Habitat for Humanity®

affiliate 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** and registration for your trip goes live.	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.	Team leader		
• Newsletter 1		☐	
• Newsletter 2		☐	
• Newsletter 3		☐	
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 and tithe credit awarded for eligible locations.	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	☐	
Receive evaluation results.	Global Village	☐	
Send a follow up message to your team.	Team leader	☐	