IICF Week of Giving
October 13 - 20, 2018

Reporting Volunteer Service Guide
The Insurance Industry Charitable Foundation is so appreciative to have had your organization join us for the Week of Giving. We hope you had a wonderful volunteer experience!

On the following pages, you’ll find step-by-step instructions for reporting your volunteer service, both for projects matched through our Week of Giving website and for those projects coordinated outside the IICF system.

Reporting of Projects Matched through the IICF Week of Giving Website

1. Login to the Week of Giving website at weekofgiving.iicf.org. Note: Please ensure you are attempting to login using the Volunteer Login button from the Login dropdown on the home screen.

2. Once logged in, select Report & View Hours from your dashboard.
3. Select the **Report Service** button located on the top left-hand side of the screen.

4. Select the specific project (“survey”) from the dropdown menu under **Report Service/Hours**.
5. Confirm your project details by inputting service date, description of service, total number of volunteers and hours served. Click **OK** to submit.
Reporting of Projects Coordinated Outside the IICF Week of Giving Website

1. Login to the Week of Giving website at weekofgiving.iicf.org.
   a. Please ensure you are attempting to login using the Volunteer Login button from the Login dropdown on the home screen.
   b. Please note, you must be registered as a Volunteer to report service. To register, click Registration at the top right-hand side of the home page. Then select Create account.

2. Once logged in, select Report Other Service from your dashboard.
3. Confirm your *Log in* information.

4. Under *Report Service* tab, input your project specific information such as nonprofit contact, project date and length, total number of team volunteers and hours. Press **OK** when complete.
Should you have any additional questions, please call (424) 253-1107 or email contact@iicf.com.

Thank you again for your participation in the IICF Week of Giving, and we hope your team had a wonderful experience giving back. Together, we are fulfilling the IICF mission of helping communities and enriching lives!

#insurancegivesback

Thank you!