



**WEEK OF GIVING**  
Insurance Industry Charitable Foundation  
**25**  
Years

Volunteer. Give. Make an Impact.  
October 13–20, 2018

United States and United Kingdom

**Be a Part of Something Greater**

# IICF Week of Giving

October 13 - 20, 2018

## Volunteer Team Leader Website Guide



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*The Insurance Industry Charitable Foundation is excited  
for your organization to join us for the  
2018 Week of Giving!*

IICF's Week of Giving is an annual, eight-day international and industry-wide initiative during which we bring together insurance professionals - individuals and teams – to complete volunteer projects and service benefitting community nonprofit organizations throughout the United States and United Kingdom.

*To join the Week of Giving as an  
Individual Volunteer or a Volunteer Team Leader,  
please follow these steps:*

- 1. *Select a Volunteer Team Leader***
- 2. *Register your volunteer team***
- 3. *Search and sign up for a volunteer service project***
- 4. *Complete your service project!***

## Step 1: Select a Volunteer Team Leader

Volunteer teams can include 1-100 members. For teams of one, you are your own Volunteer Team Leader. For teams of two or more, select one person as the Team Leader to represent your group of volunteers participating in the Week of Giving.

The Volunteer Team Leader will be responsible to: 1) register your team 2) sign your team up for a volunteer service project and 3) liaise with the nonprofit organization offering the volunteer service project. Essentially the Team Leader will be the point person for your team for the Week of Giving.

## Step 2: Register your Volunteer Team

Begin by visiting [weekofgiving.iicf.org](http://weekofgiving.iicf.org). Familiarize yourself with the website and general information about the Week of Giving.

Click the **VOLUNTEERS** tab:



The image shows a screenshot of the IICF Week of Giving website. The browser address bar displays "iicf.com/week-of-giving.html". The website header features the IICF logo (a sun rising over a horizon) and the text "HELPING COMMUNITIES ENRICHING LIVES. TOGETHER. Insurance Industry Charitable Foundation". The main heading is "IICF Week of Giving". A navigation menu includes "HOME", "VOLUNTEERS", "VOLUNTEER RESOURCES", "FAQS", "EARLY LITERACY INITIATIVE", and "SEARCH PROJECTS". The "VOLUNTEERS" tab is highlighted with a large red arrow. Below the navigation menu is a photograph of a group of volunteers in blue t-shirts, some with their arms raised. A "Welcome!" sign is visible in the background. At the bottom of the page, there is a blue banner with the text "IICF Week of Giving Volunteer. Give. Make an Impact!" and the dates "October 10-17, 2015".

View the information on the VOLUNTEERS page, then click **Volunteer Registration:**

participate in the insurance industry's largest, annual volunteer initiative. Together, we can make a difference!

### Volunteer Teams

Most volunteers participating in the Week of Giving do so as part of a company team. It is a wonderful opportunity for team building and community engagement.

To streamline the coordination of Week of Giving, company volunteer teams are asked to designate a **Volunteer Team Leader**. The Volunteer Team Leader registers their volunteer team on the Week of Giving website and selects a volunteer project with a community nonprofit for their team to complete. The Volunteer Team Leader also handles communication with the community nonprofit leading up to the day of the selected volunteer project. IICF has compiled some wonderful [volunteer resources](#) to assist your organization in coordinating a volunteer team and successfully signing up for a volunteer project.

### Individual Volunteers

IICF welcomes the participation of individual volunteers looking to give back through Week of Giving. Participating in Week of Giving is easy. Simply register as a volunteer, search volunteer opportunities and sign up for a volunteer project.

[Volunteer Registration](#)

For assistance with registration or questions about projects, please call 424-253-1107 or email [contact@iicf.com](mailto:contact@iicf.com).

The screenshot shows a web browser window with the URL <https://ec.samaritan.com/custom/1513/Volunteers/>. The page content includes sections for 'Volunteer Teams' and 'Individual Volunteers'. A prominent red arrow points to a blue button labeled 'Volunteer Registration'. The browser's taskbar at the bottom shows various application icons and the system clock indicating 10:35 PM on 7/12/2015.

