



Volunteer. Give. Make an Impact.

Nonprofit Website Guide



**Insurance Industry
Charitable Foundation**
Helping communities and
enriching lives, together.

The Insurance Industry Charitable Foundation is excited for your organization to join us for the **2023 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.

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

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
6. Log your hours

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 past years, you may bypass the organization registration step and proceed directly to submitting a volunteer project by simply logging in.

Click the **NONPROFITS** 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:

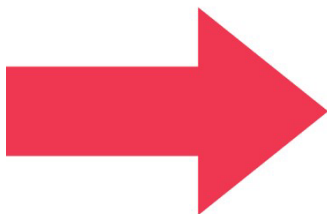
- 1. Skilled volunteers to assist during the Week of Giving.
- 2. Exposure to new individuals and companies.
- 3. Potential long-term volunteers. Many Week of Giving volunteers become regular, long-term volunteers.



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.com.

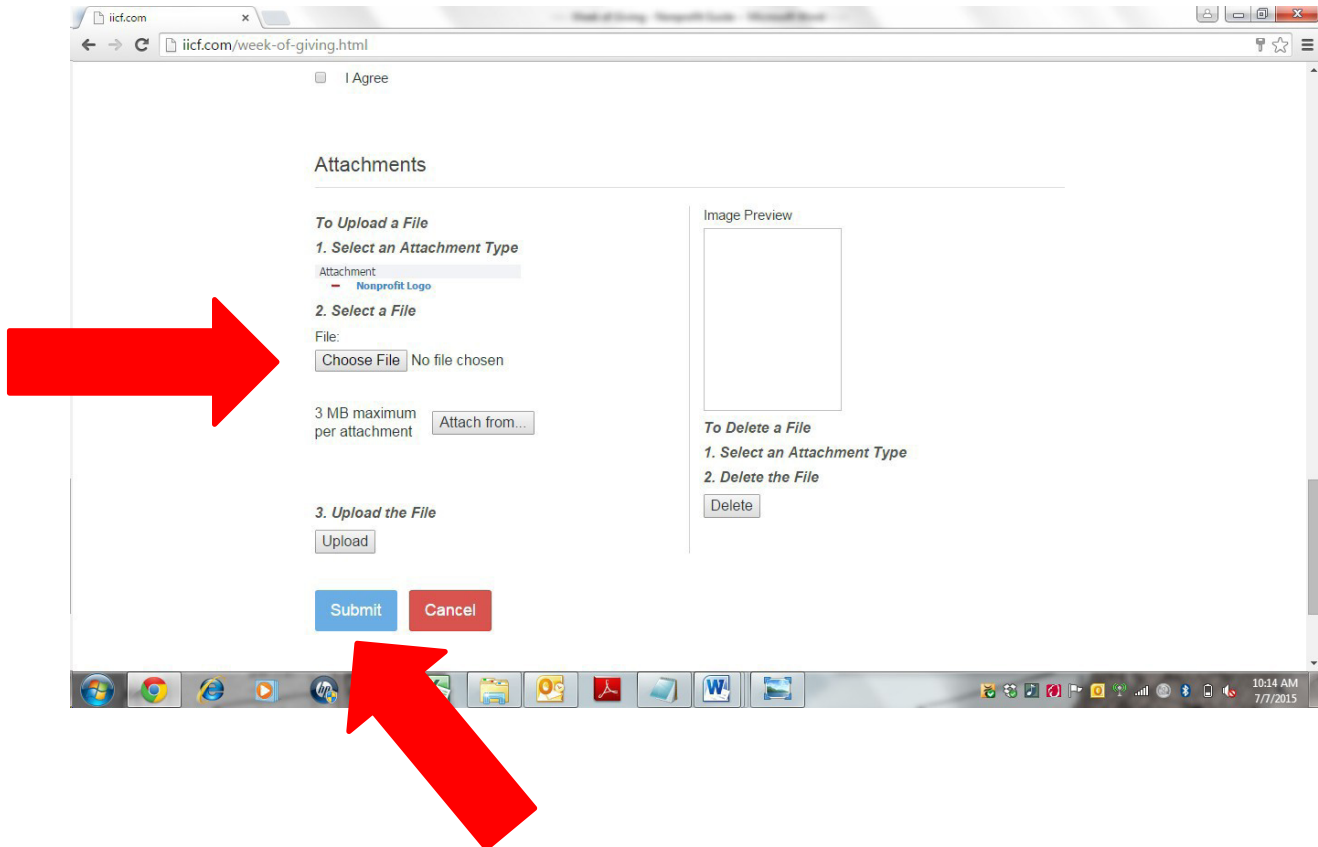
Fill out your organization's information as requested:

