



Volunteer. Give. Make an Impact.

IICF Week of Giving

Nonprofit Website Guide

***The Insurance Industry Charitable Foundation is excited
for your organization to join us for the
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 - for volunteer projects and service to benefit community nonprofit organizations throughout the United States and United Kingdom.

***To join the Week 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 Week of Giving website**
- 5. Complete your service project!**

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 Week of Giving.

The Project Leader will become familiar with the Week 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 <http://weekofgiving.iicf.org>. Familiarize yourself with the website and general information about the Week of Giving.

* *Please note: If your organization participated in the Week of Giving in 2018, you may bypass the organization registration step and proceed directly to submitting a volunteer project.*

Click the **NONPROFITS** tab:



View the information on the NONPROFITS page, then click **Nonprofit Registration**:

A screenshot of a web browser displaying the IICF Week of Giving website at iicf.com/week-of-giving.html. The page content includes:

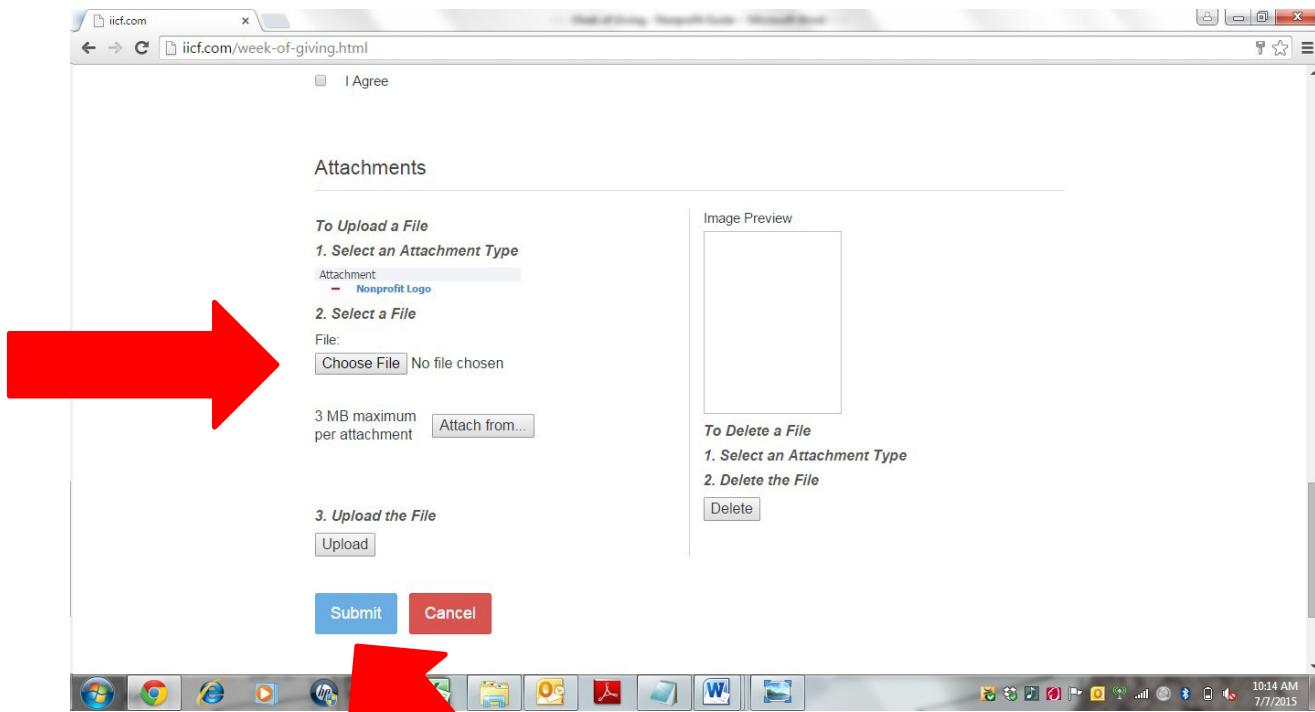
- Nonprofits:** A brief description of the IICF Week of Giving, which brings together insurance industry professionals to support local community nonprofits.
- Benefits to participating nonprofits include:**
 - Skilled volunteers to assist during the Week of Giving.
 - Exposure to new individuals and companies.
 - Potential long-term volunteers. Many Week of Giving volunteers become regular, long-term volunteers.
- To participate in Week of Giving:**
 - Register your organization.
 - Submit volunteer projects through the Week of Giving website.
- A note: Please allow 48 hours for submitted projects to be reviewed, approved, and published on the Week of Giving website.
- A large red arrow points to the **Nonprofit Registration** button.
- The button is blue with white text.
- Below the button, a note provides contact information: "For assistance with registration or questions about projects, please call 424-253-1107 or email contact@iicf.com".
- Two photographs are shown on the right side of the page: one of a woman helping a young girl at a table, and another of a man and a child looking at a document together.
- The browser's taskbar at the bottom shows various open applications.

