

IICF Week of Giving

October 13 - 20, 2018

Volunteer Team Leader Website Guide



*The Insurance Industry Charitable Foundation is excited
for your organization to join us for the
2018 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 – to complete volunteer projects and service benefitting community nonprofit organizations throughout the United States and United Kingdom.

*To join the Week of Giving as an
Individual Volunteer or a Volunteer Team Leader,
please follow these steps:*

- 1. *Select a Volunteer Team Leader***
- 2. *Register your volunteer team***
- 3. *Search and sign up for a volunteer service project***
- 4. *Complete your service project!***

Step 1: Select a Volunteer Team Leader

Volunteer teams can include 1-100 members. For teams of one, you are your own Volunteer Team Leader. For teams of two or more, select one person as the Team Leader to represent your group of volunteers participating in the Week of Giving.

The Volunteer Team Leader will be responsible to: 1) register your team 2) sign your team up for a volunteer service project and 3) liaise with the nonprofit organization offering the volunteer service project. Essentially the Team Leader will be the point person for your team for the Week of Giving.

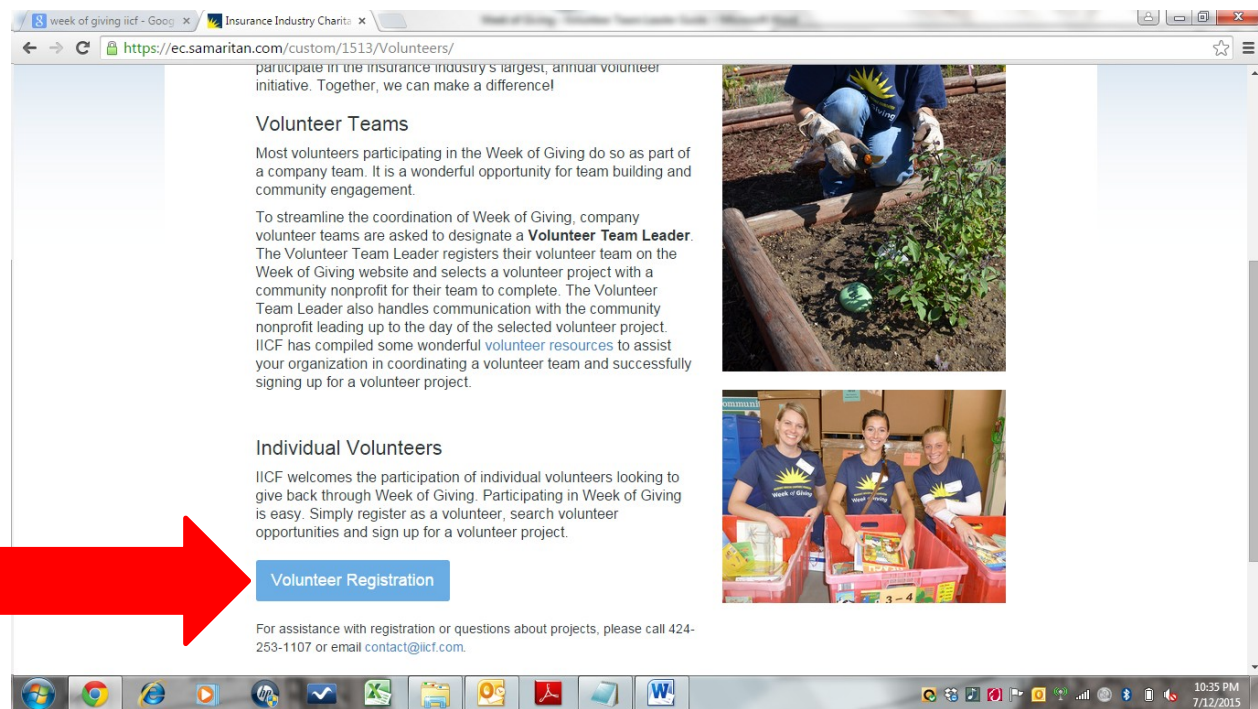
Step 2: Register your Volunteer Team

Begin by visiting weekofgiving.iicf.org. Familiarize yourself with the website and general information about the Week of Giving.