The screenshot shows a web browser window with the URL iicf.com/week-of-giving.html. The page header includes the IICF logo and the text "IICF Week of Giving". Below the header is a navigation menu with links for "NONPROFITS", "VOLUNTEERS", "VOLUNTEER RESOURCES", "FAQS", "EARLY LITERACY INITIATIVE", and "SEARCH PROJECTS". The main content area is titled "New Nonprofit Registration" and contains the following form fields:

- "Please tell us about your nonprofit." (text)
- "Nonprofit Information" (section header)
- "*Agency Name" (text input field)
- "*Agency Tax ID" (text input field)
- "Please provide a brief description of the services your agency provides" (text input field)

A red arrow points to the "Agency Name" input field. The browser's taskbar at the bottom shows the time as 9:49 AM on 7/7/2015.

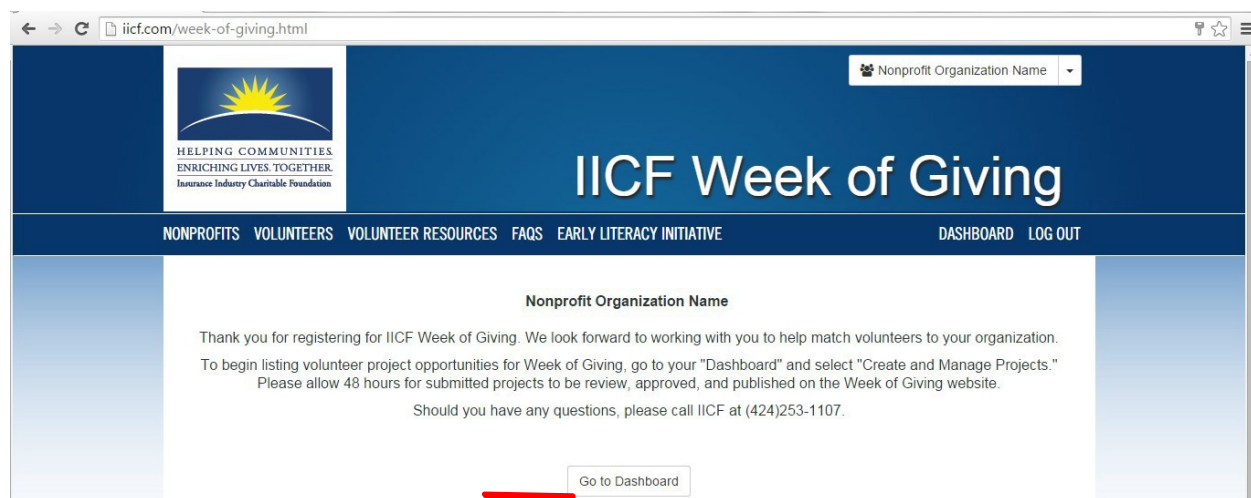
Use the **Attachments** section to upload your organization's logo for volunteers to see and recognize:



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:



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** (shown above).

