



Leading a Global Village open team

Organizing a team

As you assemble a Global Village team, you can find valuable team leader resources [online](#).

Proposal

Before submitting a proposal, you can find a [list of our current projects](#) and typical program donations in the trip leader resources. The current proposal submission process is outlined below:

- For trips traveling in January-June, proposals are accepted the previous calendar year from July 1-10.
- For trips traveling in July-December, proposals are accepted the previous calendar year from September 1-10.

The list of options for open builds was created based on the host program's availability to host and the anticipated success of recruitment through the Global Village website.

Once the corresponding proposal submission process ends, the Global Village office reviews all received proposals and matches leaders with trips based on the selected preferences. Leaders are not evaluated on a first come, first served basis as in years previous to 2016. If there are additional leadership opportunities after the proposal submission period ends, they will be listed on the proposal website and reviewed on a weekly basis.

You can review the [proposal website](#) and available opportunities at any time.

Itineraries and budgets

Open teams have existing itineraries and budgets that 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 itinerary or budget for your trip, you should explore leading a closed team instead.

Key items included in the budget:

- An airfare stipend contingent upon recruiting a full team
- Full program donation coverage (less \$350 team leader contribution) contingent upon recruiting a full team

*Additional hotel nights for leaders before or after the trip are not included in the budget and will not be reimbursed.

Trip marketing

At the time of proposal, you'll submit some short biographical information to be included on your webflyer. Once you complete a trip overview webinar (details on this webinar included in the confirmation email you receive after your proposal is accepted) your webflyer will be submitted to the communications department to be posted on the Habitat website within one week. Webflyers have two categories:

Private: Trips that are “privately recruiting” will have a flyer online but it won’t be listed on the trips page immediately. You will receive a link to your flyer that you can share right away with your network for people to start applying to your trip. Please note:

- All aspects of the application and volunteer experience are the same during this period except that your flyer won’t yet appear in the list of trips on our website.
- Your flyer will be changed to “public” and added to our trips page once the travel dates are within 8 months. Our office will let you know what locations fall into this category.
- Some of our hosting locations have special visa requirements that require additional recruitment times and will “publicly” recruit sooner than the 8 month time frame.
- We do have volunteers reach out to our department inquiring about trips that may be available outside of the options listed online. In these instances we will share your trip’s information with these volunteers.
- **Public:** the content of the flyer will not change but your trip will be listed on our [trips page](#) for all web visitors to view and apply. Your trip may be included in a newsletter once it’s “public”.

Habitat for Humanity promotes Global Village opportunities in several ways- they are often featured on social media postings, included on the home page of www.habitat.org and also on the websites of our host programs.

Even though we receive a large volume of applications through these avenues, it is essential for you to reach your own networks in order to be successful in your recruitment goals. Once you have a full team comprised of volunteers who have all submitted their deposits, the Global Village office will remove your flyer from the website in order to promote teams that have not yet filled. If your team is not full at the 45 day deadline, it may be possible (but not guaranteed) to extend the recruitment deadline for your trip. These instances will be reviewed on a case by case basis with your specialist. Please note: *you cannot extend the payment deadline or add anyone to your team after the 45 day deadline unless you have obtained approval of the Global Village office.*

Building your team

Global Village receives thousands of inquiries each year. Potential team members indicated their preferred locations and dates on their application (up to three choices). A copy of the application is then forwarded to each of the corresponding team leaders within 2 business days. Team leaders should reach out to the applicant and set up an expectations call to get to know more about the volunteer and give them more information about the experience. Afterwards, you will extend an invitation to the volunteer indicating next steps. The invitation letter template can be found on the [trip leader resources page](#). **If you feel like you cannot extend an invitation to an applicant, you must let the Global Village office know by contacting your specialist.*

The application process-

When an individual applies to the Global Village program:

- The online application is migrated to Habitat for Humanity International’s database, where the applicant is issued an eight-digit identification number. If the individual already has an application on file, they will be issued their existing eight-digit identification number.
- The leaders of the trips that the applicant expressed interest in are emailed the applicant information in email format.
- The applicant is advised of his/her eight-digit Habitat identification number, a list of the trips they’ve expressed interest in and the team leader’s contact information for those trips.

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.

Setting expectations with applicants

As you receive applications, reach out to those applicants to set up an expectations call about the trip.

Many participants express interest in more than one trip and will, therefore, be connected with more than one leader. Oftentimes, applicants will travel with the first leader who issues an invitation.

Interested volunteers may reach out to you prior to submitting an application to request additional information. Feel free to set up a call and tell them more about the trip but the next step for the volunteer will be to submit an application to join your team.

Conversation tips and sample questions are available in the trip leader resources.

Accepting minors onto your trip

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

- The minimum age to volunteer on any Global Village trip is 16 years old.
- Minors (16 and 17) interested in traveling with Global Village can do so if they are accompanied and supervised by their legal parent/guardian.

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

Orientation packet

Orientation packets are no longer issued to volunteers. However, after submitting their deposit they will receive an email with appropriate information and resources pertaining to Global Village.

Payment procedures

Program donation

The program donation for each Global Village trip refers to the trip cost and can be divided into two categories: the direct contribution and 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 to. 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, 1st aid kit, contingency funds, and team leader subsidy costs.

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

Submitting donations and payments

Detailed payment instructions are contained in the [payment policies and procedures](#) information listed on the Global Village website.

When applicants are extended an invitation to join a Global Village trip, they must confirm their place on the team by submitting a nonrefundable and nontransferable deposit of \$350. The balance of the program donation is due no later than 45 days prior to departure.

Participants or donors may submit funds online at www.habitat.org/gv or through the corresponding volunteer's Share.Habitat fundraising page.

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

Habitat for Humanity International
Global Village
121 Habitat St.
Americus, GA 31709

Volunteers and donors should code all donations and payments with the appropriate 8-digit 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.

Online fundraising

All open team volunteers have access to fundraise their program donation online via www.share.habitat.org. You should pass along details about Share.Habitat in the invitation letter you submit to applicants.

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.

The itinerary included with your confirmation materials includes details about arrival/departure times 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.

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

Register your team 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

Every team member must submit the remaining balance of his/her program cost 45 days before departure. Based on final team size, the team leader contribution may be modified to exceed \$350.

Roster tool

Will be issued to you by the Global Village office. You will need to complete to include rooming assignments, travel itineraries and dietary requirements.

Expense advance

All team monies are held by Global Village until just before your team's departure. Before your departure, our office will advance you sufficient funds to cover your team's budgeted expenses. We prepay as many funds as possible to the host program directly but details about what expenses you'll be responsible for as the team leader can be found on the "travel advance" tab of your finance workbook included in the confirmation materials.

Final packet and predeparture call

Two 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. We no longer mail evaluation postcards. You'll also have a call with your Engagement Specialist prior to traveling to review all of 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. A debrief call with your specialist will accompany this evaluation

Expense report

You should obtain receipts from all expenses incurred throughout the trip based on the finances that you were advanced. Submit copies of those receipts with a short description of the expense to gv@habitat.org. We'll complete your expense report and let you know how many funds to submit back to our office.