

Global Village



Building The Change We Want To See

2018 Team Leader Training "The Mindsets of a DreamBuilder"

# **Agenda For Today**

- Some Mindsets of A Dream Builder
- GV Direction
- Changes To the Process
- Global Volunteer Engagement & Support Department Structure
- Team Dynamics
- Team Leader Community
- Finances
- Fundraising





## What is a Dream Builder?

"Every great dream begins with a dreamer. Always remember, you have within you the strength, the patience and the passion to reach for the stars, to change the world."

"Harriet Tubman"

## So What is a DreamBuilder?

**Aspirational** 

Brave

Leaders

**Active Participants** 

What else do you notice about DreamBuilders?



## A Closer Look At The Problem

### What Are The Problems?

Dilapidated Housing

Vulnerable Families

Overcrowding.

No access to Land, Water and Sanitation, Electricity

## Numbers in Housing Deficit

Guatemala –

1.6 million

Dominican Republic - 1.2 million (growing 50,00 annually)

Nicaragua – 957,000

Kenya – 3 million

Poland – 1.5 million homes

Numbers of People

Romania – 8.5 million (2 million children)

Philippines – 4 million families.

Total 1.6 Billion People



# **Introduction to The Mindsets**

"Nothing can stop the man with the right mental attitude from achieving his goal; nothing on earth can help the man with the wrong mental attitude." 

Thomas Jefferson~



# **Everything Is Possible**

"Nothing splendid has ever been achieved except by those who dared believe that something inside of them was superior to circumstance." ~Author Unknown~

# Everything Is Possible

Dream Big

**Embrace Creativity** 

**Expect Great Results** 

# **Dream Big**

Those who achieve great things are the ones willing to be scared but not scared off. If you dream big and take risks, impossible becomes just a word.

Stretch Yourself



# **Embrace Creativity**



# **Expect Success**

"We believe that, through faith, the miniscule can be multiplied to accomplish the magnificent..."

- Think of ways to overcome perceived limits.
- Understand sometimes the "how" is none of our business.

# **Everything is Possible & Habitat**

- History of Habitat
  - Dreamed Big: A community that lived by the teachings of Christ.
  - Embraced Creativity: Started the Habitat Fund.
  - Expected Success: They built the first house.
- Future of Habitat
  - Dream Big: Our Big Dream of solving the problem of 1.6 billion people living in poverty housing.
  - Embraced Creativity: Our new Strategic Plan and Strategic Initiatives.
  - Expected Success: We're still going.. ©



# An Overview Of Where We're Going

HFHI 2020 Strategic Plan, GV 2018 Goals, VOC Concepts, Volunteer Management System





Seeking to put God's love into action by addressing urgent housing needs in our communities, nations and world, Habitat for Humanity will be a partner and catalyst to:

# Community Impact IMPROVE HOUSING CONDITIONS.

- Serve families through sustainable construction and housing support services.
- Leverage shelter as a catalyst for community transformation.
- Grow capacity to serve the most vulnerable, the disaster-affected and the urbanizing world.

Help 650,000 people annually improve their shelter situation.

## Sector Impact

PARTNER TO INCREASE SHELTER ACCESS.

- Support market approaches that increase products, services and financing for affordable housing.
- Promote policies and systems that advance access to adequate, affordable housing.

Create housing opportunities for 2.5 million people annually through market development and 25 million through advocacy by 2020.

## Societal Impact

INSPIRE ACTION TO END POVERTY HOUSING.

- Serve as a leading voice in growing awareness of housing as a critical foundation for eliminating barriers to a better, healthier, more financially stable life.
- Mobilize volunteers as hearts, hands and voices for the cause of adequate, affordable housing.

Mobilize 2.5 million people annually to join the cause of affordable shelter.

## a Sustainable Organization

MOBILIZE RESOURCES AND STEWARD THEM FAITHFULLY.

- Fund the mission.
- Grow skills and leadership capabilities.
- Operate with excellence.



#### 1. Build Community Impact - Improve Housing Conditions

- 1. Serve families through sustainable construction and housing support services.
- 2. Leverage shelter as a catalyst for community transformation.
- 3. Grow capacity to serve the most vulnerable, the disaster-affected and the urbanizing world.
- 4. Help 650,000 people annually improve their shelter situation.

