



WEEK OF GIVING
 Insurance Industry Charitable Foundation
25
 Years
 Volunteer. Give. Make an Impact.
 October 13–20, 2018
 United States and United Kingdom
Be a Part of Something Greater

IICF Week of Giving

October 13 - 20, 2018

Reporting Volunteer Service Guide



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25
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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.

The screenshot shows the user dashboard for Melissa-Anne Duncan. The navigation bar at the top includes: NONPROFITS, VOLUNTEERS, VOLUNTEER RESOURCES, FAQs, EARLY LITERACY INITIATIVE, DASHBOARD, SEARCH PROJECTS, and LOG OUT. The user profile on the left lists: **Melissa-Anne Duncan**, IICF, Status: Active, Volunteer since: 11/14/2014, Total Hours Served: Month: 1,139, Year: 1,139, Lifetime: 1,206, and Last Logbook Entry: 2015-10-19. The main dashboard area contains six buttons: **Report & View Hours** (with a red arrow pointing to it), **View Schedule**, **My Projects**, **Search Projects**, **Edit Profile**, and **Report Other Service**.

3. Select the *Report Service* button located on the top left-hand side of the screen.

The screenshot shows the IICF Week of Giving dashboard. At the top left is the IICF logo with the tagline "HELPING COMMUNITIES ENRICHING LIVES TOGETHER Insurance Industry Charitable Foundation". To the right is the user name "Melissa-Anne Duncan". Below the logo is a navigation bar with links: NONPROFITS, VOLUNTEERS, VOLUNTEER RESOURCES, FAQs, EARLY LITERACY INITIATIVE, DASHBOARD, SEARCH PROJECTS, and LOG OUT. The main content area has two buttons: "Report Service" (highlighted with a red arrow) and "Logbook". Below these is a "Date Range" section with "Start Date" (Oct 20 2014) and "End Date" (Oct 20 2015) dropdowns, and a "Go" button. Underneath is a "Log Book Details" section with a "No data" message, "Edit Selected Record(s)" and "Delete Selected Record(s)" buttons, and a "Rows to display" dropdown set to "All" of 0. Below that is a "Log Book Summary" section, also with a "No data" message. At the bottom of the page is a footer with the IICF logo, address "1999 Avenue of the Stars Ste. 1100", and a "NEWSLETTER SIGNUP" link.

4. Select the specific project (“survey”) from the dropdown menu under *Report Service/Hours*.

The screenshot shows the IICF Week of Giving dashboard with the "Report Service" button selected. The "Report Service/Hours" section is visible, with the text "Please select from the following survey(s):" above a dropdown menu. The dropdown menu is open, showing "Select a Survey" at the top, followed by "#5forELI:Log Book Entry" and "A Million Thanks- In-Office Project:Log Book Entry". A red arrow points to the dropdown menu. The rest of the dashboard layout is consistent with the previous screenshot.

5. Confirm your project details by inputting service date, description of service, total number of volunteers and hours served.

Click **OK** to submit.

NONPROFITS VOLUNTEERS VOLUNTEER RESOURCES FAQs EARLY LITERACY INITIATIVE DASHBOARD SEARCH PROJECTS LOG OUT

Report Service Logbook

Report Service/Hours

Please select from the following survey(s):

#5forELI:Log Book Entry

Insert format here

Start Date: 10/20/2015

End Date: 10/20/2015

Project Length (in hours):

Total hours served by Group: *required

Service Performed:

OK Cancel

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.

The screenshot shows the IICF Volunteer Dashboard for Melissa-Anne Duncan. The dashboard is organized into a header, a left sidebar, and a main content area. The header contains navigation links: NONPROFITS, VOLUNTEERS, VOLUNTEER RESOURCES, FAQs, EARLY LITERACY INITIATIVE, DASHBOARD, SEARCH PROJECTS, and LOG OUT. The left sidebar displays the user's profile information, including a placeholder for a profile picture, the name Melissa-Anne Duncan, the organization IICF, status (Active), and volunteer since date (11/14/2014). It also shows total hours served: Month (1,139), Year (1,139), and Lifetime (1,206), along with the last logbook entry date (2015-10-19). The main content area features six action tiles: Report & View Hours, View Schedule, My Projects, Search Projects, Edit Profile, and Report Other Service. A red arrow points to the Report Other Service tile, which is the focus of the instructions.

Tile Title	Description
Report & View Hours	Report Week of Giving service hours organized through the Week of Giving website.
View Schedule	See the shifts where I have signed up.
My Projects	View projects I have applied for.
Search Projects	Find ways to serve.
Edit Profile	Edit your Volunteer Profile
Report Other Service	Report volunteer service organized outside the Week of Giving website, or year-round volunteer service.

3. Confirm your **Log in** information.

HELPPING COMMUNITIES
ENRICHING LIVES. TOGETHER.
Insurance Industry Charitable Foundation

Log in | Registration

IICF Week of Giving

NONPROFITS VOLUNTEERS VOLUNTEER RESOURCES FAQs EARLY LITERACY INITIATIVE SEARCH PROJECTS

Log in

User ID

Password

[Forgot password?](#)

Don't have a user login?
Create an account today!

Come here often? Bookmark this page by pressing ctrl + D on your keyboard.

1999 Avenue of the Stars
Ste. 1100
Los Angeles, CA 90067
Phone: (213) 253-5100

NEWSLETTER SIGNUP
email address

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.

Report Service Logbook

Report Service/Hours

Please select from the following survey(s):

Service Provided to:

Nonprofit Contact

Nonprofit Phone

Nonprofit eMail

Number of Volunteers

Total Number of Hours Served

Start Date of Service

End Date of Service

Comments

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!