



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 aziering@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.

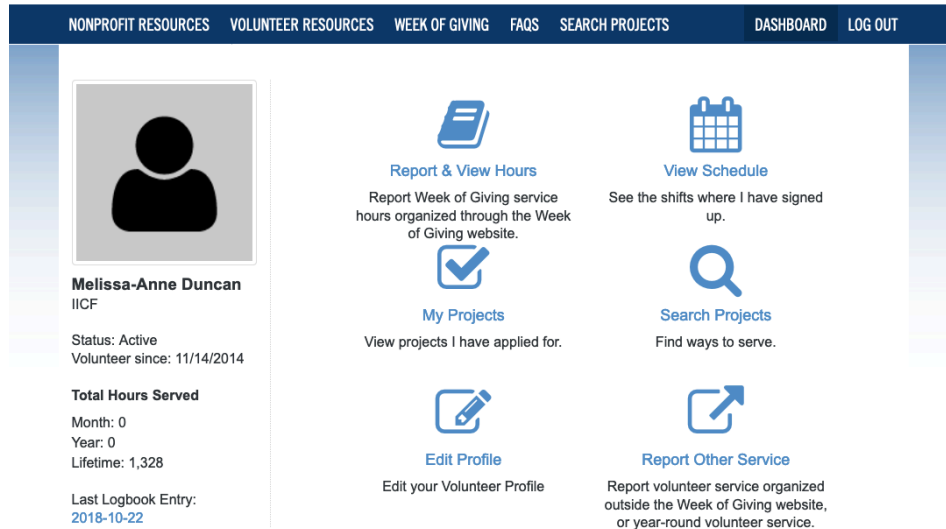


If you are a new volunteer or team leader, please select “Registration” to open the Registration page.

A screenshot of the IICF Volunteer Registration form. The page has a dark blue header with navigation links: "NONPROFITS", "VOLUNTEERS", "VOLUNTEER RESOURCES", "FAQS", "EARLY LITERACY INITIATIVE", and "SEARCH PROJECTS". The main heading is "IICF Volunteer Registration". Below this is the section "Volunteer / Volunteer Team Information" with a horizontal line. The form contains the following fields: a text box for "Company Name" with an asterisk; two text boxes for "Team Leader First Name" and "Team Leader Last Name" with asterisks; a text box for "Title"; and a text box for "Street Address 1" with an asterisk. The form is set against a light blue background.

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:

How would you like to search?

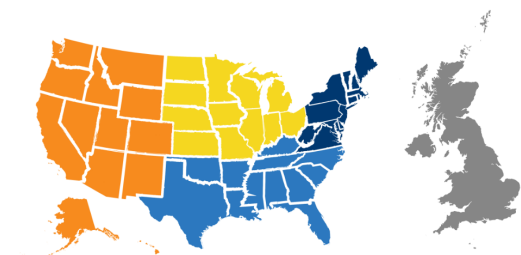
Click to add or remove options then click Search .

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

 Search


[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, click “View Project”.

SE Associate Board- Promise House IICF Southeast Division




Description **View Project** Schedule Address Contact Info

Lunch events for residents at Promise House. Promise House provides life-saving care to youth ages 0-24 who are experiencing homelessness.

View Project
Share

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.*



Description **Schedule** Address Contact Info

07/18/2019

No description.

Available Positions: **11**
11:00 am - 2:00 pm

This opportunity has scheduled shifts see schedule tab to sign up.

Individual Group

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.

NONPROFITS VOLUNTEERS VOLUNTEER RESOURCES FAQs EARLY LITERACY INITIATIVE DASHBOARD SEARCH PROJECTS LOG OUT



Sarah Conway
IICF
Status: Active

Report & View Hours
Report Week of Giving service hours organized through the Week of Giving website.

View Schedule
See the shifts where I have signed up.

- *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.*

Report Service
Logbook

Report Service/Hours

Report your volunteer hours by selecting the project from the drop down menu below:

Select a Survey ▼

OR

["Click here to report other service volunteer hours \(offline projects\) ↗](#)

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 aziering@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:

<p>Midwest Division Kelly Hartweg Phone: (773) 991-2149 khartweg@iicf.com</p>	<p>Northeast Division Betsy Myatt Phone: (917) 544-0895 emyatt@iicf.com</p>	<p>Southeast Division Sarah Conway Phone: (214) 228-2910 sconway@iicf.com</p>	<p>Western Division Melissa-Anne Duncan Phone: (714) 870-1084 maduncan@iicf.com</p>	<p>UK Division Wendy Wilder Phone: +44 (0) 7469 392 453 wwilder@iicf.com</p>
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