#### 2. Build Sector Impact - Partner To Increase Shelter Access

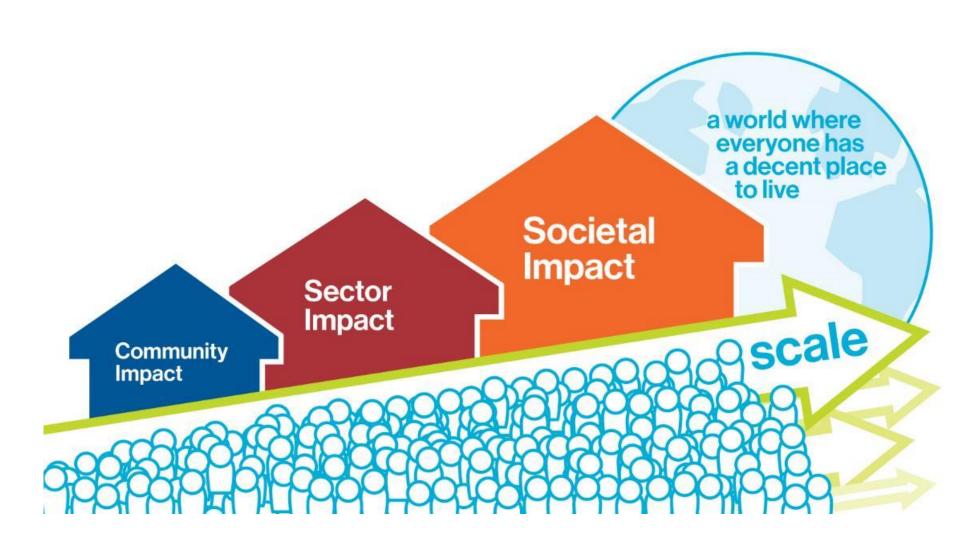
- 1. Support market approaches that increase products, services and financing for affordable housing.
- 2. Promote policies and systems that advance access to adequate, affordable housing.
- 3. Create housing opportunities for 2.5 million people annually through market development and 25 million through advocacy by 2020.

#### 3. Build Societal Impact - Inspire Action To End Poverty Housing.

- 1. Serve as a leading voice in growing awareness of housing as a critical foundation for eliminating barriers to a better, healthier, more financially stable life.
- 2. Mobilize volunteers as hearts, hands, and voices for the cause of adequate, affordable housing.
- 3. Mobilize 2.5 million people annually to join the cause of affordable shelter.

STRATEGIC PLAN 2020





# 2018 HFHI Strategic Initiatives

Institutional Architecture

Continuous Improvement

HFHI
Strategic
Initiatives

U.S. Collaborative

Customer Relationship Management System / IMOE



## **GVES 2018 Goals**

Continuous Improvement Volunteer Management System

GVES 2018 Goals

## Revenue

- \$3.7M to host programs
- \$1.2M for HFHI

# Volunteer Life-long Approach

- GV follow up
- Team leader network

Program Development and Training Operations, Logistics, And Customer Global Engagement Service **GVES** Marketing and Partner STRUCTURE Communication Engagement