Fill out your organization's information as requested:

A screenshot of the IICF Week of Giving website showing the "New Nonprofit Registration" form. The page features:

- The IICF logo and tagline: "HELPING COMMUNITIES ENRICHING LIVES TOGETHER Insurance Industry Charitable Foundation".
- A "Login | Registration" link in the top right corner.
- A large red arrow points to the "Nonprofit Information" section.
- Nonprofit Information** section:
 - * Agency Name: An input field.
 - * Agency Tax ID: An input field.
 - Please provide a brief description of the services your agency provides: A text area.
- The browser's taskbar at the bottom shows various open applications.

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



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

Step 3: Submit a Volunteer Service Project

Once you have registered your nonprofit organization, you will see the following screen:

IICF Week of Giving

NONPROFITS VOLUNTEERS VOLUNTER RESOURCES FAQS EARLY LITERACY INITIATIVE DASHBOARD LOG OUT

Nonprofit Organization Name

Thank you for registering for IICF Week of Giving. We look forward to working with you to help match volunteers to your organization. To begin listing volunteer project opportunities for Week of Giving, go to your "Dashboard" and select "Create and Manage Projects." Please allow 48 hours for submitted projects to be reviewed, approved, and published on the Week of Giving website.

Should you have any questions, please call IICF at (424)253-1107.

[Go to Dashboard](#)

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

IICF Week of Giving

NONPROFITS VOLUNTEERS VOLUNTER RESOURCES FAQS EARLY LITERACY INITIATIVE DASHBOARD LOG OUT

Welcome Nonprofit Organization Name

Thank you joining the IICF Week of Giving! This annual event brings together thousands of volunteers from the insurance industry to complete hundreds of projects across the country with organizations like yours. IICF invites you to post volunteer projects of all kinds. Please click below to get started.

[Create and Manage Projects ►](#)

[Edit Nonprofit Profile](#) [Log Out](#)

1999 Avenue of the Stars

NEWSLETTER SIGNUP

10:38 AM 7/7/2015

To create a new volunteer service project, click **Create and Manage Projects** (shown above).

Please read the information on the next screen, then click **New Project**.

iicf.com

Nonprofit Organization Name

IICF Week of Giving

NONPROFITS VOLUNTEERS VOLUNTEER RESOURCES FAQS EARLY LITERACY INITIATIVE DASHBOARD LOG OUT

My Projects

Welcome to the IICF Week of Giving! Use this page to manage your volunteer projects and submit new projects.

IICF invites projects of all kinds. Our volunteers appreciate participating in projects where they can truly impact your organization. Examples of successful Week of Giving 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.

