Habitat for Humanity®

friends & family team 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		
Within three weeks of confirmation			
Create a personal **Share.Habitat** fundraising page.	Team leader		
Three to 12 months before trip			
Invite friends and family members to **register for your team**.	Team leader		ongoing
Receive applications of registered team members.	Global Village		ongoing
Send a series of newsletters to your volunteers or 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			
Send reminder of final fundraising push/program donation due to team members.	Team leader		
If needed, send invitation letters/supporting documentation for visa.	Global Village		as needed
45-30 days before trip			
Final payments are due from each team volunteer.	Volunteers		
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		
Initiate travel advance and send financial details to team leader.	Global Village		
Final call with Engagement Specialist.	Global Village		
Your trip is here! Safe travels!			
Once you return			
Submit your expense report.	Team leader		
Schedule debrief call.	Global Village		
Send evaluation results to team leader.	Global Village		
Send a follow up message to your team.	Team leader		