**Museum Explorer Program**

**Purpose:**

Encourage employee exploration of other Museums to generate ideas and explore best practices of other organizations.

**How:**

Reimburse employee only admission and up to two hours of time for a visit to any Museum outside a thirty-mile radius of the downtown Museum location. Limit four visits per employee per calendar year. Visits should not be scheduled during regularly scheduled working hours. Hours should be added to timecard and receipt should be submitted with expense report in accordance with applicable accounting procedures. All paperwork should be submitted to HR for tracking purposes.

**Measure:**

Employees should present a brief overview of their Museum experience including pictures and observations of their experience in the following categories: Exhibits, Physical Space, Technology, overall museum Experience. The overview can be presented in an email or in person (“lunch and learn”) format to other interested staff. Employees who do not conduct an overview of their visit will not be reimbursed for the visit.

\*You may want to identify yourself as a CMoR employee – you may get free admission and a behind the scenes tour!