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**:

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.

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

![Attachment section](image)

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.

![Volunteer dashboard](image)

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:

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