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



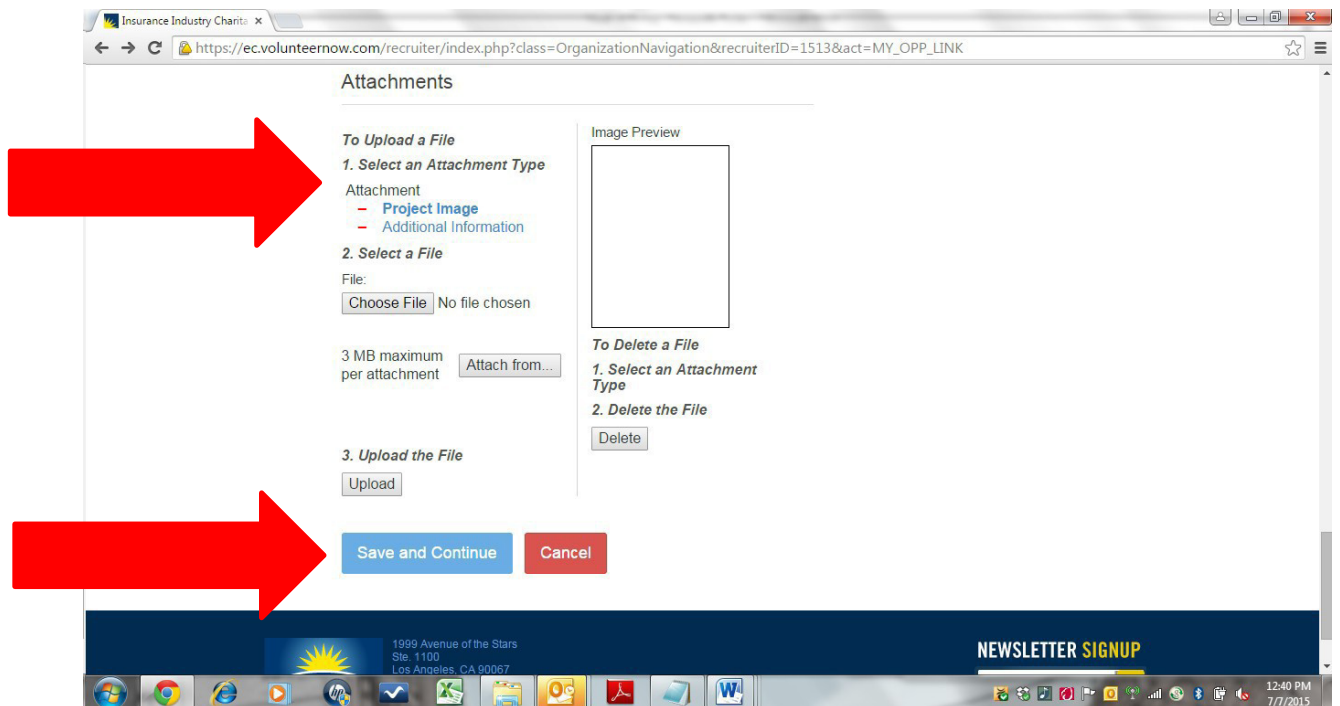
Proceed with entering your volunteer service project information. In the project description, be sure to detail:

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.



The screenshot shows a web browser window with the URL iicf.com/week-of-giving.html. The page header includes the IICF logo and the text "HELPING COMMUNITIES ENRICHING LIVES TOGETHER. Insurance Industry Charitable Foundation". The main heading is "IICF Week of Giving". A navigation bar contains links for "NONPROFITS", "VOLUNTEERS", "VOLUNTEER RESOURCES", "FAQS", "EARLY LITERACY INITIATIVE", "DASHBOARD", and "LOG OUT". The "Project Information" section contains a "Project Title" text field and a "Project Description" rich text editor. A large red arrow points to the "Project Description" field.

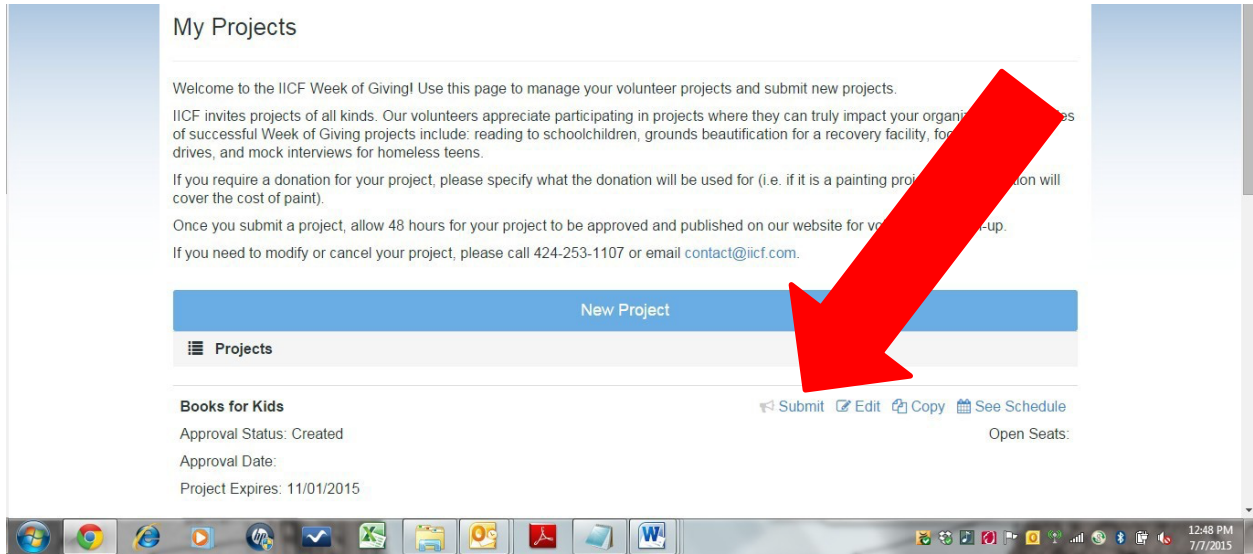
Use the **Upload Attachments** section to share additional information with volunteers such as a map or directions to the project, or any document you require volunteers to acknowledge before participating in the service project (i.e., an additional waiver). Next, click **Save and Continue**.



The screenshot shows a web browser window with the URL https://ec.volunteernow.com/recruiter/index.php?class=OrganizationNavigation&recruiterID=1513&act=MY_OPP_LINK. The page title is "Attachments". The "To Upload a File" section includes instructions: "1. Select an Attachment Type" with radio buttons for "Project Image" and "Additional Information"; "2. Select a File" with a "Choose File" button and "No file chosen" text; "3 MB maximum per attachment" and an "Attach from..." button; and "3. Upload the File" with an "Upload" button. The "Image Preview" section is empty. The "To Delete a File" section includes instructions: "1. Select an Attachment Type" and "2. Delete the File" with a "Delete" button. At the bottom, there are "Save and Continue" and "Cancel" buttons. A large red arrow points to the "Project Image" radio button, and another large red arrow points to the "Save and Continue" button.

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.



