IICF Volunteer Team Leader Website Guide

Sign Up for Year-round Volunteer Projects as well as the annual Week of Giving!

volunteer.iicf.org
IICF Volunteerism: Year-round and annual Week of Giving

The Insurance Industry Charitable Foundation (IICF) invites you to be a part of something greater and volunteer with our community nonprofit partners year-round!

Along with our annual IICF Week of Giving, the longest ongoing volunteer initiative in the insurance industry, we are excited to offer and coordinate volunteer projects throughout the entire year to provide meaningful and consistent impact in our communities. Through our IICF Volunteer website we are able to more effectively track and report on industry volunteerism.

Details below will help walk you through the process of registration, selecting and signing up for a project, recording volunteer hours and more.

Steps for Volunteers:

1. Select a Team Leader if volunteering as a group (or join as an Individual Volunteer)*
2. Register your Team (if new) or Login
3. Search and Sign-up for projects
4. Complete your service project and report final hours
5. Share photos and details with your division Executive Director or IICF home office at lwilson@iicf.com

*Note: You can register on IICF’s Volunteer site by serving as a ‘Team Leader’ representing a group from your company or you can join as an Individual Volunteer.

To begin, please visit the IICF volunteer site: volunteer.iicf.org

1. Select A Team Leader

Volunteer teams can include 1-100 members. For teams of one, you are your own Volunteer Team Leader and will sign up as an individual when prompted on a particular project. For teams of two or more, select one person as the Team Leader to represent your group of volunteers (for projects throughout the year and Week of Giving).

The Volunteer Team Leader will be responsible for:
   1) Registering your team
   2) Signing up your team for a volunteer service project(s)
   3) Liaising with the nonprofit organization offering the volunteer service project.

The Team Leader will be the point person for your team as projects are selected.
2. Register Your Volunteer Team

If you are a returning Volunteer Leader, you can select “login” in the top right-hand corner. If you forgot your login or password, select “forgot password” and follow the prompts to obtain a new one.

If you are a new volunteer or team leader, please select “Registration” to open the Registration page.
3. Search and Sign-up for Projects

Once you are logged in or registered, familiarize yourself with the volunteer Dashboard.

Click “Search Projects” to be taken to the home page, where you can search for projects by division, distance from zip code, keyword, area of interest or date range:

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

Show results in a calendar
Click “Schedule” to sign-up a group or individual.

- **Note:** When signing up a group, you do NOT need to provide individual volunteer names, just the total number of volunteers.

After you are signed up, a confirmation screen will appear, and an email will be sent to you and the nonprofit coordinator.

**4. Reporting Hours after Completion of a Volunteer Project:**

You can report all volunteer hours completed through IICF projects on our volunteer site.
• Note: You can also report any volunteer hours completed by your company on its own (not through an IICF project) on the IICF Volunteer site. We encourage you to enter/report any and all volunteer hours completed throughout the year and we hope our volunteer site is a helpful resource to track volunteer projects completed through IICF and on your own.

5. Share your Project Details and Photos!

We would love to hear about your projects and see photos of your volunteers in action! Please send to your division’s Executive Director or IICF home office at lwilson@iicf.com

Thank you for helping to make an impact in your community and being a part of something greater through IICF!

Should you have any questions, we are here to help! Contact the IICF Executive Director in your area at: