

# quick guide: leading a private team

## What is a private team?

A private team is a team that you are recruiting from your private network. There are three types of private teams:

1. **Organization:** you are leading a team on behalf of an organization such as a church, corporation, social club, etc.
2. **Affiliate:** you are leading this team on behalf of your local Habitat affiliate.
3. **Friends & family:** you are leading a team made up of your friends and family members.

## Organizing a team

As you assemble your Global Village team, you'll be recruiting solely from your private network: your church, your affiliate's community, from your University or high school, or from your friends and family. This is a brief walkthrough of the trip process however additional trip leader resources can be found on [Habitat's website](#).

### Proposal

Before submitting a proposal, you can find a [list of our current projects](#) and typical program donations on our website. After selecting a few locations that your group is interested in, your next step is to submit a [proposal](#). You'll select "organization", "Habitat affiliate" or "friends and family" from the drop down menu and then give some more details about your trip preferences. Ideally, proposals should be submitted 6-12 months ahead of your requested travel dates to ensure enough time for recruitment, fundraising, logistic planning.

After your proposal is submitted, it comes to the Global Village office for review. Based on when our host programs are able to receive teams, we'll work with you to confirm the most appropriate location and dates for your trip.

Please note: We start accepting proposals in June for teams traveling the next calendar year. For example, you can submit a proposal in June 2019 to lead a trip in March 2020.

After your proposal is submitted and your team is confirmed, you'll be connected with a Trip Engagement Specialist (TES) who will be your contact throughout the duration of the coordination process. You'll also complete a [Memorandum of Understanding](#) each time you lead a private team.

## **Itineraries and budgets**

Standard budgets and itineraries have already been created and confirmed by the host programs based on expenses past teams have incurred at that location and ensuring vendors meet Global Village standards. If you are interested in modifying the standard itinerary or budget for your trip, you should discuss that with the Global Village office.

Key items included in the budget:

- Direct contribution to the host program your team is supporting (tithe eligible in most instances for Habitat affiliates)
- A donation to Habitat for Humanity International that supports Habitat programs in areas of the world where Global Village volunteers are not able to travel to
- Accommodations, meals, local transportation (airfare to destination not included), cultural activities, travel medical & evacuation insurance, support from local staff and emergency funds.
- Team leader cost calculator: you'll be able to incorporate your program donation and airfare costs into the budget if you so choose.

We try to send as many program expenses as possible directly to the host program before your team travels. For line items that we're not able to advance beforehand, your organization should advance to you. The line items you'll be responsible for while traveling will be outlined in your budget in the confirmation email. After the trip, the leader will be responsible for accounting for these funds back to your organization.

## **Building your team**

### **Setting expectations with interested team members**

As you receive interest in your trip, and before registering anyone for your team, you should have in-person meetings or phone calls to set expectations and give more details about the trip experience.

Conversation tips and sample questions for these meetings are available in the [trip leader resources](#).

### **Registering your volunteers**

All team members must register with Habitat for Humanity each time they join one of your trips. You should first send them an invitation letter that includes all of the pertinent information related to your specific trip- including the registration link. You can find the invitation letter for private teams in the [trip leader resources](#) online.

Once a member of your team has submitted their registration, it is processed through the Global Village office within two days. The volunteer will receive a confirmation email with his or her personal Habitat identification number. If the participant has already participated in a Global Village trip, they will receive the same Habitat identification number from their previous builds. You, the team leader, will also receive a copy of each team member's registration information via email.

The registration process requires that each participant complete an electronic waiver of liability and participant acknowledgement form that will be maintained at the Global Village office. Emergency contact information will also be required for each participant; this information will be sent again to the team leader as part of the final packet.

*Individuals should submit a new application each time they join a Global Village trip in order to update appropriate information and complete the release and waiver of liability.*

### **Accepting minors onto your trip**

The following criteria apply to all volunteers under the age of 18 who wish to volunteer on Global Village trips.

- The minimum age to volunteer on any Global Village trip is 16 years old.
- Minors 16 years of age and older may participate without their legal parent or guardian if they are a part of an institutional group, such as a school, church or Habitat affiliate. The institution must have a Memorandum of Understanding on file, in which the partner organization accepts responsibility for all minors, with the Global Village office.
- Additional paperwork will be required to be completed by the parents or legal guardians for all minors participating on a Global Village team.

The full minor policy and restricted build site activities for minors can be viewed on the [Global Village website](#).

## **Payment procedures**

### **Deposit**

The dates and location confirmed for your team have been reserved but require a nonrefundable and non-transferrable team deposit of \$1,000 within 30 days of receiving the confirmation email for organizations and a \$250 individual deposit for friends & family teams. This deposit will be applied toward your team's total program donation. An invoice for the deposit can be found in the Budget Workbook included in the confirmation email.

### **Program donation**

The program donation for each Global Village trip refers to the per person trip cost and can be divided into two categories: the direct contribution and the expenses required to host the team during travel.

The **direct contribution** is largely a donation to the host program the team is visiting and a small portion is retained by Habitat for Humanity International to serve homeowners in areas of the world where Global Village volunteers are not able to travel. Direct contributions vary by country as they are set by the host program.

The **expenses** required to host your team include accommodations, meals, local transportation (airfare to the destination is not included), cultural activities, travel medical and evacuation insurance, support from local staff, emergency funds, and team leader subsidy costs.

Airfare, R&R activities, cancellation insurance and visa & exit fees are not included in the program donation.

You will receive the budget information in your confirmation materials and we encourage you to share this material with the volunteers on your team.

### **Collecting and submitting donations and payments**

Detailed payment instructions are contained in the payment policies and procedures information listed on the Global Village website.

There are several ways private teams may collect and submit funds. In all scenarios, a final invoice will be issued 60 days before your trip and all funds must be in your team account no less than 45 days before trip departure. The following are acceptable methods for fund collection:

1. If your team is part of an organization, this is the preferred way to collect funds: The team leader/organization collects funds from each of the participants and submits one large check in the amount reflected on the final invoice and made payable to Habitat for Humanity International.
2. Individual team members raise or submit funds separately through the Global Village website at [www.habitat.org/gv](http://www.habitat.org/gv) or through the corresponding volunteer's Share.Habitat fundraising page.
3. The team leader sets up a **team** fundraising webpage using his or her identification number and event code. If there is a balance, one lump sum payment can be submitted to Habitat for Humanity International.

*Please note: Habitat affiliates cannot currently use the Share.Habitat fundraising platform for their trip finances.*

4. Checks and money orders should be made payable to Habitat for Humanity International and addressed to:

Habitat for Humanity International  
Global Village  
322 West Lamar St.  
Americus, GA 31709

Volunteers and donors should code all donations and payments with the appropriate Habitat identification number and event code related to your trip. More details about coding the payment can be found on the [payment policies and procedures](#) page online.

Please note: it may take up to 10 days for donations and payments to post to the team's income report.

You can review your team's income report anytime by visiting the [Team Leader Report](#) website.

## **Final preparations**

### **Travel and entry requirements**

**Airfare:** Each team member is financially responsible for his or her own air travel to and from the trip location.

Group booking: airlines and travel agents often offer discounts for groups of ten or more. Please be advised that once you've committed to a set team size with the airline/travel agent, you are typically responsible for that number of flight tickets despite decreases in team size.

You do not have to book airfare as a group, instead having individual members of the team purchase their flights. The itinerary provided with your confirmation materials includes details about arrival/departure times that volunteers should consult when making airline reservations.

**Passports:** Each team member is responsible for obtaining his or her own passport and visa (if required). A passport is not considered valid unless the expiration date is **at least six months beyond the end date of the trip**.

*Each volunteer should travel with a copy of their passport. Team leaders should no longer request copies of each volunteer's passport, nor should they be forwarded to [gv@habitat.org](mailto:gv@habitat.org).*

**Visas:** Visas are often required for entry into a country. While some visas are issued upon arrival, some visas must be applied for well in advance of departure. Some visas can be handled electronically or issued along with the airline ticket. Check with your travel agent and the U.S. Department of State about visa requirements.

### **Trip cancellation insurance**

We recommend that all volunteers invest in Cancel for Any Reason Trip Cancellation Insurance. Trip cancellation protects travelers if a trip is cancelled, if they can no longer participate in the experience, or if they experience an airline delay. Details on cancellations can be found on the [Global Village website](#).

### **Health requirements**

The [Centers for Disease Control](#) website provides tips for staying healthy in country and recommendations for immunizations. Neither you nor anyone at Habitat is authorized to give medical recommendations to your volunteers. We do encourage all participants to be up to date on their tetanus shots and to visit their family doctor or a local travel clinic several months prior to travel.

### **Embassy registration**

Make sure your team is registering with the U.S. State Department's [STEP program](#) prior to traveling. In the event of an emergency, the U.S. embassy or consulate can be a source of assistance and information.

### **Payment deadline**

All funds must be received at the Global Village office no later than 45 days prior to travel.

### **Roster tool**

A roster tool will be issued to you by the Global Village office. You will need to complete this to include rooming assignments, travel itineraries and dietary requirements. Once complete, you will send the roster tool to your in-country host coordinator and Trip Engagement Specialist.

### **Expense advance**

We try to send as many program expenses as possible directly to the host program before your team travels. For line items that we're not able to advance beforehand, your organization should advance to the leader who will then be responsible for carrying. After the trip, the leader will be

responsible for accounting for these funds back to your organization. Details of what you should include in this advance can be found on the “travel advance” tab of your finance workbook included in the confirmation materials.

### **Final packet and predeparture call**

A few weeks prior to departure, you'll receive a 'final packet' via email containing an incident report, insurance information, the Global Village emergency management plan and emergency contact information. You'll also have a call with your Trip Engagement Specialist prior to traveling to review these documents and answer any outstanding questions you may have.

## **While traveling**

### **Reflections**

Leaders will facilitate meaningful in country discussions to deepen participant's engagement and transformation during the trip. A reflections guide can be found on the [trip leader resources page](#).

## **Returning home**

### **Evaluations**

Participants will be emailed a link to complete the evaluation. Encourage them to include things that went well during the trip as well as areas of improvement. After the trip, a debrief call will be scheduled with your engagement specialist and they will share your team's evaluation feedback with you.