IICF Week of Giving
October 13 - 20, 2018
Nonprofit 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 - for volunteer projects and service to benefit community nonprofit organizations throughout the United States and United Kingdom.

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!
**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**


* Please note: If your organization participated in the Week of Giving in 2017, you may bypass the organization registration step and proceed directly to submitting a volunteer project.

Click the **NONPROFITS** tab:
View the information on the NONPROFITS page, then click **Nonprofit Registration**:

Fill out your organization’s information as requested:
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 and 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.

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**.

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](http://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.
3. Select the “Schedule & Roster” button below the project you wish to view.
4. View volunteer information from the Calendar View.

   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.
a. To view registered volunteers via roster view, select the **Roster** tab displayed above the calendar.

<table>
<thead>
<tr>
<th>Date 10/17/2015</th>
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<tbody>
<tr>
<td>Topa Insurance Company</td>
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<tr>
<td>Contact: Delaney</td>
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| HUB International - Encino | Group Size: 50 |
| Contact: Martha | martha-aleane@hubinternational.com | (818) 201-0555 |

| Crawford & Company GTS | Group Size: 4 |
| Contact: Evan | evan@us.crawco.com | (213) 201-0555 |

| The Liberty Company Insurance Brokers | Group Size: 1 |
| Contact: Jerry | jerry@libertycompany.com | (310) 201-0555 |

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.

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

*Thank you for participating in the Week of Giving!*