New Project

Projects

10:43 AM
7/7/2015

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 and 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.

iicf.com/week-of-giving.html

Nonprofit Organization Name

IICF Week of Giving

NONPROFITS VOLUNTEERS VOLUNTEER RESOURCES FAQS EARLY LITERACY INITIATIVE DASHBOARD LOG OUT

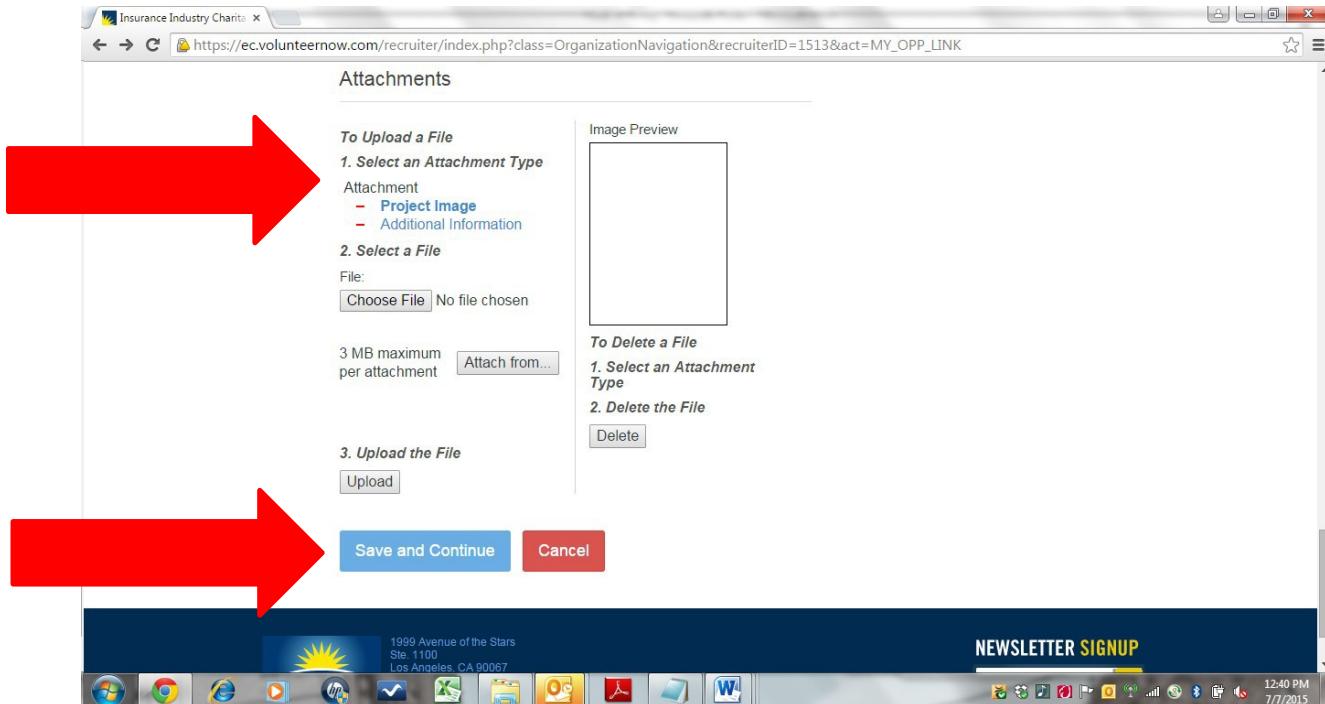
Project Information

* 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**.



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.