Fill out your volunteer information as requested. During this step, you will enter your company and team leader information. Later, when you sign up for volunteer service projects, you will be asked to input the size of your volunteer team:

## IICF Week of Giving

HELPING COMMUNITIES ENRICHING LIVES TOGETHER  
Insurance Industry Charitable Foundation

NONPROFITS VOLUNTEERS VOLUNTEER RESOURCES FAQs EARLY LITERACY INITIATIVE SEARCH PROJECTS

### IICF Volunteer Registration

#### Volunteer / Volunteer Team Information

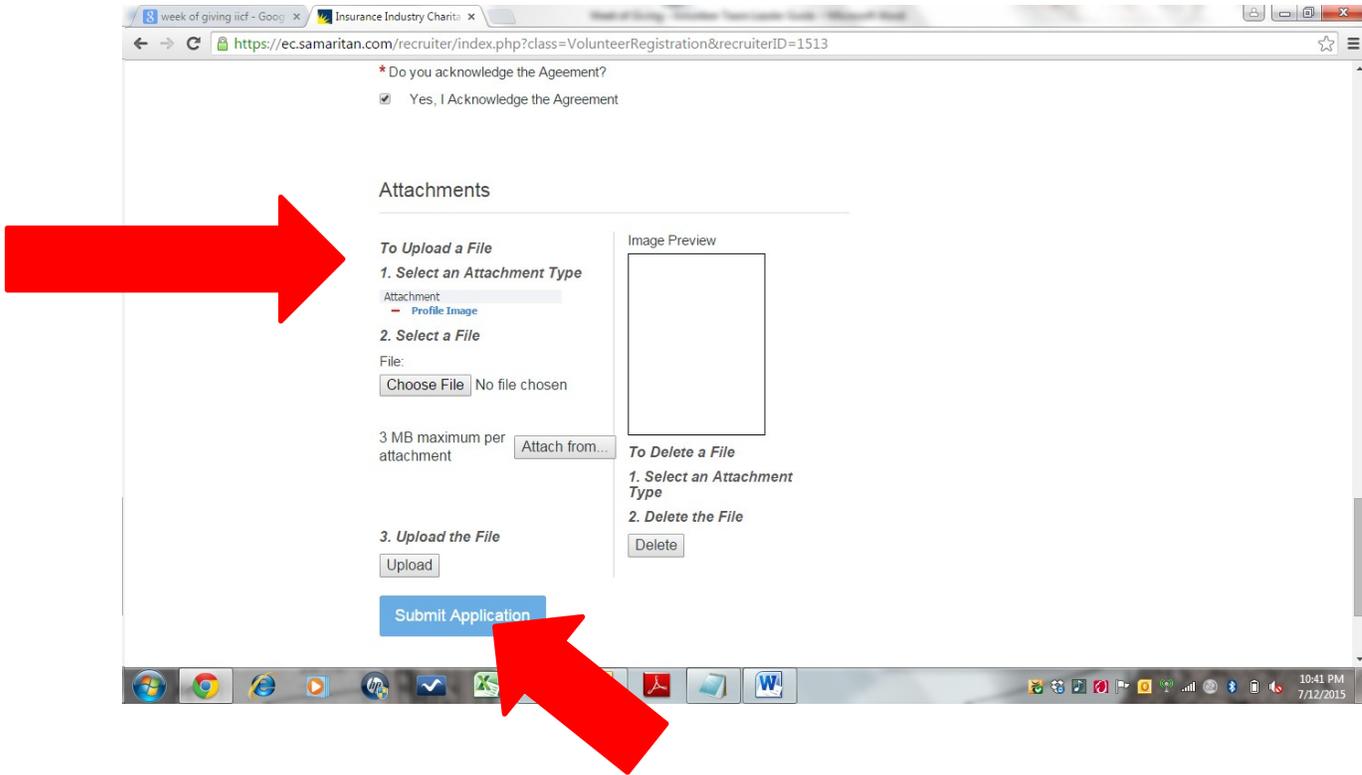
\* Company Name

\* Team Leader First Name \* Team Leader Last Name

Title

The screenshot displays the registration form on the IICF website. The URL is <https://ec.samaritan.com/recruiter/index.php?class=VolunteerRegistration&recruiterID=1513>. The page features a navigation menu with options like 'NONPROFITS', 'VOLUNTEERS', and 'SEARCH PROJECTS'. The main content area is titled 'IICF Volunteer Registration' and contains a form for 'Volunteer / Volunteer Team Information'. A red arrow points to the 'Company Name' field, which is marked with an asterisk. Other fields include 'Team Leader First Name', 'Team Leader Last Name', and 'Title', all also marked with asterisks. The browser's taskbar at the bottom shows the system clock at 10:37 PM on 7/12/2015.

Use the **Attachments** section to upload your company's logo to represent your volunteer team:



Click **Submit** when finished on this page.

