



Start a new trip



The trip cycle

Proposal
Confirmation
Recruitment
Coaching
The trip
Follow up



In this session

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Don't stress

We'll walk you through the process each time you lead a trip



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Trip Catalog

- We'll send you the link on Monday
(or Google “Global Village Catalog”)



[Global Village Trip Catalog](#)
[Catalog overview](#)

[Africa and the Middle East](#)

[Asia and the Pacific](#)

[Europe and Central Asia](#)

[Latin America and the Caribbean](#)

[United States](#)

[Availability calendar and costs](#)

[Submit a Team Proposal](#)

[Team Leader Resources](#)

[Global Village Staff](#)

Welcome to the Global Village trip catalog!

Working with a Habitat affiliate or national organization is often a life-changing experience. Global Village participants learn about poverty and housing issues on a local and global scale, and begin to understand community development challenges.

Trip participants give of themselves as they work alongside partner families and local volunteers of all backgrounds, races and religions. They learn about the host community's culture, language and social practices and develop new skills and confidence. Participants



Consider options

- Review host programs and projects
- Recruit a team from scratch or bring a group?
- Balance exciting options with the mission's needs

Submit your proposal

- Open trip
 - See host programs' needs
 - Recruit anyone and everyone
 - Posted to our website
- Closed and affiliate trips
 - Bring a group from your church, work, friends, etc.
 - Increased flexibility with destination and timing

Team Leader Contact Information

* Indicates required field

Team Leader Name:

8-Digit Habitat ID Number:

Country:

Address 1:

Address 2:

City:

State/Province:

Zip/Post Code:

Daytime Phone Number:

Other Phone Number:

E-mail:

Co-Leader Name:

Co-Leader E-mail:

Co-Leader Phone Number:

8-Digit Habitat ID Number:

Team Specifics

Event Type:

Team Type:

Place of Interest:

Affiliate Preference:

(Every effort will be made to accommodate preferences)

Number of Volunteers:

Age Range:

Trip Dates:

(Include travel dates)

Notes or Comments:

Previous Experience

Team Leader's HFH Experience:

Our proposal review

- Covers host program needs, capacity, volunteer interest
- Matches team leaders with host programs intentionally
- May offer an alternate suggestion



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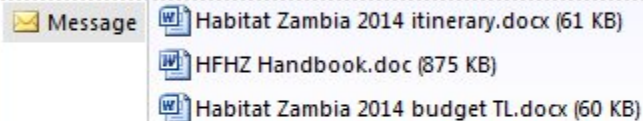
Confirmation message

gv15127 Zambia team confirmation

Eddie Turner

Sent: Fri 8/8/2014 3:39 PM

To: schaf106@gmail.com



Nicole,

Congratulations! Your proposal for a Global Village team has been accepted. Thank you for partnering with Habitat for Humanity to lead volunteers into the field.

- Event code: gv15127
- Country: Zambia community stay
- Project: Orphans and Vulnerable Children
- Trip dates: March 13-22, 2015
- Program cost due: January 15, 2015
- Fundraising open until: May 13, 2015

Our support coordinator for this team is [Alegtha Larkins-James](#), who will handle team finances and registration. Our host coordinator is [Voster Tembo](#), who will make in-country preparations. Please keep me CC'd on all messages.

1. This week's action steps

- **Schedule a trip overview call.** Sometime over the next month, let's

There's a call that goes with it, too

Trip itinerary

- Departure
- Orientation
- The build
- Cultural activities
- Team meetings, free time

Day 1 – Friday

Departure

- Suggested departure for North American

Day 2 – Saturday

Arrival

- Arrival in Lusaka
- Pick up from the airport by a Habitat for H
- Welcome dinner
- Overnight at guesthouse

Day 3 – Sunday

Orientation

Travel to affiliate

- Breakfast at guesthouse
- Habitat orientation
- Grocery shopping
- Cultural activity, e.g. visit to local mall or c
- Travel to affiliate
- Welcome and introductions at community
- Dinner at accommodation

Days 4-8 – Monday-Friday

Work days

- Breakfast at accommodation
- Work from 8:00 am to 4:00 pm, with regul
- Lunch at worksite
- Free time for team activities
- Dinner at accommodation

Day 9 – Saturday

Work day

Farewell celebration

- Breakfast at accommodation
- Work from 8:00 am to 10:00 am
- Farewell celebration includes cultural activi
- Travel back to Lusaka
- Closing dinner with Habitat for Humanity Z
- Overnight at guesthouse

Day 10 – Sunday

- Your journey in Africa may continue, or yo

How we create the itinerary

- Host program capacity
- Communities' needs and preferences
- Recruitment trends
- Closed trips enjoy more flexibility



Trip budget

- Investment in housing solutions
- Travel expenses
- Team leader's expenses
—*more on that in a minute*

Minimum team size is 12 Maximum team size is 16

If the team does not meet minimum size, the leader must fundraise or pay some trip costs.