## **Achievements For 2017 - Revenue**



\$7.4 Million global GV donations



\$2.9 Million global GV sending program donations



\$3.5 Million in US GV donations



\$949k GV sending program donations and \$233k in Collegiate Challenge fees

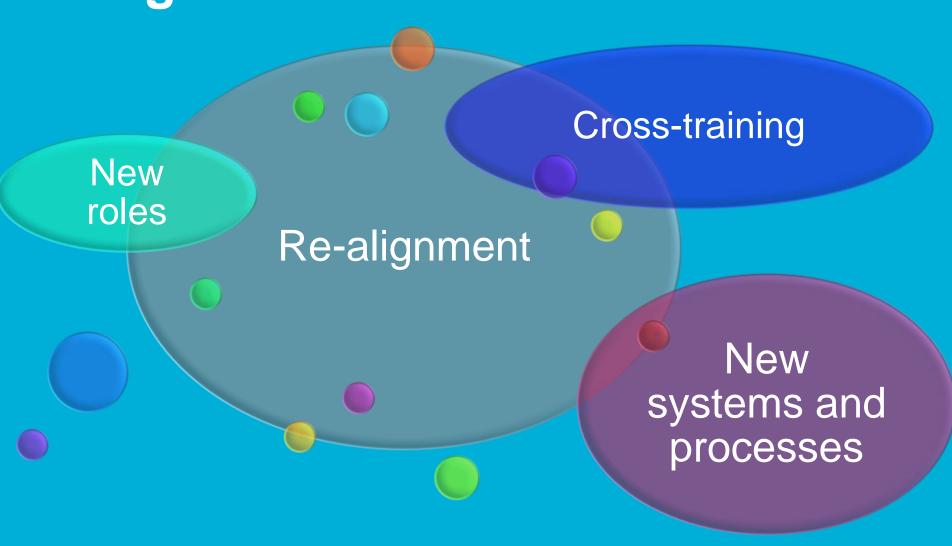
# Achievements For 2017-Engagement

Expanding volunteer engagement opportunities



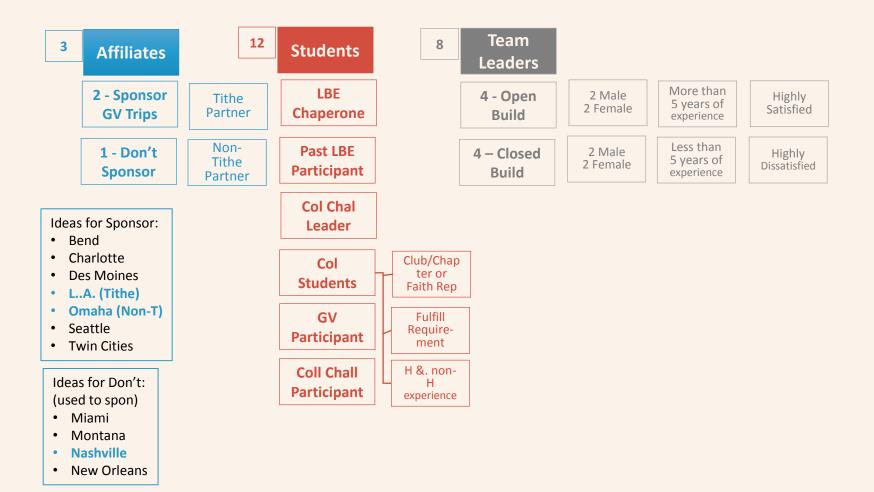
- 7,256 Participants In 519
   Collegiate Challenge Trips
- 4,763 Participants In 356 US Global Village Trips
- Globally: 12,809 Participants
   Participated In 852 Global Village
   Teams

# Achievements For 2017 - Realignment





### **Customer Profile: Volunteers - 1**



## **Customer Profile: Volunteers - 2**

Adult 17 **Volunteers** 2 -Nature of Non-**Funding** Gender Age **Frequency Corporations Traditional** the Team Source 6 – Open 7 - Pay 6 - < 403 – 1 Trip 1 - Non-US 9 - Women **Build** 9 - Closed **7 – Fund** 10 - Many 2 - Never 8 - Men 8 - 40 +**Build** Raise **Trips** Went 2 – 2 - Specialty 4 – Not for **Outstanding** 3 - Retired **Build** a While 3 y **Fundraisers** 3 – Faith Reps 1 - RD across all