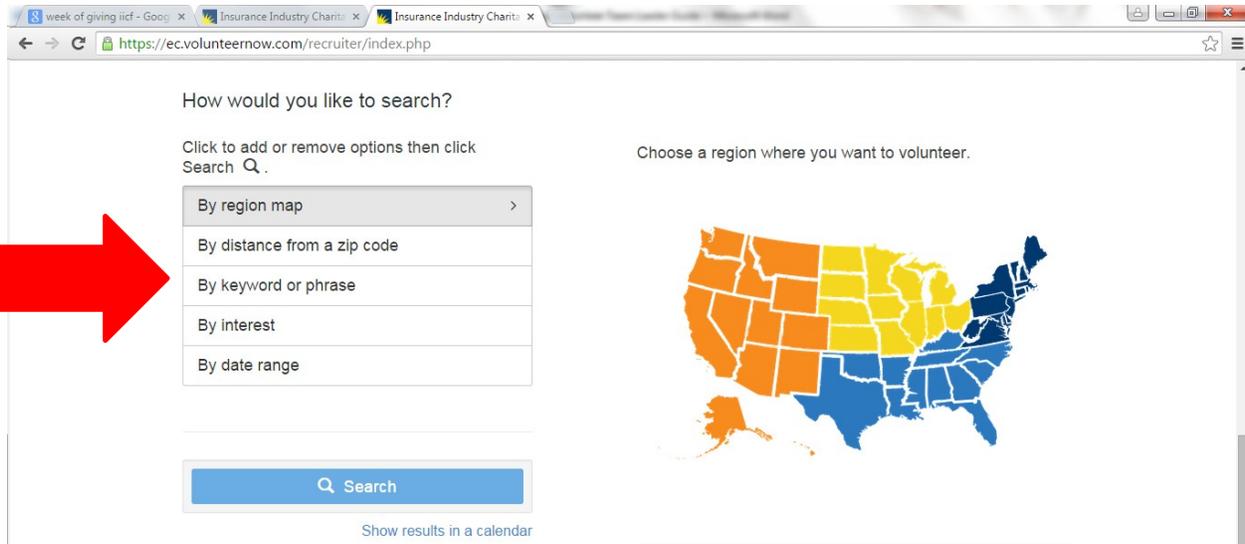
### Step 3: Search and Sign Up for a Volunteer Service Project:

Once you have registered, you will see your volunteer dashboard.



Click **Search Projects** to continue:

You will be taken to the home page where you can scroll down to search for projects by division, distance from zip code, keyword, area of interest or date range:



How would you like to search?

Click to add or remove options then click Search

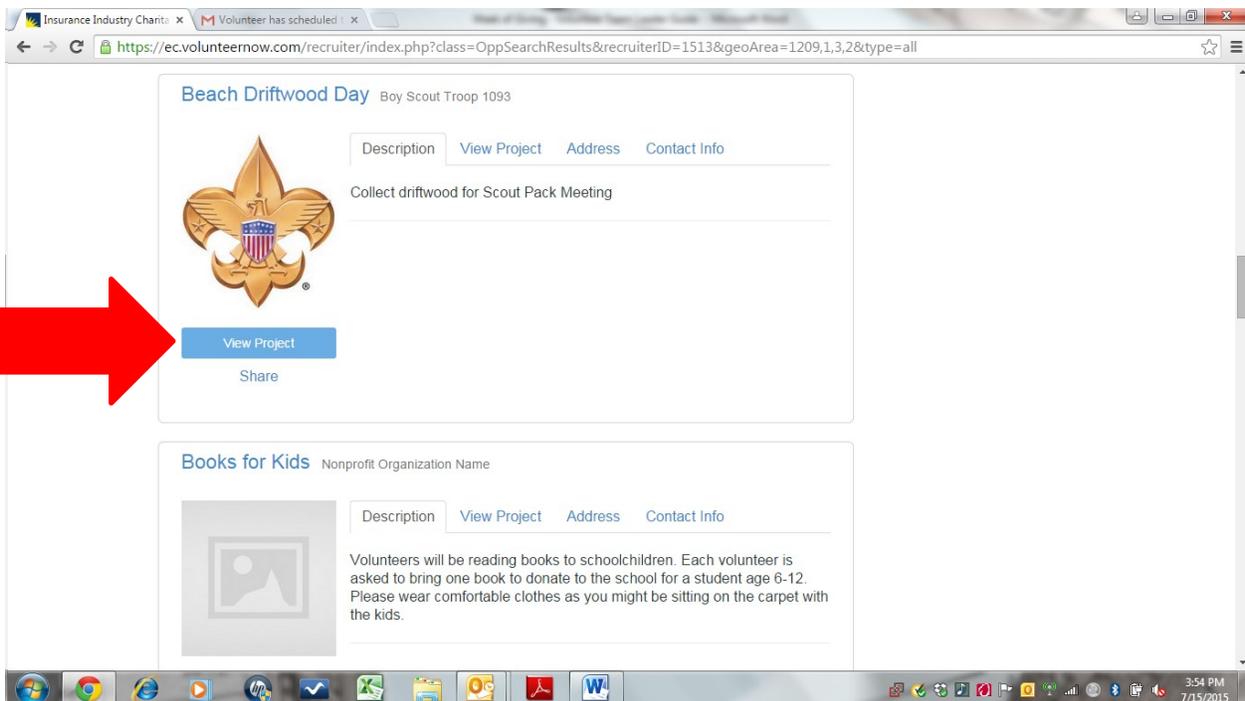
- By region map
- By distance from a zip code
- By keyword or phrase
- By interest
- By date range

[Show results in a calendar](#)

Choose a region where you want to volunteer.



