MONTH OF GIVING
Insurance Industry Charitable Foundation

Volunteer. Give. Make an Impact.
October 2024
United States and United Kingdom

Be a Part of Something Greater

Nonprofit
Website Guide

Insurance Industry Charitable Foundation

The Insurance Industry Charitable Foundation (IICF) is excited for your organization to join us for the 2024 Month of Giving!

IICF continues to host the longest ongoing and international volunteer initiative in the insurance industry, and this year we are excited to expand to a month-long celebration of volunteerism as the IICF Month of Giving. Through the Month of Giving, we bring together insurance professionals - individuals and teams - for volunteer projects and service to benefit community nonprofit organizations throughout the United States and United Kingdom.

IICF is also interested in partnering with your organization in offering year-round volunteering projects and opportunities, for sustained community involvement and impact.

To participate in the IICF Month of Giving as a Nonprofit Organization, please follow these steps:

1. Select a Project Leader
2. Register your organization
3. Submit a volunteer service project
4. Coordinate with volunteers/volunteer teams as they sign up for your service project through the Month of Giving website
5. Complete your service project
6. Log your hours

Please find detailed steps in the following pages.

Step 1: Select a Project Leader

The Project Leader is the person within your organization who will coordinate and manage your organization's involvement in the Month of Giving.

The Project Leader will become familiar with the Month of Giving website, register your organization, submit your service project through the website and serve as the point of contact for volunteers and volunteer teams completing the service project.

Step 2: Register Your Organization

Begin by visiting volunteer.iicf.org Familiarize yourself with the website and general information about the Month of Giving.

- Please note: If your organization participated in the Month of Giving in past years, you may bypass the organization registration step and proceed directly to submitting a volunteer project by simply logging in.
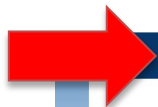
Click the *NONPROFIT RESOURCES* tab:

View the information on the Nonprofit Resources Page, then click on Nonprofit Registration or Nonprofit login if you already have a login:

Benefits to participating nonprofits include:

1. Skilled volunteers.
2. Exposure to new individuals and companies.
3. Potential long-term volunteers.

To submit your volunteer project:

1. Register your organization.
2. Submit volunteer projects through the IICF Volunteer website.

Please allow 48 hours for submitted projects to be reviewed, approved and published on the IICF Volunteer website.

> Download Nonprofit Website Guide

> Nonprofit Registration

> Nonprofit Login

For assistance with registration or questions about projects, please call (424) 253-1107 or email contact@iicf.org.

Fill out your organization's information as requested:

Volunteer with IICF

30 YEARS
Insurance Industry Charitable Foundation

| HOME | NONPROFIT RESOURCES | VOLUNTEER RESOURCES | MONTH OF GIVING | VIRTUAL VOLUNTEERISM | FAQS | SEARCH PROJECTS |

New Nonprofit Registration

Please tell us about your nonprofit organization.

Nonprofit Information

* Organization Name

* Organization Tax ID

Charity Commission Number

Please provide a brief description of the services your organization provides:

Use the Attachments section to upload your organization's logo for volunteers to see and recognize:

☐ I Agree

Attachments

To Upload a File

1. Select an Attachment Type

Attachment
— **Nonprofit Logo**
— Corporate Volunteering Flyer

2. Select a File

File:

[Choose File] No file chosen

[Attach from...]

Allowed file types:
doc, docx, jpg, jpeg,
png, gif, otf, pdf

3. Upload the File

[Upload]

Image Preview - (Documents and pdf files will not show preview)

To Delete a File

1. Select an Attachment Type

2. Delete the File

[Delete]

[Submit] [Cancel]

Click *Submit* when finished on this page.

Step 3: Submit a Volunteer Service Project

Once you have registered your nonprofit organization, you will see a confirmation screen:

Volunteer with IICF

30 YEARS
Insurance Industry Charitable Foundation
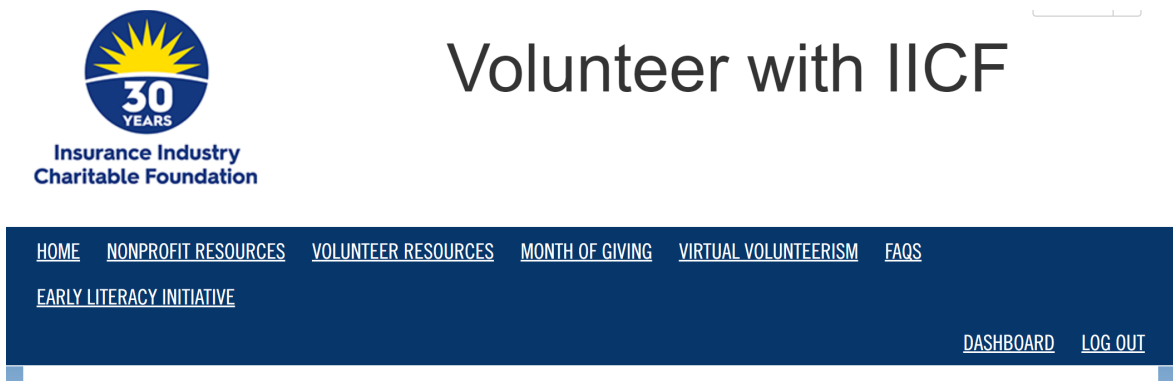
Thank you for registering
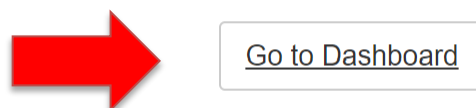
[Go to Dashboard]

To continue, click ***Go to Dashboard***, where you can edit your nonprofit profile, create and manage your service projects.