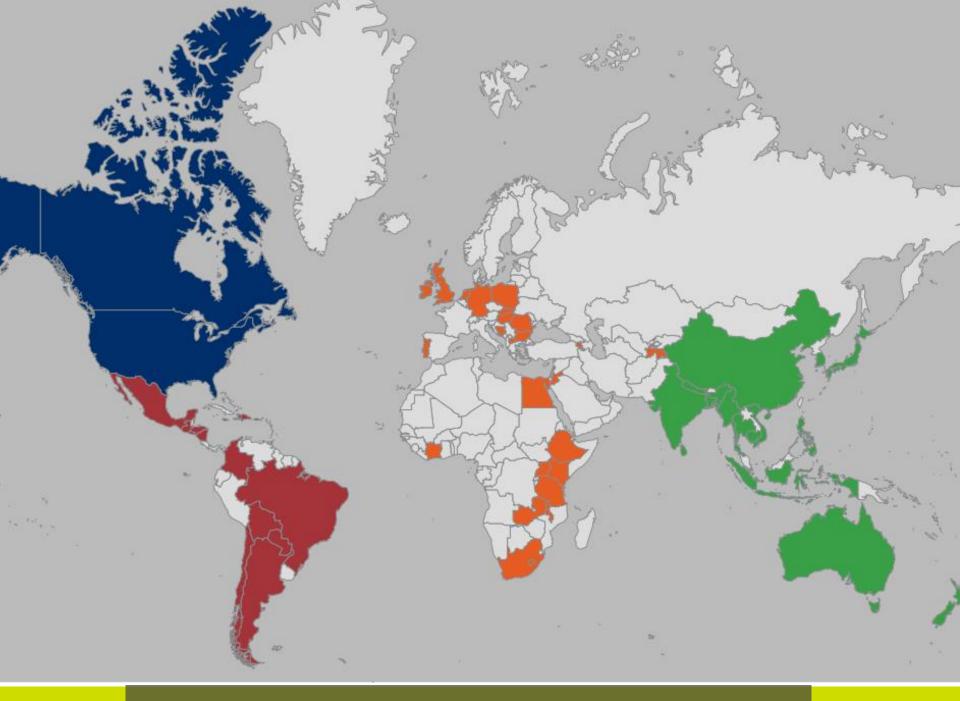
## **VOC Focus Concepts**

- 1. HOTEL CALIFORNIA Make sure they don't leave
- 2. BE TRANSPARENT Improving the proposal process
- 3. BETTER TOGETHER Build relevant networking forums
- RECOGNITIONS AND MILESTONES Honoring the investment of our volunteers
- 5. GLOBAL PIZZA EVALUATIONS 360° Evaluations,
- THE PORTAL Helping our customers find what they need,
   Follow up with host country
- 7. VOLUNTEER UP Leveraging Skilled Volunteers
- 8. RED FLAGGED VOLUNTEER -



# **Changes To The Process**

Focus Countries, Global Changes, Evaluations, Trip Confirmation



29 Focus Countries for 2018

# **Focus Country List**

- AP
  - Cambodia
  - India
  - Myanmar
  - Nepal
  - Philippines
  - Thailand
  - Vietnam

- LAC
  - Argentina
  - Bolivia
  - Brazil
  - Colombia
  - DR
  - El Salvador
  - Guatemala
  - Honduras
  - Mexico
  - Nicaragua
  - Paraguay
  - **T&T**

- US
  - Alaska
  - Florida
  - Hawaii
  - North Carolina
  - Oregon
  - South Carolina
  - Texas

- EMEA
  - Ethiopia
  - Jordan
  - Kenya
  - Lesotho
  - Malawi
  - Poland
  - Portugal
  - Romania
  - South Africa
  - Zambia

# Global 360° Evaluations

- Shift from NPS 2 questions
- New Global Evaluations that give richer information from:
  - Host Program
  - Team Leader
  - Team Member
  - -TES
- Sent 2<sup>nd</sup> to last day of trip
- Goals are:
  - Sharing this information with you in a timely manner
  - Providing transparency in how any issues are being addressed and corrected

# **Confirmation Process – Open Team Proposals**

- Each year we create an open team calendar
  - The exact months and locations where we'll send open teams are strategically mapped out
  - We want to be really intentional in how we're booking open teams so they are as successful as possible in recruiting
- We receive Jan-June proposals in June and July-December proposal in September

## **Confirmation Process**

1. Confirmation Email

2. Confirmation Webinar

- 3. Web Flyer Posted
  - 1. Will be posting 9 months in advance

# **Trip Confirmation Process**



#### Your Global Village team funds

 Event code: GV17XXX building in Dominican Republic

 Start:
 1/7/2017
 End: 1/15/2017

 Team size:
 12
 Payment deadline: 11/23/2016

#### Program donation: \$1,100

2% is a direct contribution to Habitat's work; the rest covers your trip

#### What's included in the program donation:

Direct contribution to Habitat

\$20

Your contributions enable Habitat for Humanity to build strength, stability and self-reliance through shelter. Primarily you will support our locally based staff, and you will help us build housing solutions i 70 additional countries.

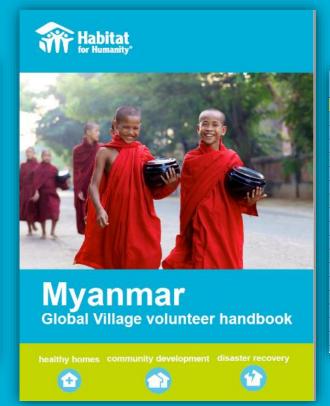
In Dominican Republic (Tithe eligible for Habitat affiliates)
 Globally
 \$20

Your Global Village experience \$1,080

Our local Habitat for Humanity affiliate is crafting an experience that will be easy for you to join, immerse you in the culture, and provide time to reflect. We will do our best to keep you safe and make your time used soport.