Donations to Habitat for Humanity

These donations set Global Village apart from other short-term service trips. You start working before your team arrives and after you return home. Our staff builds homes, provides microfinance loans, water sanitation, financial and health education, and other services.

- Donation to Habitat for Humanity Zambia (\$650)
- Donation to Habitat for Humanity International (\$250)

Coach your team to share with friends, family, and coworkers about this project. Some of the trip cost go as donations to Habitat's work to eliminate poverty housing in Zambia.

Volunteer's travel

Global Village trips provide an opportunity for volunteers to rediscover themselves through a reflective, life-changing experience. Habitat's host program takes care of logistical details.

- Accommodations in a community space with limited or no access to hot water
- Meals, including plenty of water and snacks for the work site, as well as well
- Transportation inside Zambia (\$148)
- Insurance, including medical, security, and emergency fund (\$75)

Administrative support

GV trips are successful because of excellent support from Habitat's host program.

- Habitat for Humanity Zambia hands-on staff support for duration of team's trip
- Team leader's contingency fund, which covers unbudgeted expenses in the field
- First aid kit, which the team leader carries at all times (\$4)
- Team leader's team administrative expenses, including in-country cell phone



Team budget: Housing solutions

- Housing solutions account for about half your program cost
- Enables the housing solution you'll work on
- Enables us to build in 70 more countries



Team budget: Travel expenses

- Your travel expenses are the other half of the program cost
- Expenses include:
 - Accommodations
 - Meals
 - Local transportation
 - Cultural activities
 - Travel medical insurance
 - Local staff support

How we create the budget

- Investment in housing solutions sets Global Village apart
- Our volunteers' work is sustainable and valuable to partner communities
- Minimum standards keep volunteers safe and healthy
- Host programs research and negotiate logistics
- Habitat values transparency



Team budget: Leader's expenses

- Team may subsidize your program cost or airfare
- Open team leaders have airfare and trip cost subsidy but make a modest support commitment



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Who will you tell about your trip?

- Teammates from your Global Village trips
- Friends, family, and coworkers
- Friends from clubs, your faith community, organizations
- Your local Habitat affiliate
- Facebook friends, social media followers
- People you see every day
- People you haven't seen in 10 years
- Who else?

Recruiting an open team

- You are the chief recruiter
- We help by posting trips on the Global Village website
- Reply to prospective volunteers as quickly as possible
- Accept applicants in most cases
- Each new teammate is a recruiter!

Expectations call

- Trip basics: where, when, how long, how much
- Describe the Global Village experience
- Use open-ended questions to discuss their motivations



Expectations call: Perfect poise

- Tell your story about why you love Habitat
- Motivate them to invite friends, family, and coworkers
- You're empowering volunteers; resist urge to "screen"
- Keep it friendly and succinct
- What's not great for early communication?
 - Visas
 - Shots
 - Vacation plans
 - Getting too personal
 - Worst-case scenarios
 - History of the country



With your table...

Write two questions to understand a prospective volunteer's motivation

Write two aspects of the experience you'd be sure to discuss

THE PERFECT* EXPECTATIONS

*within reason

CALL

Register volunteers

- Customize and share our invitation letter
- Open trip
 - Volunteer registers with a \$350 deposit
 - Fundraise, pay, or use a combination
- Closed and affiliate trips
 - Volunteer registers at special registration link we give you
 - Team deposit covers everyone

Payment dates

- Recommended: request deposit within one week
- Program cost due 45 days before trip
- Fundraising continues 90 days after trip
 - We ask volunteers to set a goal higher than program cost
 - Additional support keeps Habitat building after your team returns home

Payments are donations

- Tax deductible in most cases*
- Habitat cannot refund donations

**Speak with your tax professional*

Changing teams or canceling

- Volunteers may transfer funds—except \$350 deposit—if the trip is more than 45 days away
- Within 45 days of travel, we have committed funds to your building solution and local businesses and cannot transfer funds to another trip



Volunteers under age 18

- Must be 16 by date of travel
- If 16-17, must join with permanent legal guardian
- Type of work is limited



Next...

- Volunteers need supporters

Then tomorrow...

- Handle emergencies like a cool cucumber
- Help volunteers make meaning from the experience