



# Corporate Volunteer Program Manual

A practical guide for companies seeking meaningful, well-managed community impact.

## About Volunteer Houston

Volunteer Houston is a program of IM Houston and the local affiliate of Points of Light, the world's largest organization dedicated to volunteer service. For more than 50 years, we have supported nonprofits, volunteers, and corporate partners by strengthening connections across the Greater Houston region.

As a bridge between companies and community partners, Volunteer Houston helps translate good intentions into effective action ensuring volunteer efforts meet real community needs.

## Corporate Volunteer Program Overview

The Corporate Volunteer Program (CVP) is designed for companies that want to engage employees in service while minimizing administrative burden. Each engagement is fully managed and completely customized to align with your organization's Corporate Social Responsibility (CSR), employee engagement, and community impact goals.

Volunteer Houston works directly with local nonprofit partners to identify projects that are appropriate, impactful, and ready to host corporate volunteers.

## Who This Program Is For

The Corporate Volunteer Program is ideal for:

- CSR, HR, and Community Impact leaders managing employee engagement and community impact.
- Companies looking to strengthen workplace culture through service.
- Conference organizers or visiting corporate groups.

## Ways to Partner

Volunteer Houston offers flexible partnership options that can be tailored to your company's size, Schedule and focus areas.

- **Group & Team Service Days:** One-time or recurring volunteer experiences for employee teams.
- **Skills-Based Volunteering:** Leverage professional skills to support nonprofit capacity.
- **Donation Drives with Activation:** Combine giving with hands-on volunteer engagement.
- **Employee Engagement Campaigns:** Seasonal or year-round initiatives supporting multiple nonprofits.

## What Volunteer Houston Handles

Our team manages the operational details so your employees can focus on serving.

- Project planning and coordination.
- Volunteer registration setup, communications, and reminders.
- Day-of support when available, including coordination and troubleshooting.
- Post-project follow-up and recommendations for future engagement.

## Impact Reporting

After each engagement, Volunteer Houston provides reporting to help your organization capture and communicate impact.

- Participation numbers and volunteer hours.
- Confirmation from nonprofit partners.
- Story-ready summaries for internal or external sharing.
- Reusable reporting formats to support CSR, ESG, or community impact leaders reporting.

## Getting Started

To begin the planning process, companies are asked to submit a brief request through the Corporate Volunteer Network form.

- Company information and primary contact details.
- Preferred engagement type and anticipated timeline.
- Estimated number of participants.
- Budget range.

## Planning Timeline & Expectations

Once a request is received, the Volunteer Houston team will follow up to clarify goals, confirm feasibility, and identify appropriate nonprofit partners. Planning timelines vary based on project complexity, group size, and nonprofit availability.

## Contact & Next Steps

Corporate Volunteer Program Team  
Email: [cvp@volunteerhouston.org](mailto:cvp@volunteerhouston.org)  
Website: [volunteerhouston.org](http://volunteerhouston.org)