Accommodations: simple, decent, usually shared rooms	\$288	
Meals, including plenty of water and snacks	\$199	
Local transportation (your airfare to destination not included)	\$142	
Cultural activities to help you understand the place and people	\$30	
Travel medical insurance	\$70	
Support from local staff	\$169	

Internal calculations | Team funds | Closed Team Funds | TBW Funds | Deposit Invoice



Global Village Trip # Pz2t3j6				
Action Item	Person Responsible	Completed		
Today				
Review The Confirmation Materials	TL	☐ Completed		
Register To Join A Confirmation Call	TL	Completed		
Within Two Weeks				
Join a Confirmation Conference Call	TL	Completed		
Share.Habitat Team Site Created HFH		☐ Completed		
Within Three Weeks				
TL Creates Personal Share.Habitat Page	TL			
Web Flyer Posted	HFH	Completed		
Start Sending Applications To Team Leaders	HFH	✓ Completed		
3 - 6 Months Before The Tr	ip			
Begin Expectations Setting Calls	TL	☐ Completed		
Complete Invitation Letter and Send To Volunteers	TL	Completed		
2 Months Before Trip				
Reminder of Final Payments Sent to Team Leader	HFH	Completed		
Reminder of Final Payments Sent to Team Members	TL	☐ Completed		
Finish Expectations Setting Call TL		Completed		
Industrial Comments of the America	ucu			

# **Global Changes**

- Minimum Standards for Workteams travelling internationally
- New lodging policy
- GV finance policies
- Insurance updates
- Volunteer Code of Conduct [Passports]
- Care of Personal Information
- Auto Rental Guidelines for US and Canada teams to US
- International Volunteer Guidelines
- Minors Traveling without a Parent
- Incident Reporting

# **Everything Is Possible**

## Activity - Build The Dream

- 1. Dream Big
  - 1. Personal dream in 5 years
  - 2. Habitat dream in 5 Years

### 2. Embrace Creativity

1. What are some other ways you can use your current skills, strengths, interests, and talents to help achieve the dreams? Personal and Habitat.

### 3. Expect Success

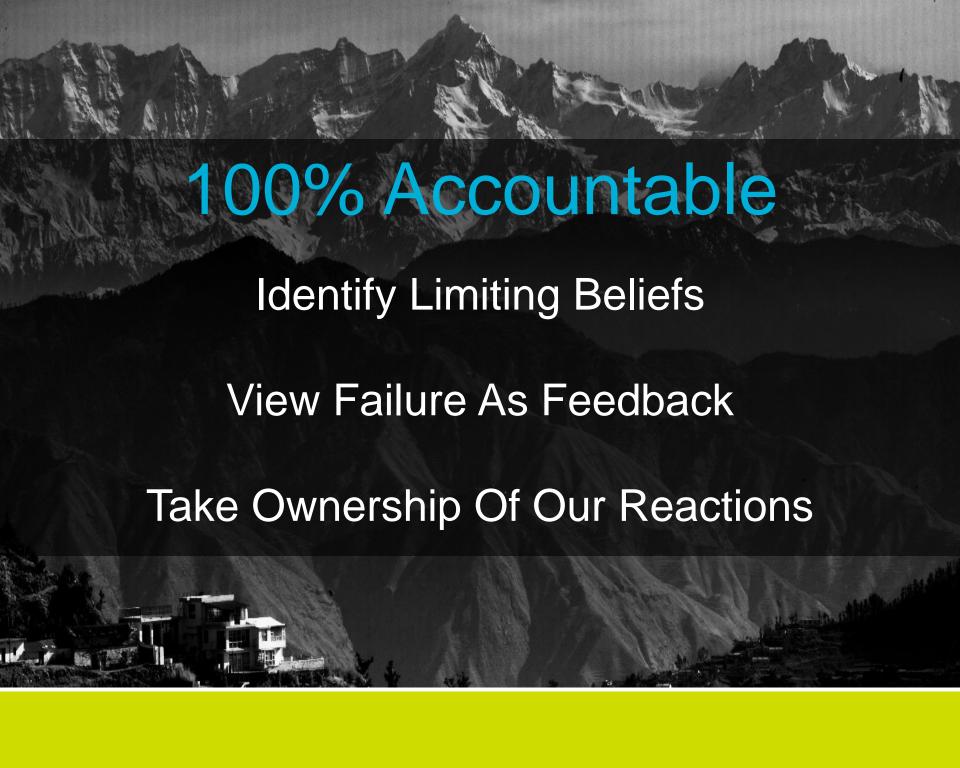
- 1. What are the limitations you see?
- 2. How can we overcome them?
- 3. If we can't what is the "how" you're comfortable not knowing.



## 100% Accountable

"We are responsible for what we are, and whatever we wish ourselves to be. If what we are now has been the result of our own past actions, it certainly follows that whatever we wish to be in future can be produced by our present actions.