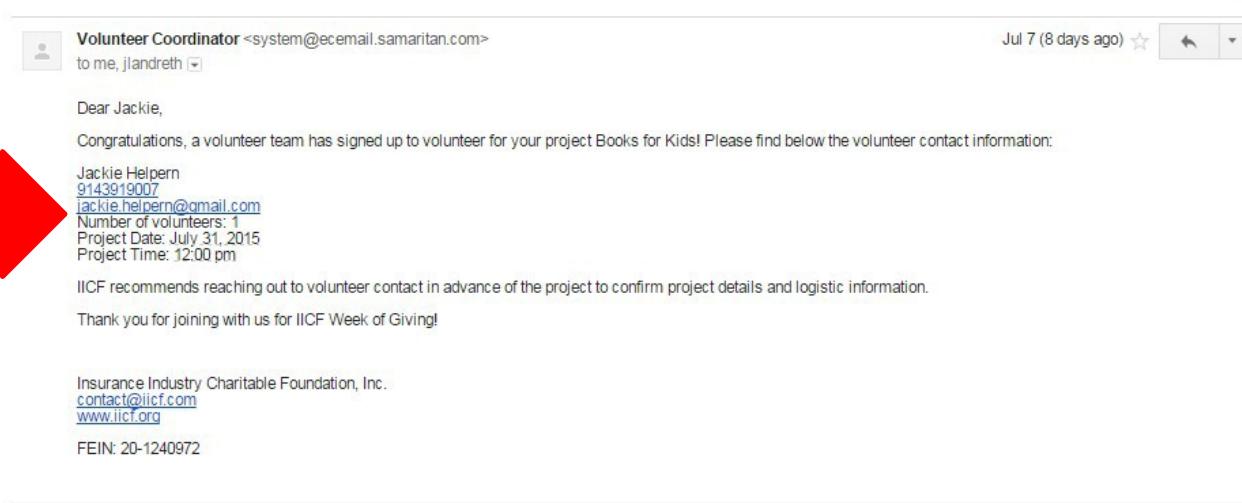
Upon submitting your project, please allow 48 hours for the IICF staff to review your project and post it to the Week of Giving website for volunteers to see.

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 Week 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 Week 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.



Volunteer Coordinator <system@ecemail.samaritan.com>
to me, jlandreth ▾ Jul 7 (8 days ago) ★ ↗ ↘

Dear Jackie,

Congratulations, a volunteer team has signed up to volunteer for your project Books for Kids! Please find below the volunteer contact information:

Jackie Helpern
[9143919007](#)
[jackie.helpern@gmail.com](#)
Number of volunteers: 1
Project Date: July 31, 2015
Project Time: 12:00 pm

IICF recommends reaching out to volunteer contact in advance of the project to confirm project details and logistic information.

Thank you for joining with us for IICF Week of Giving!

Insurance Industry Charitable Foundation, Inc.
[contact@iicf.com](#)
[www.iicf.org](#)

FEIN: 20-1240972

Please collect and save this information for your records and use as the Week 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 Week of Giving website periodically. Log in with your nonprofit information and click **Create and Manage Projects** on the following screen:



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 call IICF at (424) 253-1107 or email contact@iicf.com.

Viewing Registered Volunteer Groups

- 1. Login to the Week of Giving website at: weekofgiving.iicf.org**

Note: Please ensure you are attempting to login using the "**Nonprofit Access**" button from the Login dropdown on the home screen.

- 2. Once logged in, select “Create and Manage Projects” from your home screen.**



IICF Week of Giving

[NONPROFITS](#) [VOLUNTEERS](#) [VOLUNTEER RESOURCES](#) [FAQS](#) [EARLY LITERACY INITIATIVE](#)[DASHBOARD](#) [LOG OUT](#)

Welcome IICF - Western Division

Thank you joining the IICF Week of Giving! This annual event brings together thousands of volunteers from the insurance industry to complete hundreds of projects across the country with organizations like yours. IICF invites you to post volunteer projects of all kinds. Please click below to get started.

[Create and Manage Projects ▶](#)[Edit Nonprofit Profile](#) [Log Out](#)

1999 Avenue of the Stars
Ste. 1100
Los Angeles, CA 90067
Phone: 424-253-1107

[Home](#) [About IICF](#) [Donate](#)**NEWSLETTER SIGNUP**

email address

GO

- 3. Select the “Schedule & Roster” button below the project you wish to view.**

My Projects

Welcome to the IICF Week of Giving! Use this page to manage your volunteer projects and submit new projects.

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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.

