



# Global Village Payment policies and procedures

Thank you for choosing to serve with Habitat for Humanity! Below you'll find details about submitting payments, fundraising and tax deductibility. These payment policies apply to all Global Village donors and volunteers, so please read this carefully.

## What's included in your Global Village program donation

Each Global Village trip has a required program donation that covers most costs associated with your trip, like lodging, food, ground transportation, medical & evacuation insurance and cultural activities. The program donation also includes a direct contribution to facilitate Habitat's work, even when no volunteers are present. Find more details about your program donation at [habitat.org/volunteer/travel-and-build/global-village/about-your-program-donation](http://habitat.org/volunteer/travel-and-build/global-village/about-your-program-donation).

## Deposit and balance

Once you are invited to join a Global Village team, you will confirm your spot by submitting a nonrefundable and nontransferable deposit to Habitat for Humanity International in the amount of \$350, unless you are part of an organized group that is paying on your behalf (see note below). The balance of the trip payment (program donation minus the \$350 deposit) is due no later than 45 days before departure, and is also nonrefundable.

*Note: If you are part of a closed group (church, school, civic club or other group that is not recruiting team members outside your organization), please confirm the deposit amount with your team leader, and understand that it is nonrefundable.*

## Submitting donations

You and/or your donors may submit funds by credit card via the Global Village website ([habitat.org/donate/?link=2](http://habitat.org/donate/?link=2)) or by calling (800) HABITAT. Donors who submit funds by credit card will receive an email acknowledgment that the payment was received. All donations must include your Habitat ID and GV event code. You may also donate through your Share.Habitat fundraising page, if you have created one. All payments toward your trip must be made in U.S. dollars to Habitat for Humanity International, and designated to the Global Village program (see the details under "coding payments and donations" in the green box on the right). Donations can be submitted by personal check, money order, Mastercard, Visa, American Express or Discover.

## Checks and money orders must be made payable to Habitat for Humanity International and mailed to:

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

*Note: It might take a week or more for credit card donations to post to the team's account and up to three weeks for a check.*

Your deposit and any payments you submit toward the program cost will automatically be credited toward satisfying your financial obligation only when coded as per the instructions in the green box below.

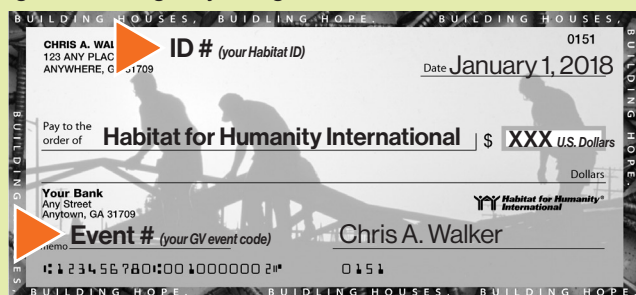
## Coding payments and donations

For you to receive proper credit, your personal **Habitat ID** and **GV event code** must be included on all payments and donations submitted to the Global Village program on your behalf.

**Online credit card donations:** Include your Habitat ID and GV event code in the corresponding fields in the online form.

**Personal checks or money orders:** Write the Habitat ID above the name and address in the upper left corner of the check; write the GV event code on the memo line located in the lower left corner.

If you are uncertain of your Habitat ID or the GV event code, please contact your team leader or Global Village at [gv@habitat.org](mailto:gv@habitat.org) or by calling (800) HABITAT.



## Funding your trip

- **Make a bigger difference: collect supporters and fundraise** — Tell your friends, family and colleagues about your work with Habitat. Many people will want to support you and our peer-to-peer fundraising platform makes sharing your story simple and easy. In just a few minutes you can create a personalized fundraising web page for your trip. You'll be able to easily share across your social media sites and with your donors. They'll be able to learn more about Global Village, Habitat and your trip. Contact your team leader for information on how to set up a fundraising page.
- **Employer matching gifts** — More than 1,400 companies match employee gifts to Habitat, and these funds could be designated to your trip. Visit [habitat.org/match](http://habitat.org/match) to find your company's

matching gift guidelines and program contact. Inquire with your program contact or human resources department before completing a matching gift form, because not all companies' matching gift policies allow for matching of Global Village program donations. If eligible, please request that your employer clearly indicate your GV event code and Habitat ID with the matching gift payment. If applying for matching gifts, notify your team leader and the Global Village office.