~Swami Vivekananda~



# 100% Accountable

- Identify Limiting Beliefs
  - Flip The Switch
- Failure is Feedback
  - Identify Lessons Learned
- Take Ownership of Our Reactions
  - Start Again

## 100% Accountable & Habitat

- History of Habitat
  - Overcoming Limiting Beliefs: No one would support the mission
  - Failure is Feedback: Realigning strategic goals
  - Take Ownership of Reactions: Didn't wait on someone else to solve the problem
- Future of Habitat
  - Overcoming Limiting Beliefs: Not being intimidated by the scale of the problem
  - Failure is Feedback: VOC Concepts
  - Take Ownership of Reactions: They built the first house.



## What we will cover...

Building the Budget

How the money flows from Participant to Host

Motivating your participants to raise funds for the trip



# Global Village Trip Budget

Jan-Mar

 Area Offices review and approve a GV Budget Options Sheet for each project.

**April-May** 

 HFHI Area Offices conduct host accreditation review to ensure minimum standards are met.

June

 HFH sending programs create a budget for each individual location.

July-Sept

 Individual trip budgets are sent to team leaders once trips have been confirmed.

## **Building the Budget**

## Individual trip budget summary sent to Team Leader



### Your Global Village team funds

Event code: GV18XXX building in Myanmar

 Start:
 1/4/2018
 End: 1/15/2018

 Team size:
 12
 Payment deadline: 11/20/2017

Program donation: \$1,990

40% is a direct contribution to Habitat's work; the rest covers your trip

### What's included in the program donation:

#### **Direct contribution to Habitat**

\$800

Your contributions enable Habitat for Humanity to build strength, stability and self-reliance through shelter. Primarily you will support our locally based staff, and you will help us build housing solutions in 70 additional countries.

• In Myanmar	\$550
Globally	\$250

### Your Global Village experience

\$1,190

Our local Habitat for Humanity affiliate is crafting an experience that will be easy for you to join, immerse you in the culture, and provide time to reflect. We will do our best to keep you safe and make your time well spent.

Accommodations: simple, decent, usually shared rooms	\$228
Meals, including plenty of water and snacks	\$190
Local transportation (your airfare to destination not included)	\$167
Cultural activities to help you understand the place and people	\$60
Travel medical insurance	\$85
Support from local staff	\$155
Team leader administration, 1st aid kit, and contingency funds	\$44
Team leader costs	\$261

#### **Team leader's commitment:**

Minimum fundraising goal or contribution: \$350 Airfare subsidy upon recruiting a full team of 12: \$1,500

Help more families find a decent and affordable place to call home by setting a higher fundraising goal. Every dollar raised above \$1990 will be received by Habitat for Humanity as we continue to create housing solutions in your community and around the world.

# **Team Leader Subsidy**

- -Trip Cost
- Airfare Subsidy
  - Kicks in when you recruit 8 participants
  - If you recruit more than 12
    - It can go towards the difference in your airfare (if there is one)
- Visas Cost not reimbursed

- \$350 Contribution
  - Option to Fundraise or Pay Directly



How the money travels from participant to host

## **How the Money Flows...**

**Volunteer Trip Income Flow Process** 



# Critical Financial Steps ... Coding Donations!

Every donation is tracked through a series of codes.

GV payments <u>must</u> have the GV event code and participant ID in order to be coded to the correct trip and participant.

- This includes all online credit card payments, personal checks or money orders
- When donations are made via Share. Habitat, these codes are automatically connected

\*Please remind your team members to know and utilize their Participant ID (eight-digit #) and GV event code (ie: GV18xxx).

Special note: Part ID code will be a 9 digit code after March 2018

## **How The Money Flows**

Trip funds getting to the hosting site.

### 45 Days Pre-trip:

- All participants are confirmed and pay in full
- All closed team invoices must be paid

### 30 Days Pre-trip

Trip funds are transferred to the host site

### 21-14 Days Pre-trip:

- Travel advance sent to team leader
- (if applicable)

# **Expense Report**

### Global Village Team Leader Expense Report



Please refer to the Global Village Expense Report Instructions document when completing this report.

