covenant

between friends & family Global Village or Habitat & Thrivent Worldwide Team Leader and Habitat for Humanity International

IMPORTANT: This document establishes a willingness to collaborate between the named volunteer and Habitat for Humanity International's Global Village (GV) or Habitat & Thrivent Worldwide (HTW). It sets forth the expectations and responsibilities of each party, if the named volunteer is accepted to lead a GV or HTW volunteer team.

1. Mission

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

2. Team leader responsibilities

A. Before acceptance. Before being accepted as a team leader, the applicant must:

- Complete the volunteer application form, which includes a waiver and the Volunteer Code of Conduct.
- Read, understand, sign and submit this Covenant.
- Complete and submit a team leader application.
- Complete all documentation necessary, as requested by HFHI, for HFHI to conduct team leader background-check screening.

B. If accepted by GV or HTW, the team leader will:

- Attend Team Leader Training and complete recertification trainings or leadership development courses required by HFHI.
- Serve as a representative of and advocate for Global Village, as well as a liaison between team members and GV or HTW program staff.
- Maintain current certification (within two years) in Basic First aid and Cardiopulmonary Resuscitation (CPR).

C. Organize the trip. In organizing the team, the team leader will:

- Submit a team proposal according to the GV or HTW process.
- Recruit a full team of at least 12 volunteers for GV or eight volunteers for HTW, adding a co-leader if 15 or more volunteers are recruited.
- Become familiar with the team's itinerary and budget.
- Adopt standard communication tools, such as the invitation email, for distribution to volunteers.
- Create a personal Share.Habitat page, used to communicate about this trip through personal networks.

D. Recruit and prepare volunteers. In forming the team, the team leader will:

- Recruit a full team through personal networks, conduct expectation setting calls with each volunteer and invite them to formally register to participate in the trip.
- Motivate individual volunteers to tell their personal networks about the GV or HTW trip, encouraging them to support it with donations.
- Motivate volunteers to set a fundraising goal in excess of the minimum program donation.
- Become knowledgeable about, educate team members about and comply with **payment policies and procedures** and the **cancellation policy**.
- Counsel team members on flight arrangements, including the best time to arrive, what airport to select, etc.
- Review Global Village safety guidelines. Become familiar with the emergency preparedness and **insurance materials**, and distribute key materials to team members for review.
- Prepare volunteers for the in-country experience by providing a series of communications before departure and responding to questions in a timely fashion.
- Communicate with the Trip Engagement Specialist and Host Coordinator in a timely, professional, efficient and courteous manner, while protecting participants' personal data as directed by Habitat staff.

E. Register minors. Minors must be at least 16 years old to participate. If the team includes minors:

- Become knowledgeable about, educate team members about, and comply with the Global Village minor policy, which can be found **online here**.
- The work team-to-chaperone ratio must be at least one adult to every five minors, or more if required by the host program.
- Team leader will ensure that no minors on the team will drink alcohol during any part of the trip.
- Unaccompanied minors and those accompanied by only one parent or guardian will carry a notarized document signed by the parents or guardians, authorizing the child to travel with a specifically named responsible adult.

F. Lead the trip. While in country, the team leader will enforce the Volunteer Code of Conduct, including:

- Encourage team members to be considerate of local customs and protocol.
- Facilitate team meetings to include logistics updates.
- Lead reflection meetings during the trip that share more information about the mission of Habitat and encourage volunteers to think deeply about their experiences.
- Foster a safe and inclusive environment for all volunteers during the trip.
- Demonstrate good stewardship of team funds in compliance with **travel advance and expense guidelines**. This includes saving and annotating receipts, if the leader is carrying funds on behalf of Habitat for Humanity International.
- Serve as a liaison between the team and host personnel.
- Respond to emergencies as outlined in the emergency management plan.

G. Conclude the team's business. After the trip, the team leader will:

- Submit an expense report within 14 days of the trip's end, sending leftover funds or a request for reimbursement if a travel advance is issued by HFHI.
- Engage in a debrief call with the Trip Engagement Specialist.
- Encourage team members to complete an evaluation survey.
- Continue communicating with volunteers to relay Habitat updates and to coach them to thank their supporters and donors.
- Delete participants' personal data, as directed by GV or HTW staff.

3. Habitat for humanity's GV and HTW program responsibilities

A. Provide support.

- Before and during the trip, the Trip Engagement Specialist will provide a support line to the trip leader to answer questions, provide resources and serve as a liaison between the host country and the team leader.

B. Budget and itinerary creation.

- GV and HTW will coordinate the creation of accurate budgets and daily itineraries with the host country, and will provide the team leader with documentation to provide to the team.

C. Participant registration, orientation materials and administrative support.

- GV and HTW will provide administrative support to ensure all participants are properly registered, manage payments and donations, provide orientation documents and answer any questions regarding travel or registration.

D. Enrollment in volunteer insurance.

- GV and HTW will enroll each member of the trip in a volunteer accident and medical insurance policy, covering him/her for the full duration of their time in-country engaging in Habitat-approved activities (including cultural events). Details of that policy can be found **here.**

E. Meaningful work, materials, and construction supervision.

- GV and HTW will ensure that the host country will provide volunteers with a meaningful work experience, proper tools to carry out their work and a safe and supervised working environment.

F. 24/7 emergency contact while the team travels.

- During the trip, assistance will be available around the clock to work through a problem should a true emergency arise.

Signature form on next page

4. Signature page

The signature page below must be completed by the team leader and sent to the appropriate Trip Engagement Specialist. A hard copy may be requested later.

☐ I understand and agree to accept the responsibilities contained in this covenant.

Team leader signature

Date

Team leader printed name

Event code