*Timing of matching gifts: Matching gift funds may be used to offset the final balance owed only if they are received at least 45 days before the trip departs. Be advised of your company's matching gift payout dates.*

- **Tax deductibility** — Funds raised toward the program donation includes the cost of food, lodging and transportation during the trip as well as cultural activities. A portion of the required program donation supports the charitable efforts of the Habitat program. Depending on the volunteer's country of origin, the program donation may or may not be tax-deductible. Please consult a tax advisor concerning your specific situation.
- **Acknowledging donations** — All donors who contribute via check or money order payable to Habitat for Humanity International, or make a credit card donation designated to a Global Village team, are sent acknowledgment letters. Those who donate online (via a personalized web page or via the link at [habitat.org/donate/?link=2](https://habitat.org/donate/?link=2)) receive a prompt email confirmation that the donation was received, and will also be mailed an acknowledgment letter. Discourage your supporters from donating cash, as Habitat cannot acknowledge cash donations. We also discourage supporters from giving checks made payable directly to you.
- **Funds raised in addition to the published program donation** — Global Village volunteers raise millions of dollars each year so that Habitat for Humanity can continue serving families long after the team returns home. To best support our mission, Global Village is not able to roll additional funds over to a future trip or reimburse trip donations paid by volunteers when minimum financial obligations are exceeded. Habitat will direct any additional funding you raise beyond the published program cost to support our programs throughout the world.
- **Fundraising for airfare** — Funds raised in excess of the program cost may not be used to cover a volunteer's airfare. If you would like to raise money for airfare, please do so on your own. Volunteers may still be able to claim their airfare as a tax-deductible expense even if the funds are paid directly from the participant to a vendor, as long as the trip is in pursuit of a charitable purpose, however, a tax advisor should be contacted.

## Cancellation policy

*Once you join a Global Village team, we hope that you are able to build with us. Unexpected events come up, however. If your plans change, please let us know right away. The following information describes how we can help.*

*We encourage all volunteers to purchase trip cancellation and interruption insurance that specifies that the cancellation can be for any reason. **No refunds are offered if you must cancel.***

- **Cancellation more than 45 days prior to departure** — notify your team leader immediately. You may be eligible to transfer your funds to another Global Village team, excluding the deposit. Your deposit will help fund the original team's build project and fulfill our obligations to local business.
- **Cancellation within 45 days of departure** — notify your team leader immediately. You are invited to join another Global Village trip, but unfortunately we cannot transfer any funds to the new project as we have already committed your funds to the team's build project and local business to prepare for the trip. Your funds will enable us to complete the housing solution even if you can't join up with the rest of the team.
- **If Habitat must cancel** — We will make every effort to conduct the trip as scheduled; however, if Habitat must cancel, we will attempt to place you on another team. If that is not possible, you may receive a full refund. We cannot compensate volunteers for the cost of unusable airfare or any other expenses resulting from the cancellation. Your team leader will contact you to explain how to claim your refund if Habitat must cancel your team's trip.
- **Delays en route** — If delays occur en route, or missed or cancelled flights cause you to miss your rendezvous with the team, the Global Village staff will do everything possible to assist you in connecting with the team. However, we cannot be responsible for any expenses incurred because of flight problems.

## Thank you!

Your donations will help build strength, stability and self-reliance for homeowners across the globe. If you have any questions about donations or cancellations, please contact us via email at [gv@habitat.org](mailto:gv@habitat.org) or by telephone **(800) HABITAT**.

