



IICF Week of Giving Frequently Asked Questions

What is the IICF Week of Giving?

The Week of Giving is an annual, eight-day international and industry-wide volunteer initiative during which IICF brings together insurance industry professionals to complete volunteer projects and service benefitting community nonprofit organizations throughout the United States and United Kingdom. IICF invites nonprofit organizations throughout its Northeast, Midwest, Southeast, Western and United Kingdom Divisions to submit volunteer projects online at www.weekofgiving.iicf.org, and invites volunteers – including individuals and teams - from the insurance industry and beyond to participate in these volunteer projects. To date, Week of Giving volunteers have contributed more than 270,000 hours of service to community nonprofits across the United States and United Kingdom.

Who can participate in the Week of Giving?

Everyone! IICF welcomes everyone to participate in the Week of Giving, although focuses primarily on recruiting volunteers from the insurance industry and related businesses and associations. You can volunteer as part of a company team or as an individual; all are welcome to participate in the Week of Giving, the insurance industry's largest ongoing annual volunteer initiative.

What is a Volunteer Team Leader?

Volunteer Team Leaders are the champions of the Week of Giving for their offices. The Volunteer Team Leader registers their volunteer team on the Week of Giving website at weekofgiving.iicf.org and selects a volunteer project with a community nonprofit for their team to complete. The Volunteer Team Leader also liaises with the community nonprofit organization leading up to the day of the selected volunteer project.

How do I build a volunteer team?

Begin by inviting colleagues in your office to join you in creating a company team to support the local communities where you live and work. Want to engage in some friendly competition too? Challenge other departments in your company to form their own volunteer teams, and compete for the title of highest number of hours volunteered. You can also invite clients and prospective clients to join your team, then enjoy a day of fun while helping others!

How big is a volunteer team?

As small or as large as you like! You can be a team of one, or bring your entire office with a team of 100 or more. During the Week of Giving, community nonprofit organizations post volunteer service projects on weekofgiving.iicf.org that accommodate anywhere from 1-5 volunteers and up to 300 volunteers at a time.

How many teams can participate in each volunteer project?

This depends on the size of the volunteer project and the size of your volunteer team. For example, if the volunteer project can accommodate 30 people, three volunteer teams of 10 people can sign up and work together. Alternatively, one volunteer team of 30 people can fill the entire project. Most volunteer projects are filled by two or more teams, often from different companies. This is a unique part of the fun of the Week of Giving, uniting the insurance industry in camaraderie to give back to their communities, together!

What should we wear when volunteering?

We have designed a fun and fabulous new IICF Week of Giving 2018 t-shirt and encourage volunteers to wear proudly as you're helping in your communities. Shirts can be ordered online at weekofgiving.iicf.org. Please order by September 15th to ensure timely delivery and avoid any rush charges. Be sure to take lots of photos of your team in Week of Giving shirts!

IICF t-shirts are not required attire for volunteering. Please note that nonprofit organizations will note any required attire in their project description, such as closed-toe shoes or old clothing if painting or similar activities are part of the project.

Can I sign up for multiple projects?

Yes! As both an individual volunteer and as a part of your volunteer team, you are welcome to sign up for as many projects as your schedule will accommodate.

My team and I cannot leave our office, can we still volunteer?

Of course you can! Some of our community nonprofits post projects on weekofgiving.iicf.org that can be completed at your office, such as: a coat drive; letter writing campaigns for military servicemen and servicewomen; collection of party items for children in the hospital; or a nonperishable food item drive. To find projects like these, which can all be completed at your office, search for keywords "at home" or "at office".

How should volunteers and nonprofit organizations share photos and updates on social media during their Week of Giving volunteer projects?

IICF would love to hear from all Week of Giving volunteers and nonprofits on social media! Please use the hashtags: #IICFWeekofGiving and #insurancegivesback, and for literacy-related volunteering, please include #IICFinspiresliteracy

You can follow IICF on social media at:

Facebook: doubleicf <https://www.facebook.com/doubleicf/>

Twitter: @doubleicf <https://twitter.com/doubleicf>

LinkedIn: <https://www.linkedin.com/company/insurance-industry-charitable-foundation>

Instagram: doubleicf <https://www.instagram.com/doubleicf/>

Can I volunteer if my company does not have an entire team?

Absolutely! Individual volunteers can join an existing team or project. We welcome all volunteers!

As a volunteer team, what if we need to cancel?

We ask that volunteer teams try to uphold their commitment to the community nonprofit organizations as often as possible, but do understand that circumstances change and emergencies arise. If you need to cancel, please contact your regional IICF team to be removed from a volunteer project or call (424) 253-1107.

Once I have completed my volunteer project, how do I report my hours?

Once you or your team has completed a volunteer project, log into your volunteer account and report your hours by following these simple steps: 1) visit your Dashboard 2) select 'Report' and 'View Hours' and 3) complete the requested fields. Please refer to our Volunteer Service Reporting Guide on weekofgiving.iicf.org for additional details. * Please be sure to report your hours as soon as you're able after volunteering. This allows IICF to maintain an accurate record of how many people volunteered in the Week of Giving and how many service hours were contributed – and then be able to report on the philanthropic generosity of the insurance industry with the community at large.

Can I volunteer with an organization that has not listed a volunteer project on the Week of Giving website?

Yes! IICF recognizes that many companies have established relationships with local community nonprofits who may not have listed their volunteer opportunities through the Week of Giving website. Volunteerism occurring in the month of October may be attributed to your organization's participation in the Week of Giving.

To report this type of volunteer service, please create a volunteer account and log into the IICF Week of Giving website. Then: 1) visit your Dashboard 2) select 'Report Other Service' and 3) complete the subsequent survey.

How do nonprofit organizations get involved in the Week of Giving?

IICF welcomes all nonprofit organizations to be involved in the Week of Giving. Simply create a nonprofit account on the IICF Week of Giving website at weekofgiving.iicf.org, log in and then begin

submitting volunteer projects. After you submit a volunteer project, the project will be reviewed by the IICF team and responded to within 48 hours. Your project will either be approved and published on the Week of Giving website, where volunteers can begin signing up to participate, or a member of the IICF team will contact you with any questions or additional information needed to complete your volunteer project submission.

As a nonprofit organization, can we request donations?

The Week of Giving is a volunteer service event. As such, IICF asks that any donations requested by a nonprofit organization be used to cover the cost of supplies for the volunteer project. For example, if volunteers are being asked to paint walls at a school, please only request donations to cover the cost of paint and painting supplies, and specify this in your project proposal.

As a nonprofit organization, what if I need to remove a volunteer project that has already been published?

To remove a published project, please log into your nonprofit account and follow the steps to manage your volunteer projects. You can also contact your regional IICF team to discuss or remove a project.

Are there additional resources available for volunteers and nonprofit organizations?

Yes, many resources and helpful tips can be found on the IICF Week of Giving website at weekofgiving.iicf.org, including: Nonprofit Website Guide, Volunteer Team Leader Website Guide, Week of Giving flyer, Volunteer Project Template flyer, Communications and Outreach materials, Volunteer Service Reporting Guide and much more.

To learn more, please visit weekofgiving.iicf.org or contact your regional IICF team.

IICF thanks you for participating in the Week of Giving!

