

# memorandum of understanding

## for partner organizations and Habitat for Humanity International's Global Village program

This document establishes willingness to partner between \_\_\_\_\_ (the "Partner Organization") and Habitat for Humanity International's Global Village program ("Global Village").

### 1. Purpose and scope

This memorandum of understanding provides members of the Partner Organization an opportunity to engage in the mission of Habitat for Humanity International through the formation of Global Village volunteer teams that are hosted by Habitat for Humanity host programs in the destination country or U.S. state.

### 2. Mission

The mission of Habitat for Humanity is to eliminate poverty housing worldwide. Global Village teams empower this mission by providing volunteers and donations.

### 3. Partner Organization and team leader responsibilities

- A. Select a team leader.** The Partner Organization agrees to nominate a team leader based on Global Village's criteria and work with that team leader applicant to:
- Complete and submit a team leader application.
  - Ensure both parties read, understand, sign and submit this memorandum of understanding.
  - Ensure that the team leader has successfully completed a National Sex Offender Public Website (NSOPW) check and a criminal history background check, according to HFHI policies and guidelines, which can be satisfied either by:
    - i. The Partner Organization providing written certification to HFHI that it has run a background check in the past calendar year on the individual and that the team leader meets all HFHI policies and guidelines on background checks; or
    - ii. The team leader signing and submitting to HFHI a "Release and Authorization for Criminal Background Check."

- If accepted by Global Village, the team leader agrees to attend team leader training as soon as possible and complete any requirements attendant to the training, such as e-courses.
- Serve as a representative and advocate of Habitat for Humanity International's Global Village program, as well as a liaison between team members and Global Village.

- B. Organize and fund the trip.** In organizing the team, the team leader and Partner Organization will:

- Become knowledgeable about and follow the Global Village payment policies and procedures and cancellation policy.
- Collect and, within 30 days of the team being confirmed, forward to Habitat Global Village a nonrefundable team deposit of \$1,000.
- Forward to Global Village the balance due, minus the deposit already paid, no later than 45 days before departure. Encourage team members to raise funds to meet the team fundraising goal.
- Recruit and register participants in accordance with Global Village guidelines.
- Retain and forward to Global Village each participant's passport number, if it was not collected during registration.
- Ensure that each minor has adult supervision and a minor waiver, as outlined in the applicable minor policy on the Global Village website.
- Counsel team members on flight arrangements.
- Review Global Village safety guidelines, become familiar with the emergency preparedness and insurance materials, and distribute key materials to team members and encourage them to thoroughly review.

**C. Register minors.** Habitat for Humanity's policy is that minors must be at least 16 years old to participate. If the team includes minors (i.e., 16- or 17-year-olds):

- The work-team-to-chaperone ratio must be at least one adult to every five minors, or more as required by the hosting program.
- The Partner Organization and team leader agree to assume all risks associated with the inclusion of minors in GV volunteer trips and the associated travel.
- The Partner Organization and team leader will ensure that no minors on the team will drink alcohol during any part of the trip.
- The Partner Organization and team leader agree to make sure that the parents or guardians of all unaccompanied minors (those traveling without a parent or legal guardian) agree that the team leader or another named adult participant is the adult responsible for their unaccompanied child. Unaccompanied minors, and those accompanied by only one parent or guardian, should carry a notarized document signed by the parents or guardians, authorizing the child to travel with a specifically named responsible adult.
- The Partner Organization and team leader agree to make sure that the team leader, or specifically named responsible adult participant, shall assume medical decision-making authority with regard to unaccompanied minors on the trip.
- The Partner Organization and team leader agree to make sure that parents or guardians of unaccompanied minors assign medical decision-making authority to the team leader or other specifically named responsible adult participant, as indicated in the "parental authorization for treatment of a minor child" section of the GV forms for minors.

- The Partner Organization and team leader agree to make sure that all required GV forms for minors (four pages), signed by each minor's parents or guardians and notarized by a commissioned notary public, are submitted to Habitat Global Village no later than 45 days before the start of the trip.

**D. Lead the trip.** While in country, the team leader will:

- Encourage team members to be considerate of local customs and protocol.
- Respond to emergencies as outlined in the Global Village emergency management plan.
- Facilitate team meetings, including reflection discussions and logistics updates.
- Serve as a liaison between the team and the host personnel.

**E. Evaluate the trip.** After the trip, the team leader will:

- Engage in a debriefing call with Global Village staff.
- Encourage team members to complete an evaluation survey.

#### 4. Habitat for Humanity's Global Village program responsibilities

Global Village agrees to provide to this team leader:

- Staff support before and during the trip, including leadership training.
- Budgeting and itinerary review.
- Participant registration, orientation materials and administrative support.
- Meaningful work, materials and construction supervision.
- A 24/7 emergency contact while the team travels.

Signature form on next page 

## 5. Signature page

The signature page below must be filled out by the Partner Organization and team leader and submitted to Global Village.

I understand and agree to accept the responsibilities contained in this Memorandum of Understanding between the Habitat for Humanity International Global Village program and the Partner Organization.

Fill out this memorandum electronically and send to [gv@habitat.org](mailto:gv@habitat.org). A hard copy may be requested later.

### For and on behalf of the Partner Organization

Signature

Name

Title

Address

City, state, ZIP

Phone

Email

### For and on behalf of Global Village

Signature

Name

Title

Address

City, state, ZIP

Phone

Email

### Team leader

Signature

Name

Title

Address

City, state, ZIP

Phone

Email



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