Team leader submittin	g report			
Trip destination		Date expense report submitted		
Local currency name		Event code		

Exchange rates during trip			
"X" Local Currency = 1 US dollar			
For payments made in			
US Dollars	1	=	1 US dollar
Exchange Rate 1		=	1 US dollar
Exchange Rate 2		=	1 US dollar
Exchange rate 3		=	1 US dollar

Travel advance summary		
Travel advance amount		
(in US dollars)		
Ending balance	\$ -	
Balance due to		

Expense summary			
Category Definition		Total expended by category	
Transportation	Rentals, public transportation, taxis, fuel	\$ -	
Lodging	Hotel, motels, hostels	\$ -	
- 1		\$ -	

# Reconciliation of Team Leader Travel Advances

14 days pre trip

 Team leader receives instructions for submitting expense report and trip receipts

5-10 days post trip

 Team leader receives welcome home email with a reminder of trip expense reporting responsibilities.

14-30 days post trip

 Team leader submits expense report and receipts to GV@habitat.org.

# Trip Event Closeout: Host Program Reconciliation

60 days post trip

 Host Program completes trip reconciliation and sends report to sending program

90 days post trip

 Sending program reviews and confirms reconciliation report

100 days post trip

 Trip event is financially closed and recorded in general ledger accounts

## **Cancellation Policy**

- No refunds are offered if participant must cancel
  - \$350 deposit is non-refundable and non-transferable
  - More than 45 days prior or before: Can transfer part funds to holding account for up to 1 year.
  - Less than 45 days before: 100% of funds will be kept.
     No refunds or re-allocations are permitted.
- If Habitat cancels trip:
  - Will attempt to put participant on alternate trip
  - If alternate trip is not possible, a full refund is granted
  - Habitat will also provide up to \$250 for any change or cancellation fees related to travel.

## **IT Platform Updates:**

### **Current Platforms**

• Three separate systems are utilized to track logistics, participants, and finances.

•

### **Blackout Period**

- Postponed, Possibly May or June
- IT systems will be updated in spring 2018. Check and credit card payments will be processed but acknowledgement letters will be delayed
  - Payments via Share. Habitat will not be affected

### Future One Stop Shop

- Personify/Small World Labs
- Participants can access their accounts and apply for trips,
- Communicate with their teams,
- Fundraise, and Make payments
- Fully implemented by 2019.



## **Direct Contributions to Habitat**

- In Country: Average minimum of \$550
  - Direct donation to host program's work
- Global Donation: \$250
  - To HFHI. Covers direct and indirect program support costs.
- All donations raised above the minimum are shared between:
  - -The host country (75%) and
  - -HFHI (25%)

# Helping Your Participants Reach Their Fundraising Goals

Coaching Tip #1: Form their story

- Help volunteers identify their reasons for joining the team
- Ask open-ended questions about their motivations, hopes

Coaching Tip #2: Help them tell their story

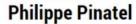
- Encourage them to create a page on Share. Habitat
- Remind them to make it uniquely theirs by including their personal experiences
- Ask them to share it with friends, family, and coworkers

Coaching Tip #3: Set fund raising goal

- Challenge your team to set a fundraising goal above program cost
- Challenge your team to set a supporters goal

## **Best Practices From The Community**

- Fundraise creatively
- Update on fundraising milestones
- Share authentically
- Equate dollars to what it can buy for the house
- Ask self-funded volunteers to share their share. Habitat page anyway
- Bring your supporters with you



Fundraising for: Zambia - Douglas/Kovac OVC Team



### **MAKE A DONATION**

Not Ready To Donate? Become a Supporter



76

SUPPORTERS

\$32,610

Goal: \$20,000

Days Left: 15

### From Philippe @

In November I'll be traveling to Zambia to work as a volunteer. Our team will be building houses for orphans and their caretaker in this community devastated by HIV.

### **Christopher Davis**

E Fundraising for: Colombia Team



### **MAKE A DONATION**

Not Ready To Donate? Become a Supporter











90 SUPPORTERS

\$9,530 RAISED (USD)

Goal: \$12,000

Days Left: 21

### From Christopher @ >

I'm returning to Colombia so that families in a shantytown will have a decent place to live. Please donate and share with your friends. Chris

### Nicaragua - Krochock Team

Mark Team Captain Russ Krochock Fundraising for Habitat for Humanity Global Village



### SUPPORT SHARE.

Keep it going: Share with friends











231 **SUPPORTERS** 

\$27,900

RAISED

GOAL: \$25,000

DAYS LEFT: 0



Rick Rapp \$5,825/\$3,700



Mary Pearson \$3,800/\$2,000



Paul And Dylan Zavag... \$3,400/\$5,000



Ashley Murray



Kim Petschek \$1,900/\$1,000



Matthew Lopes \$1,725/\$2,000



Alex Johnson \$1,675/\$2,400



Deanna Gray



Lisa Sinke \$1,650/\$500





Elisabeth Youngerman \$1,625/3500



Russ Krochock

# Set The Example...

 Create an individual fundraising page and set a personal fund raising goal

Share your personal story with your team

 Thank your team when they meet their fund raising goal.