Click the ***VOLUNTEERS*** tab:



View the information on the VOLUNTEERS page, then click **Volunteer Registration:**



The screenshot shows a web browser window with the URL <https://ec.samaritan.com/custom/1513/Volunteers/>. The page content includes:

- participate in the insurance industry's largest, annual volunteer initiative. Together, we can make a difference!**
- Volunteer Teams**
Most volunteers participating in the Week of Giving do so as part of a company team. It is a wonderful opportunity for team building and community engagement.
To streamline the coordination of Week of Giving, company volunteer teams are asked to designate a **Volunteer Team Leader**. The Volunteer Team Leader registers their volunteer team on the Week of Giving website and selects a volunteer project with a community nonprofit for their team to complete. The Volunteer Team Leader also handles communication with the community nonprofit leading up to the day of the selected volunteer project. IICF has compiled some wonderful [volunteer resources](#) to assist your organization in coordinating a volunteer team and successfully signing up for a volunteer project.
- Individual Volunteers**
IICF welcomes the participation of individual volunteers looking to give back through Week of Giving. Participating in Week of Giving is easy. Simply register as a volunteer, search volunteer opportunities and sign up for a volunteer project.

A large red arrow points to a blue button labeled **Volunteer Registration**.

For assistance with registration or questions about projects, please call 424-253-1107 or email contact@iicf.com.

Fill out your volunteer information as requested. During this step, you will enter your company and team leader information. Later, when you sign up for volunteer service projects, you will be asked to input the size of your volunteer team:



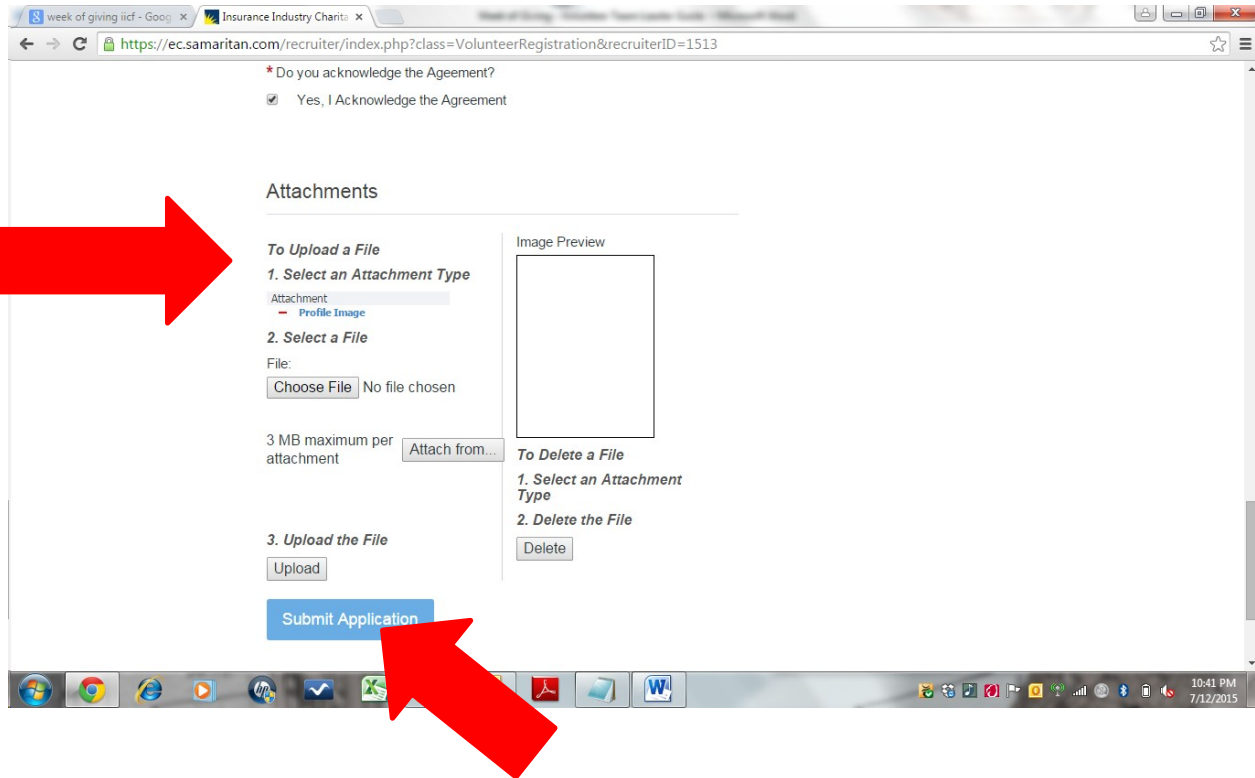
The screenshot shows the IICF Week of Giving Volunteer Registration form. The header includes the IICF logo and the text "IICF Week of Giving". The navigation bar includes links for NONPROFITS, VOLUNTEERS, VOLUNTEER RESOURCES, FAQs, EARLY LITERACY INITIATIVE, and SEARCH PROJECTS. The form is titled "IICF Volunteer Registration" and "Volunteer / Volunteer Team Information".