To create a new volunteer service project, click **Create and Manage Projects**. Please read the information on the next screen, then click **New Project**.

Volunteer with IICF

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EARLY LITERACY INITIATIVE

DASHBOARD   LOG OUT

My Projects

IICF invites projects of all kinds. Our volunteers appreciate participating in projects where they can truly impact your organization. Examples of successful projects include: reading to schoolchildren, grounds beautification for a recovery facility, food or clothing drives, and mock interviews for homeless teens.

If you require a donation for your project, please specify what the donation will be used for (i.e. if it is a painting project and a donation will cover the cost of paint).

Once you submit a project, allow 48 hours for your project to be approved and published on our website for volunteers to sign-up.

If you need to modify or cancel your project, please call 424-253-1107 or email contact@iicf.com.

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Projects   New Project

Proceed with entering your volunteer service project information. In the project description, be sure to detail:

1. What volunteers will be doing as part of the project

2. What volunteers should bring or wear for the project

3. If you are requiring a donation for the project (i.e., to cover the cost of paint and painting supplies if project is to repaint school walls), be sure to detail this information as well.

Volunteer with IICF

HOME   NONPROFIT RESOURCES   VOLUNTEER RESOURCES   MONTH OF GIVING   VIRTUAL VOLUNTEERISM   FAQS
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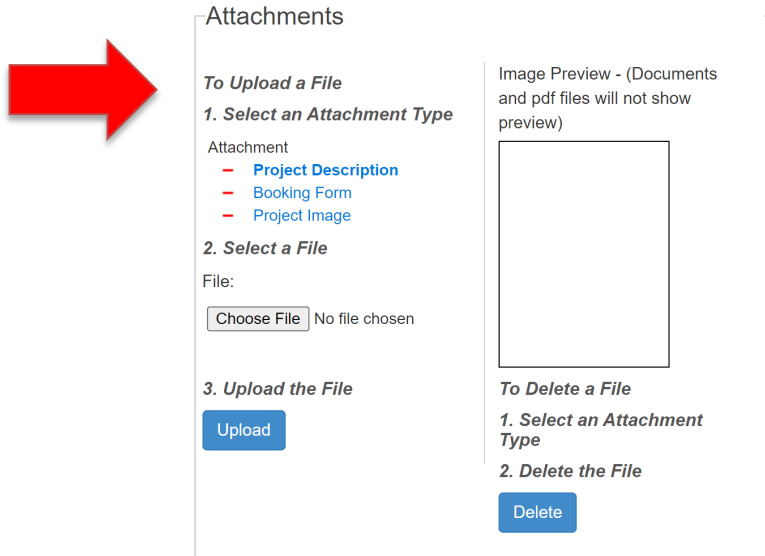DASHBOARD   LOG OUT

Project Information
* Project Title

* Project Description

Use the **Upload Attachments** section to share additional information with volunteers such

as a map or directions to the project, or any document you require volunteers to acknowledge before participating in the service project (i.e., an additional waiver). Next, click **Save and Continue**.

Attachments

To Upload a File

1. Select an Attachment Type

Attachment
- **Project Description**
- Booking Form
- Project Image

2. Select a File

File:

[Choose File] No file chosen

3. Upload the File
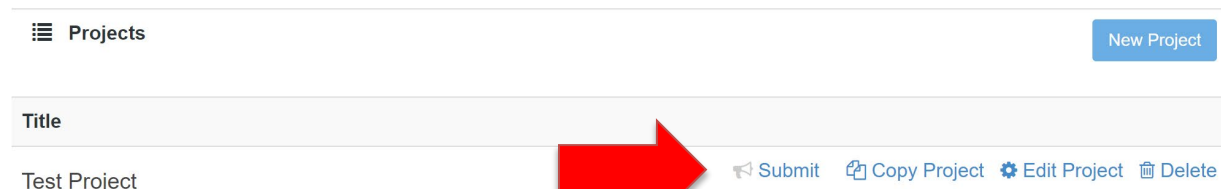
[Upload]

Image Preview - (Documents and pdf files will not show preview)
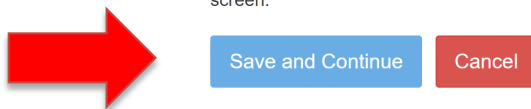
To Delete a File