Browse your search results. To read more about a volunteer service project, or to sign up for a project, click ***View Project***.



**Beach Driftwood Day** Boy Scout Troop 1093

 Description View Project Address Contact Info

Collect driftwood for Scout Pack Meeting

Share

**Books for Kids** Nonprofit Organization Name

 Description View Project Address Contact Info

Volunteers will be reading books to schoolchildren. Each volunteer is asked to bring one book to donate to the school for a student age 6-12. Please wear comfortable clothes as you might be sitting on the carpet with the kids.

3:54 PM 7/15/2015

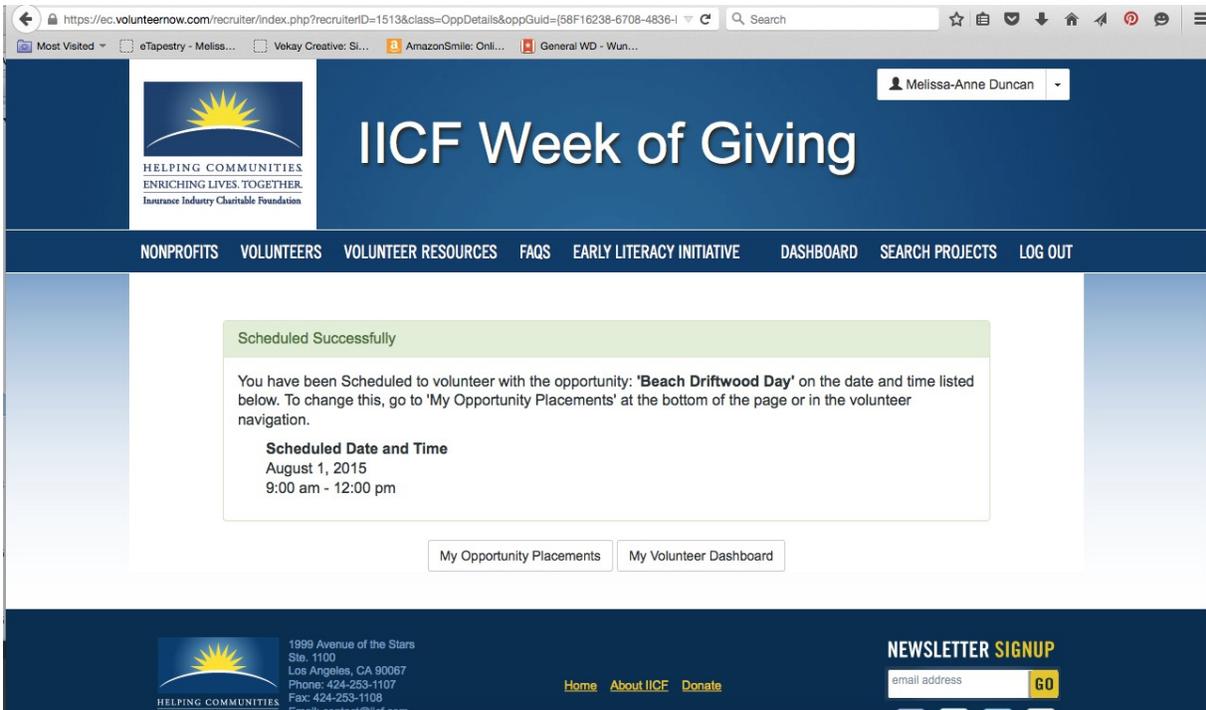
To sign up for a project, click the **Schedule** tab, then proceed by entering if you are an individual, or a group of volunteers:



If selecting **Group**, a dialogue box will pop up asking you to designate your number of volunteers. Enter total number of volunteers and select **OK**:



After you have signed up as an individual or entered a total number for your group, a confirmation screen will display. An email with the project information will also be sent to your address on file.



You have now successfully registered for a volunteer project as a part of the Week of Giving!

Should you for any reason need to edit your volunteer count or cancel your volunteer team, please call (424) 253-1107 or email [contact@iicf.com](mailto:contact@iicf.com) for assistance.

***Thank you for taking part in the IICF Week of Giving!***