteer?

We encourage Team Members to volunteer year round, the official tracking the volunteer service starts on January 1st of each year and ends 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 Team Members 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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