[New Project](#)[Projects](#)

#5forELI

Approval Status: Approved

Submitted Edit Project

Approval Date: 07/24/2015 3:37 PM

[Schedule & Roster](#)

4. View volunteer information from the Calendar View.

Nothing but Sand - Venice Beach Clean Up
Approval Status: Approved
Approval Date: 09/15/2015 3:41 PM

Submitted Edit Project

Calendar View List View Add/Edit Slot Roster Hide Schedule/Roster

October 2015

2-month month week day

Roster | View/Edit | Close

For: Nothing but Sand - Venice Beach Clean Up
Time: 10:00 am - 12:00 pm
Placements: 56 of 60 (4 open)
Contact: Melissa (714) 870-1084
Address: 3100 Ocean Front Walk Tower Buccaneer, South of Pier Venice CA 90292

10a (56)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
add	27 add	28 add	29 add	30 add	1 add	
add	4 add	5 add	6 add	7 add	8 add	
add	11 add	12 add	13 add	14 add	15 add	
add	18 add	19 add	20 add	21 add	22 add	23 add
add	25 add	26 add	27 add	28 add	29 add	30 add

- 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.

5. View volunteer information from the Roster View.

Nothing but Sand - Venice Beach Clean Up
Approval Status: Approved
Approval Date: 09/15/2015 3:41 PM

Submitted Edit Project

Calendar View List View Add/Edit Slot Roster Hide Schedule/Roster

October 2015

2-month month week day

Roster | View/Edit | Close

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add	11 add	12 add	13 add	14 add	15 add	
add	18 add	19 add	20 add	21 add	22 add	23 add
add	25 add	26 add	27 add	28 add	29 add	30 add

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

Nothing but Sand - Venice Beach Clean Up
Approval Status: Approved Submitted [Edit Project](#)
Approval Date: 09/15/2015 3:41 PM

Calendar View List View Add/Edit Slot Roster Hide Schedule/Roster

Full Project Roster Print Roster

Date 10/17/2015

Topa Insurance Company Group Size: 1
Contact: Delaney [REDACTED] [\[REDACTED\]@topa-ins.com](mailto:[REDACTED]@topa-ins.com) (310) [REDACTED]

HUB International - Encino Group Size: 50
Contact: Martha [REDACTED] [\[REDACTED\]@hubinternational.com](mailto:[REDACTED]@hubinternational.com) (818) 200-1000

Crawford & Company GTS Group Size: 4
Contact: Evan [REDACTED] [\[REDACTED\]@us.crawco.com](mailto:[REDACTED]@us.crawco.com) (213) [REDACTED]

The Liberty Company Insurance Brokers Group Size: 1
Contact: Jerry [REDACTED] [\[REDACTED\]@libertycompany.com](mailto:[REDACTED]@libertycompany.com) (310) [REDACTED]

- b. 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.

Nothing but Sand - Venice Beach Clean Up
Approval Status: Approved Submitted [Edit Project](#)
Approval Date: 09/15/2015 3:41 PM

Calendar View List View Add/Edit Slot Roster Hide Schedule/Roster

Full Project Roster **Print Roster**

Date 10/17/2015

Topa Insurance Company Group Size: 1
Contact: Delaney [REDACTED] [\[REDACTED\]@topa-ins.com](mailto:[REDACTED]@topa-ins.com) (310) [REDACTED]

HUB International - Encino Group Size: 50
Contact: Martha [REDACTED] [\[REDACTED\]@hubinternational.com](mailto:[REDACTED]@hubinternational.com) (818) 200-1000

Crawford & Company GTS Group Size: 4
Contact: Evan [REDACTED] [\[REDACTED\]@us.crawco.com](mailto:[REDACTED]@us.crawco.com) (213) [REDACTED]

The Liberty Company Insurance Brokers Group Size: 1
Contact: Jerry [REDACTED] [\[REDACTED\]@libertycompany.com](mailto:[REDACTED]@libertycompany.com) (310) [REDACTED]

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

Thank you for participating in the Week of Giving!