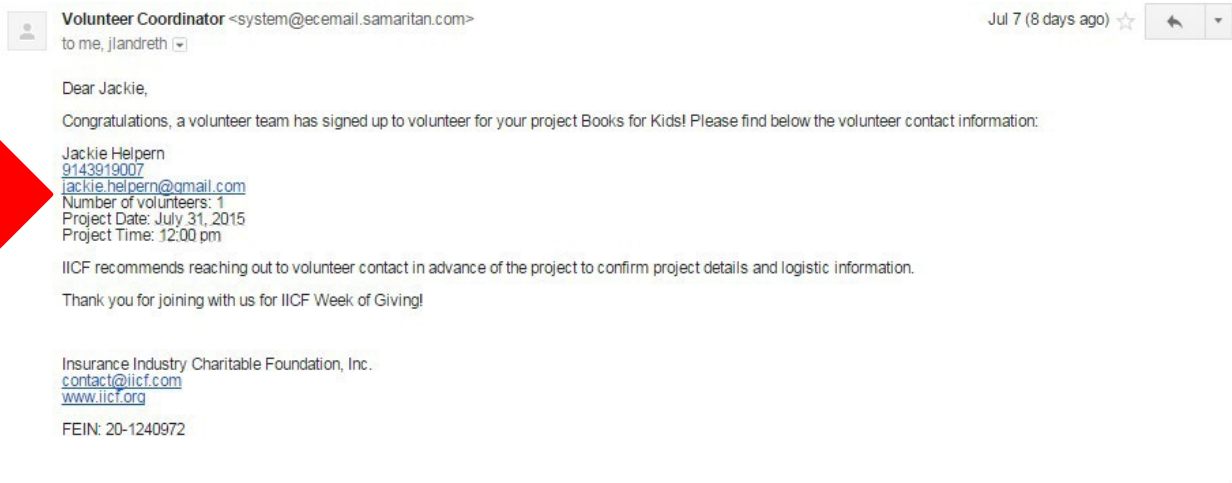
Upon submitting your project, please allow 48 hours for the IICF staff to review your project and post it to the Week of Giving website for volunteers to see.

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.



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.**

The screenshot shows the IICF Week of Giving dashboard for a user logged in as 'IICF - Western Division'. The top navigation bar includes links for NONPROFITS, VOLUNTEERS, VOLUNTEER RESOURCES, FAQs, EARLY LITERACY INITIATIVE, DASHBOARD, and LOG OUT. The main content area features a welcome message and a prominent blue button labeled 'Create and Manage Projects' with a right-pointing arrow. A large red arrow points to this button. Below it are links for 'Edit Nonprofit Profile' and 'Log Out'. The footer contains the IICF logo, address (1999 Avenue of the Stars, Ste. 1100, Los Angeles, CA 90067, Phone: 424-253-1107), and a 'NEWSLETTER SIGNUP' form with an email address field and a 'GO' button.

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.


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**

#5forELI

Approval Status: Approved Submitted [Edit Project](#)

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

 [Schedule & Roster](#)

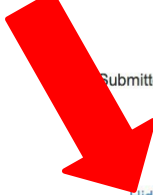
4. View volunteer information from the Calendar View.

Nothing but Sand - Venice Beach Clean Up

Approval Status: Approved Submitted [Edit Project](#)

Approval Date: 09/15/2015 3:41 PM

Calendar View [List View](#) [Add/Edit Slot](#) [Roster](#) [Hide Schedule/Roster](#)



< > **October 2015** 2-month month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
add	27 add	28 add	29 add	30 add	1 add	2 add
add	4 add	5 add	6 add	7 add	8 add	9 add
add	11 add	12 add	13 add	14 add	15 add	16 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
						31 add

10a (56)

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

- 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

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

- 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
 Approval Date: 09/15/2015 3:41 PM

Submitted [Edit Project](#)

[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 [Email](#) [delaney@topa-ins.com](#) [\(310\) 207-1000](#)

HUB International - Encino Group Size: 50
 Contact: Martha [Email](#) [martha.delaney@hubinternational.com](#) [\(818\) 207-1000](#)

Crawford & Company GTS Group Size: 4
 Contact: Evan [Email](#) [evan.crawford@us.crawco.com](#) [\(213\) 207-1000](#)

The Liberty Company Insurance Brokers Group Size: 1
 Contact: Jerry [Email](#) [jerry@libertycompany.com](#) [\(310\) 207-1000](#)


- 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   delaney@topa-ins.com  (310) 200-0000

HUB International - Encino Group Size: 50
Contact: Martha   martha.huberman@hubinternational.com  (818) 200-7000

Crawford & Company GTS Group Size: 4
Contact: Evan   evan_crawford@us.crawco.com  (213) 200-0000

The Liberty Company Insurance Brokers Group Size: 1
Contact: Jerry   jerry@libertycompany.com  (310) 500-0000

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

Thank you for participating in the IICF Week of Giving!