

## 2019 Proposal Process Details

### How the Proposal Process will work

From June 1<sup>st</sup> through 3<sup>rd</sup>, you will be able submit your proposal through the proposal form for trips travelling January-June of 2019. Proposals submitted within this time period will receive priority review, but please keep in mind that **trip assignments will *not* be awarded on a first come, first served basis**. While we will of course make every effort to accommodate your preferences and requests, all proposals received during the 3 day window will be evaluated concurrently, based on several criteria, to ensure that each Team Leader is placed where they can best serve the needs of the program.

### How trips will be offered

Another change this year is that **trips will now be offered with a set selection of dates** in order to ensure we are providing the most even and valuable support possible to our partner families and host sites. Due to this change, trip dates will ***not*** be flexible, so please be sure you are available for the full duration of any trips you request to lead. If you are confirmed for a trip and have to later decline due to a scheduling conflict, we unfortunately cannot guarantee that we will be able to place you in another trip.

### How trips will be confirmed

It is our goal to ensure that every Team Leader who wishes to lead will have the opportunity to lead at least one trip. Once this has been accommodated, additional remaining trips will be filled based on your availability and provided preferences. You can expect to receive confirmation within 4-5 weeks of submitting, but note that confirmations will be sent out chronologically, meaning trips requested in May or June will be confirmed later than trips requested in January or February.

### Team Leader bios

Please also be aware that **you will be asked to submit a short 100-200 word bio as part of your proposal this year**. This is a very important section, *as it will post directly to your trip web flyer and you will not be able to edit it once it has been submitted*. Please take some time to formulate this ahead of time if needed, in order to ensure it is the best representation of you as a Team Leader. Some information you might consider including:

- Details about your personal trip leading style.
- Insights into the structure and organization of your trips.
- How you view your role as a Team Leader.
- How you will work to make this a memorable experience for your team.
- The qualities you think make up a great Global Village experience.
- Specific connections you may have to the country you've selected.
- How many GV trips you have led.

We will be in touch in the coming weeks to discuss any other relevant details. If you have any questions at all about proposals, please don't hesitate to reach out to us at [gv@habitat.org](mailto:gv@habitat.org) and a member of the staff will be happy to assist you.