The form fields are:

- * Company Name
- * Team Leader First Name
- * Team Leader Last Name
- Title

A large red arrow points to the form fields.

Use the **Attachments** section to upload your company's logo to represent your volunteer team:



The screenshot shows a web browser window with the URL <https://ec.samaritan.com/recruiter/index.php?class=VolunteerRegistration&recruiterID=1513>. The page has a header with "week of giving iicf - Google" and "Insurance Industry Charitable Foundation". Below the header, there is a section "Do you acknowledge the Agreement?" with a checked box "Yes, I Acknowledge the Agreement". The main section is titled "Attachments" and contains three steps: "1. Select an Attachment Type" (with a dropdown menu showing "Profile Image"), "2. Select a File" (with a "Choose File" button and "No file chosen" text), and "3. Upload the File" (with an "Upload" button). There is also an "Image Preview" area and a "To Delete a File" section with a "Delete" button. A large red arrow points to the "Attachments" section, and another red arrow points to the "Submit Application" button at the bottom.

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

Step 3: Search and Sign Up for a Volunteer Service Project:

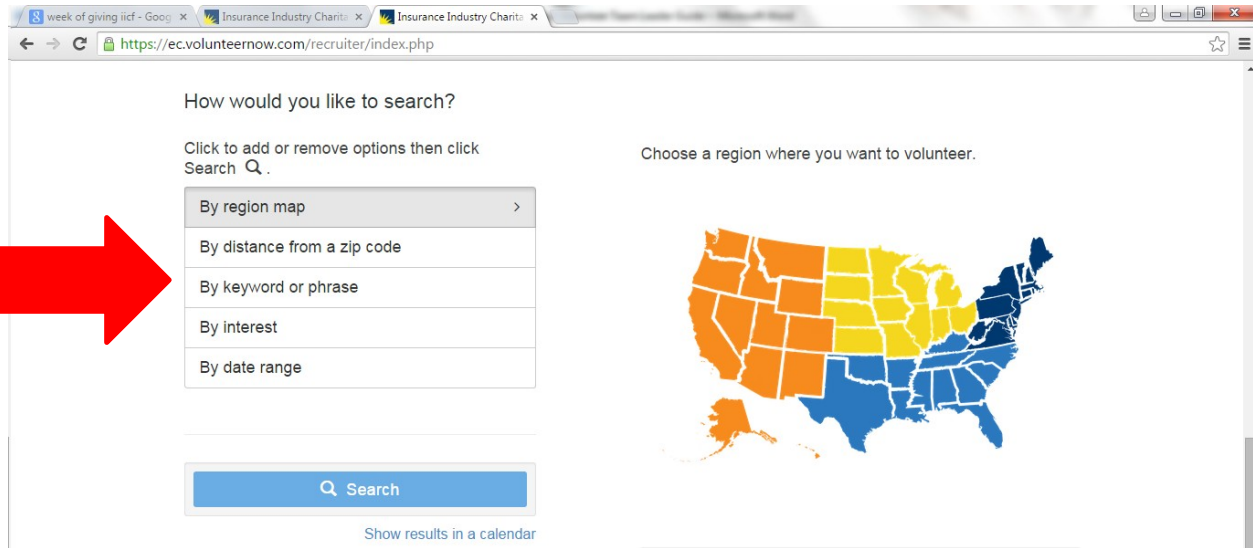
Once you have registered, you will see your volunteer dashboard.




The screenshot shows a web browser window with the URL <https://ec.volunteernow.com/recruiter/index.php>. The page has a header with "week of giving iicf - Google" and "Insurance Industry Charitable Foundation". Below the header, there is a navigation bar with links: "NONPROFITS", "VOLUNTEERS", "VOLUNTEER RESOURCES", "FAQS", "EARLY LITERACY INITIATIVE", "DASHBOARD", "SEARCH PROJECTS", and "LOG OUT". The main content area shows a user profile for "Jackie Helpen" with a profile picture, status "Active", and "Volunteer since: 11/14/2014". Below the profile, there are four buttons: "Report & View Hours", "View Schedule", "My Projects", and "Search Projects". A large red arrow points to the "Search Projects" button.


