



## TEAM COORDINATION / ADMINISTRATION PROCESS

### INTRODUCTION STEPS & DOCUMENTS

1. Area GV Coordinator provides:
  - 1.1. Information on available country / affiliate destinations
  - 1.2. GV Program Information doc
  - 1.3. GV Procedures doc
  - 1.4. Paperwork Definition doc
  - 1.5. Team Proposal doc
2. Team Leader completes **Team Proposal Form** and submits it to the Area GV Coordinator
3. Area GV Coordinator submits the team proposal to the appropriate Habitat NO / affiliate(s)
4. When the Area GV coordinator receives team acceptance, s/he verifies acceptance with Team Leader.

**TIMING:** Ideally, these steps should occur 6 months prior to the onset of the GV trip to allow adequate time for planning, teambuilding & fundraising (if necessary). However, some teams have initiated these steps 8 weeks prior to onset of trip.

### POST ACCEPTANCE STEPS & DOCUMENTS

5. Area GV Coordinator provides the following **mandatory** paperwork to the Team Leader
  - 5.1. Team Leader Manual
  - 5.2. Application & Medical / Contact Information Form
  - 5.3. Institutional Memorandum of Understanding
  - 5.4. Country specific travel advisory (USA government)
  - 5.5. Country specific health information (CDC)
  - 5.6. Forming An Emergency Plan doc
  - 5.7. Adult Waiver
  - 5.8. Minor Waiver
    - **standard** for either onsite or offsite parents
    - **passive option** for offsite parents

**(Note: passive waiver requirements and procedures will be provided by ECA and must be followed by institution)**
6. Area GV Coordinator offers and provides as desired additional materials including:
  - 6.1. Guide to Fundraising
  - 6.2. HFHI Resources

7. After confirmation by the partner organization (sending deposit and copy of signed MoU) the Area GV Coordinator introduced the host coordinator and team leader:
  - 7.1. Provides contact details of host affiliate coordinato;
  - 7.2. Provides instruction to Team Leader to begin communications with the NO/affiliate regarding the in-country logistics and budget.
  - 7.3. Leader begins communication with the host NO/affiliate GV Coordinator regarding in-country budget & logistics, **cc'ing Area GV Coordinator.**
  
8. **Team Leader facilitates:**
  - 8.1. Completion of paperwork  
**(Note: Team Leaders should confirm that passport numbers are valid for 6mo after return to home country)**
  - 8.2. **Securing of international travel arrangements and visas (if necessary)**  
(Note: Area GV Coordinator provides official HFH ECA letter confirming program participation for Visa application)
  - 8.3. Pre-trip Teambuilding
  - 8.4. Fundraising

#### **1-2 MONTHS PRIOR TO DEPARTURE STEPS & DOCUMENTS**

9. Area GV Coordinator confirms that all paperwork is completed online and submitted to the ECA office along with travel itinerary and passport photo pages.  
**(Note: Area GV Coordinator reconfirms that all passports are valid for 6months after return to home country)**
10. Area GV Coordinator provides GV code.
11. Area GV Coordinator completes team **disbursement request** and assists the Team Leader with the payment arrangements of team donation and insurance fee to HFHI through wire transfer or on-line credit card payment.
12. Area GV Coordinator sends **final information package** to the Team Leader consisting of:
  - 12.1. Travel Insurance information
  - 12.2. Medex Identification Card
  - 12.3. Accident Claim Form
  - 12.4. 24/7 Emergency Contact InformationAs well as the "welcome pack" to all team members consisting of:
  1. t-shirt
  2. Health & Safety Information Kit
13. Area GV Coordinator initiates pre-trip call with the team leader and the host coordinator.
14. Area GV Coordinator registers the team members with the appropriate embassies in the host country.

#### **UPON COMPLETION OF THE TRIP**

15. Area GV Coordinator follows up with Team Leader providing evaluation results and having a debrief call. Any visual or written records from the GV build the team leader can share with HFHI are always welcome.