1. Select an Attachment Type
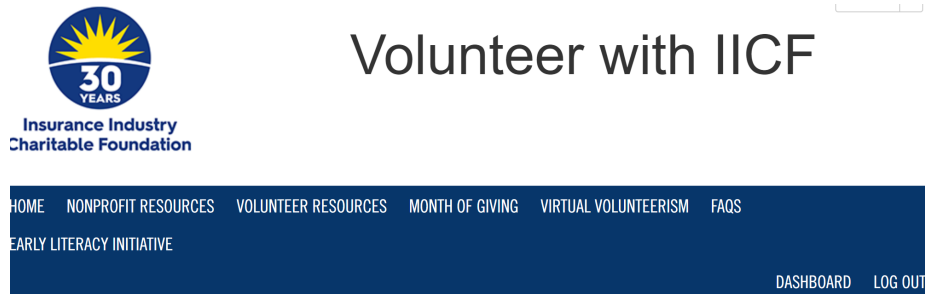
2. Delete the File

[Delete]

Selecting "Save and Continue" saves your project to your account. To submit your project for IICF review and approval, press the "Submit" button next to the project listing on the next screen.

[Save and Continue]   [Cancel]

You are not finished! Please continue as directed below.

Review your project on the following screen, then you must click **Submit** to complete the process.

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DASHBOARD   LOG OUT

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If you need to modify or cancel your project, please call 424-253-1107 or email contact@iicf.com.

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Projects   [New Project]

Title
Test Project   ⛊ Submit   🗐 Copy Project   ⚙ Edit Project   🗑 Delete

Once the project is approved, you will receive an email to your registered address.

Volunteer/Volunteer Team Sign Up Process

Once your volunteer service project is live on the Month of Giving website, volunteers and volunteer teams will be able to search and find your project by IICF Division, distance from zip code, area of interest/service and other measures.

Volunteers and volunteer teams will then sign up for your project through the Month of Giving website. After a volunteer has signed up for your project, the Project Leader will receive an email with the volunteer's contact information and group size.

Please collect and save this information for your records and use as the Month of Giving approaches. Volunteers and volunteer teams will also be sent a similar email confirming their placement with your service project and detailing your Project Leader's contact information.

To view your current projects and see how many people in total are signed up for each project, return to the Month of Giving website periodically. Log in with your nonprofit information and click *Create and Manage Projects* on the following screen:
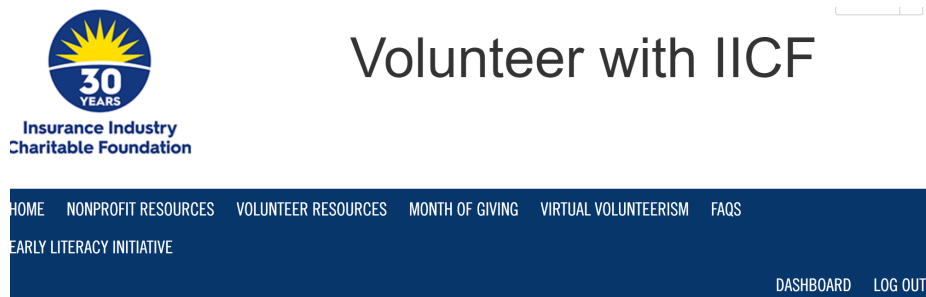
My Projects

Welcome Nonprofit Organization Name

Create and Manage Projects ▶

👥 Edit Nonprofit Profile   ⮕ Log Out

This will take you to your **Dashboard** where you can see all unsubmitted, submitted and approved projects. You can also view and edit your project schedules and volunteer counts.
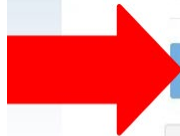
To cancel a project once it has been approved, please contact Alexis Ziering IICF at aziering@iicf.org

Viewing Registered Volunteer Groups

Login to the Month of Giving website at: **volunteer.iicf.org**
Note: Please ensure you are attempting to login using the *"Nonprofit Access*" button from the Login dropdown on the home screen.

Once logged in, select "Create and Manage Projects" from your home screen.

Create and Manage Projects ▶

👥 Edit Nonprofit Profile   ⮕ Log Out

1. *Select the "Schedule & Roster" button below the project you wish to view.*

Approval Status: Approved   Submitted   ☑ Edit Project
Approval Date: 07/24/2015 3:37 PM

chedule & Roster

2. *View volunteer information from the Calendar View.*

a. To view registered volunteers via calendar view, hover your mouse over the project. The project's basic information will display.

b. Click **Roster** to view volunteer group registrations and contact information.

3. *View volunteer information from the Roster View.*

a. To view registered volunteers via roster view, select the *Roster* tab displayed above the calendar.

a. A detailed listing of registered volunteer groups will display. Information such as volunteer team, company, group size, contact person, contact email and contact phone is available.

a. Volunteer information can be printed by selecting the *Print Roster* button.

Please contact Alexis Ziering at aziering@iicf.org with questions.

Thank you for participating in the IICF Month of Giving!