Click **Search Projects** to continue:


You will be taken to the home page where you can scroll down to search for projects by division, distance from zip code, keyword, area of interest or date range:



How would you like to search?


Click to add or remove options then click Search .

- By region map 
- By distance from a zip code
- By keyword or phrase
- By interest
- By date range

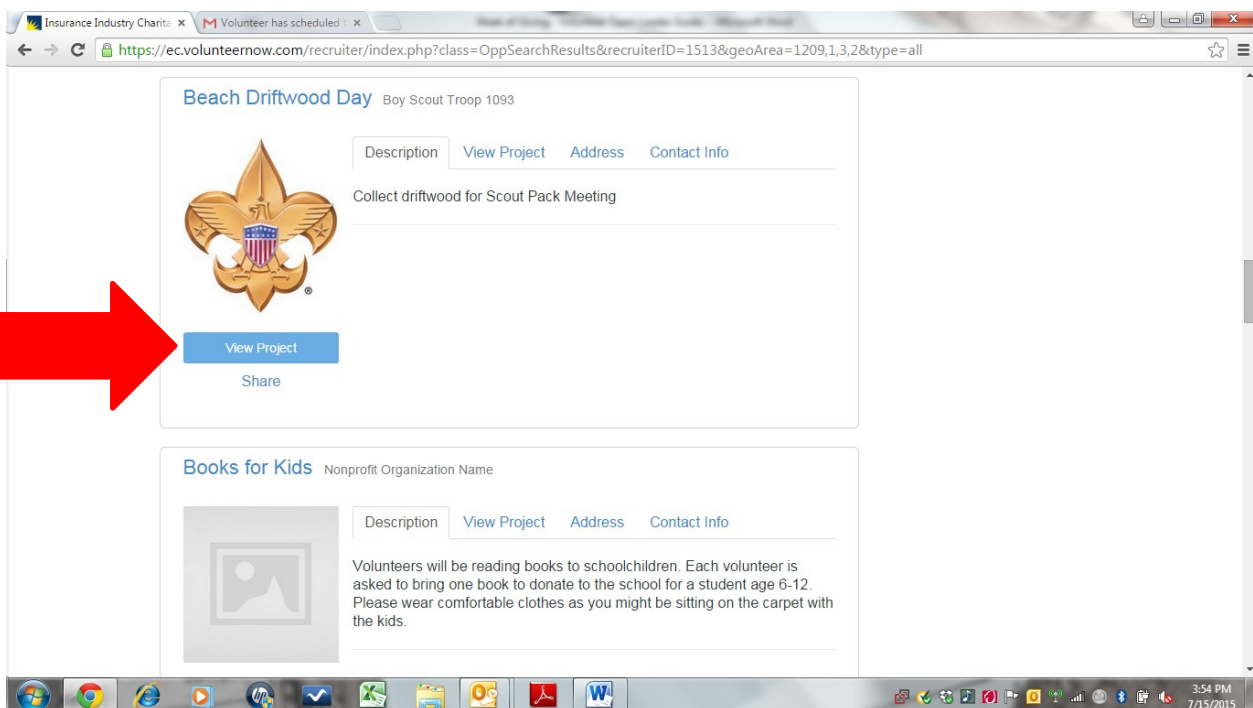
 Search

[Show results in a calendar](#)


Choose a region where you want to volunteer.



Browse your search results. To read more about a volunteer service project, or to sign up for a project, click ***View Project***.



Beach Driftwood Day Boy Scout Troop 1093




Description View Project Address Contact Info

Collect driftwood for Scout Pack Meeting

[View Project](#)

[Share](#)

Books for Kids Nonprofit Organization Name



Description View Project Address Contact Info

Volunteers will be reading books to schoolchildren. Each volunteer is asked to bring one book to donate to the school for a student age 6-12. Please wear comfortable clothes as you might be sitting on the carpet with the kids.

To sign up for a project, click the **Schedule** tab, then proceed by entering if you are an individual, or a group of volunteers:



If selecting **Group**, a dialogue box will pop up asking you to designate your number of volunteers. Enter total number of volunteers and select **OK**:



After you have signed up as an individual or entered a total number for your group, a confirmation screen will display. An email with the project information will also be sent to your address on file.



You have now successfully registered for a volunteer project as a part of the Week of Giving!

Should you for any reason need to edit your volunteer count or cancel your volunteer team, please call (424) 253-1107 or email contact@iicf.com for assistance.

Thank you for taking part in the IICF Week of Giving!