



## PAPERWORK DESCRIPTION

**PAPERWORK:** Following are the paperwork the team needs to do and send to us prior to the Global Village trip. I will try to explain each:

**1) Team Proposal:** Once you know the information about your team, you need to fill in this form and send it to us via e-mail.

**2) Applications:** There is one on-line application form for both Global Village Team Leader and the Global Village Team Members. You can find it here: [http://www.habitat.org/cd/gv/apply/eca/apply\\_event.aspx](http://www.habitat.org/cd/gv/apply/eca/apply_event.aspx)

**3) Acknowledgment of Terms for Global Village Program** is to release and forever discharge and hold harmless Habitat and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from participant's work for Habitat. There are two kinds of waivers:

- **Standard Adult:** needs to be filled in by all participants 18 years and older.
- **Standard Minor:** includes **parental authorization to treat**, required from all participants younger than 18 years old. ORIGINAL forms should be sent to our office; carry a copy of parental authorization to the hosting country for quick reference.
- **Passive Minor:** Only International Boarding Schools, having parents traveling or not residing locally may use this form. Without needing parental signature, this acknowledgment covers all agreement included in the Standard Minor Acknowledgment

**4) Memorandum of Understanding:** - A form which needs to be filled in and signed by someone with ultimate authority in deciding to send the group as representative of the school/ church etc.

**5) Emergency Contact Information:** This form includes medical information about the participant and the contact person in case of an emergency. Send either the original or a copy to our office; carry either the original or a copy with you to the host country for quick reference

**6) Contact Sheet for Emergencies:** This form carries contact information to be used in case of an emergency.

**7) Forming an Emergency Plan:** For the team's use only. It is a helpful document to prepare properly for the Global Village trip.

**We will require these forms in our office at least a month prior to your arrival in your host country so we can check for accuracy and have time to inquire about omissions if necessary.**

**-Please attach a copy of passport's photo page of everyone in the team to these forms.**

**BUDGET:** To get you started, estimate €30 - €60 per day per person for in-country costs... i.e. accommodation, 3 meals per day, transportation, and sightseeing. Your host affiliate will provide more specific information to allow you to tighten up the budget. Add the insurance and the donation

**INSURANCE:** €2 per day per person (from date of departure from and return to your country of residence). This HFHI issued insurance can only be waived if each team member's insurance covers them for work on a construction site (most don't) and covers emergency medical evacuation at a minimum level of €105,000. If it is waived, we require a letter of intent verifying this coverage from each insurance company represented. €25 per person per trip provides emergency evacuation advice and assistance in the case of serious political unrest and covers all participants traveling outside the United States on trips departing on or after July 1, 2010.

**DONATION:** HFHI policy requests that teams provide a minimum donation of €450 per person with a negotiated student donation generally of €350 (not in case of teams travelling to Africa/Middle East).

**PAYMENT OF COSTS:** 45 days prior to your departure, we will start making arrangements with regards to the payment of insurance and donation. More specific details will be provided later.