IICF Nonprofit Website Guide

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

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

The Insurance Industry Charitable Foundation (IICF) helps communities and enriches lives by uniting the collective strength of the insurance industry in providing grants, volunteer service and leadership.

IICF brings together insurance industry professionals from across the United States and United Kingdom throughout the year to participate in volunteer service and support local community nonprofits.

In addition, IICF invites nonprofit organizations to participate with us in a dedicated week of service during IICF Week of Giving, the largest ongoing volunteer initiative in the insurance industry. Nonprofit organizations will benefit from outstanding industry volunteer support as thousands join together to give back to our communities. No volunteer project is too small or too large!

Details below will help walk you through the process of registration, listing a project and viewing volunteers.

**Steps for Nonprofits:**

1. Select a Project Leader
2. Register your organization
3. Submit a volunteer project
4. Coordinate with volunteers/volunteer teams as they sign up for projects through the IICF Volunteer website
5. Complete your service project

To begin, please visit the IICF Volunteer site: [volunteer.iicf.org](http://volunteer.iicf.org)

1. **Select A Project Leader**

   The Project Leader is the person within your organization who will coordinate and manage your organization's involvement with IICF.

   The Project Leader will become familiar with the IICF Volunteer 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.
2. Register your Organization

Begin by visiting http://volunteer.iicf.org

- **Note:** If your organization has previously listed a volunteer project online with IICF, bypass the registration step and proceed directly to submitting a volunteer project.

Click the “Nonprofit Resource” tab:

View the information on the Nonprofit Resources page, then click “Registration” to open the Registration page.

Provide your organization’s information as requested.
Use the “Attachments” section to upload your organization’s logo for volunteers to see and recognize:

Click Submit when finished on this page.

3. **Submit a Volunteer Service Project**

Once you have registered your nonprofit organization, you will see the following screen:
To continue, click “Go to Dashboard”, where you can edit your nonprofit profile, create and manage your service projects.

Once on your dashboard, select “New Project” to list a new volunteer opportunity.

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.
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”.

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.

Upon submitting your project, please allow 48 hours for the IICF staff to review your project and post it to the IICF Volunteer website for volunteers to view.

4. Volunteer Sign Up Process

Once your volunteer service project is live on the IICF Volunteer 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 IICF Volunteer 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.

Volunteer has scheduled themselves for Opportunity A Million Thanks - In-Office Project 2…
Please collect and save this information for your records and use as your service project date 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 how many people in total are signed up for each project, return to the IICF Volunteer website periodically.

5. Viewing Registered Volunteers

Login to the IICF Volunteer 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.

Select the “View Schedule & Roster” button below the project you wish to view.

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.

View volunteer information from the Roster View:

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.
b. Volunteer information can be printed by selecting the “Print Roster” button.

Date 07/25/2019
The Hartford Financial Services  Group Size: 15
Contact: 

ATI Restoration  Group Size: 1
Contact:
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:

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<th>Midwest Division</th>
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<th>Southeast Division</th>
<th>Western Division</th>
<th>UK Division</th>
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<td>Kelly Hartweg</td>
<td>Betsy Myatt</td>
<td>Sarah Conway</td>
<td>Melissa-Anne Duncan</td>
<td>Wendy Wilder</td>
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<td>Phone: [773] 991-2149</td>
<td>Phone: [917] 544-0895</td>
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