



# Closed team leader checklist

Checklist of action items	Who is responsible?	Completed?
<b>Today</b>		
Review your confirmation materials.	Team leader	
<b>Within two weeks</b>		
Complete your confirmation webinar.	Team leader	
Create a Share.Habitat team or personal fundraising page.	Global Village	
<b>Within one month</b>		
\$1,000 nonrefundable deposit deadline.	Team leader	
Submit the closed team MOU.	Team leader	
<b>Three to 12 months before the trip</b>		
Begin expectation-setting calls with your potential volunteers.	Team leader	
Customize the standard invitation letter and send it to volunteers.	Team leader	
Ensure your full team is registered through the closed GV team link (they'll need the GV code).	Team leader	
Two to six months before you travel, send out a series of newsletters to your volunteers or set up in-person meetings.	Team leader	
Two to four months before you travel, begin communicating with your host coordinator regarding your upcoming trip.	Team leader	
<b>Two months before the trip</b>		
Send reminder of final payments to team members.	Team leader	
If needed, send invitation letters/supporting documentation for visa.	Global Village	
<b>45 days before the trip</b>		
Final payments are due from the group.	Team leader	
<b>14 days before the trip</b>		
Send emergency contact information to team members.	Team leader	
Final call with trip engagement specialist.	Global Village	
<b>Global Village trip!</b>		
<b>Within 30 days after the trip</b>		
Schedule debrief call.	Global Village	
Send team evaluations to team leader.	Global Village	
<b>60 days after the trip</b>		
Trip fundraising closes.	Global Village	

**Start planning for the next trip!**



## Team leader resources

We have highlighted a few key resources for you below. Be sure to check our [Team Leader Resource Page](#) for more.

### Pretrip

<a href="#">Open Team Invitation Letter Template</a>	Editable invitation letter for open teams.
<a href="#">Closed Team Invitation Letter Template</a>	Editable invitation letter for closed teams.
<a href="#">Closed Team Registration Link</a>	Link to register your team for closed team trips. (The entire team must register.)
<a href="#">Recruitment Flyer</a>	Editable PDF to promote your trip.
<a href="#">Share.Habitat</a>	Website to set up your Share.Habitat page.
<a href="#">Expectations Call Questions</a>	Great questions to ask during the expectation-setting call.
<a href="#">GV Payment Policies</a>	HFHI payment procedures and policies.
<a href="#">Team Report Portal</a>	Portal to view team roster and income reports.
<a href="#">Fundraising Letter</a>	Instructions to send team members to register for the Share.Habitat page.
<a href="#">Cancellations</a>	Policies regarding changing or canceling a trip.

### During the trip

<a href="#">Reflection Meetings</a>	Guide for meaningful reflection meetings.
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### Supporting links

<a href="#">Frequently Asked Questions</a>	Answers to frequently asked questions about Habitat and Global Village.
<a href="#">Team Leader Resource Page</a>	Web page with additional team leader resources, including training slides and the team leader manual.

### Forms and documents

<a href="#">Insurance Coverage Summary</a>	Understanding the HFHI Medical Insurance Coverage Policy.
<a href="#">Roster tool</a>	Excel file with team roster, flight itineraries and room requests.