Habitat for Humanity®

closed team leader checklist

Enter the date your trip was confirmed and when it starts. Key due dates automatically calculate and you can add in the date you complete tasks.

Date confirmed: **Trip start date:**   **Link to team leader resources**

Action items:	Completed by:	✓	Date due/done:
Day of confirmation			
Review your confirmation materials- *email with budget, itinerary, handbook, etc.*	Team leader		
Within two weeks of confirmation			
Complete your **confirmation webinar**.	Team leader		
Once month after confirmation			
Submit $1,000 nonrefundable deposit.	Team leader		
Sign and return a **Memorandum of Understanding**.	Team leader		
Three to 12 months before trip			
Customize the **invitation letter** and invite interest volunteers to join your trip.	Team leader		ongoing
Receive applications of registered team members.	Global Village		ongoing
Send a series of newsletters to your volunteers and schedule in person meetups. • Newsletter 1 • Newsletter 2 • Newsletter 3	Team leader		
Check your online **roster and income reports**.	Team leader		ongoing
Begin communicating with your host coordinator and finalizing trip details.	Team leader		
Make sure all of your volunteers have **registered**.	Team leader		
Two months before trip			
Receive final invoice based on team size and minus any donations fundraised.	Global Village		
If needed, send invitation letters/supporting documentation for visa.	Global Village		as needed
45-30 days before trip			
Final invoice is due.	Team leader		
Finalize **roster tool** and email it to Engagement Specialist and host coordinator.	Team leader		
14 days before trip			
Send emergency contact information sheet and last minute details to team members.	Team leader		
Organize your financial information to pay for relevant budget line items while traveling.	Team leader		
Final call with Engagement Specialist.	Global Village		
Your trip is here! Safe travels!			
Once you return			
Schedule debrief call.	Global Village		
Send evaluation results to team leader.	Global Village		
Send a follow up message to your team.	Team leader		