## We Are Connected

"We don't accomplish anything in this world alone ... and whatever happens is the result of the whole tapestry of one's life and all the weavings of individual threads from one to another that creates something."

~Sandra Day O'Connor~



# We Are Connected

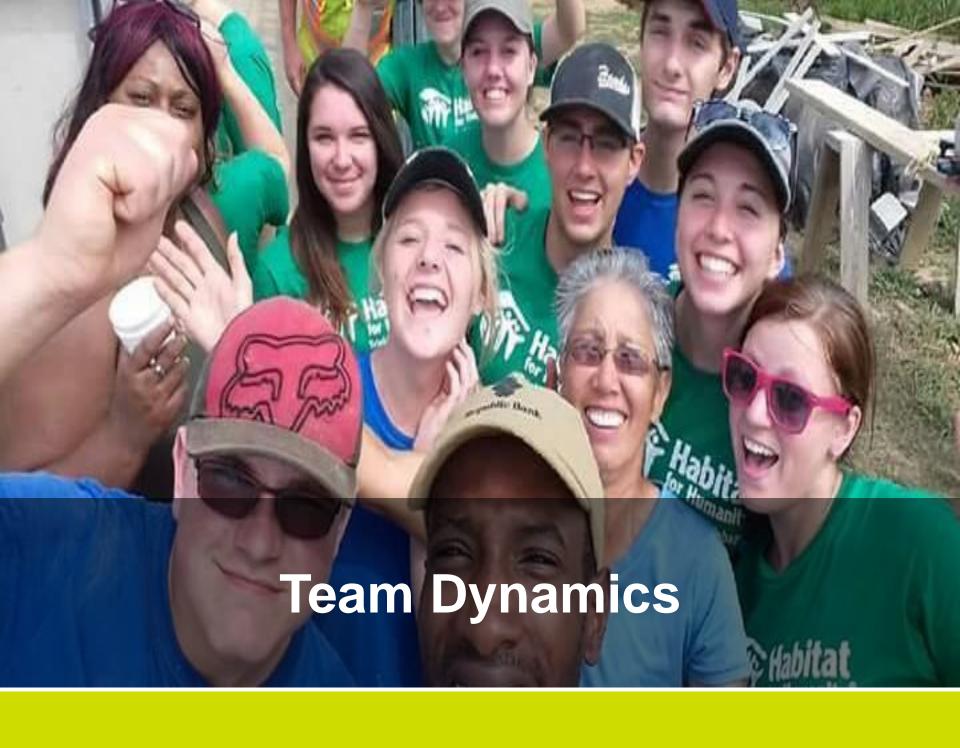
- Working With Others
  - Identify the people that help us achieve our dreams and be our best. Our Dream Team.
- Working For Others
  - Lead with value.
  - Find ways to add value to those people live, dreams, or goals.
- Working Through Others
  - Find The value in everyone.
  - What other people or organization are necessary to make the dream happen.

# We Are Connected Internally



## We Are Connected & Habitat

- History of Habitat
  - Working With Others: Clarence Jordan and Millard and Linda Fuller coming together with a vision
  - Working For Others: Literally working for the betterment of the world.
  - Working Through Others: Different communities came together to achieve the dream.
- Future of Habitat
  - Working With Others: Re-Alignment (Seeing The Value in Everyone)
  - Working For Others: Trying to find different ways to serve specific vulnerable communities and our partner families.
  - Working Through Others: Strategic Partners Team Leaders, Volunteers, HFHI Staff, Affiliates, Area Office, Partner Families,



## **Creating Positive Team Members**

- Starts at the Expectations Setting Call
  - Set clear expectations and create diverse teams-
  - Blend newbie's, previous teams, young, old, international
- Assign jobs
  - Counter, keeper of journal, journal writers, dinner selectors, cultural selectors, house dedication team representors, reflection leaders
- Get Them Excited
  - Videos from previous builds
  - Photos from previous builds
- Making It Personal
  - Have each team member identify their personal "why for the trip"
  - Team web site
  - Journal
  - Birthdays of team members

# Difficult Team Members What Do They Do?

- Blaming others and making excuses
- Diminishing the contributions of others
- Spreading innuendo and rumor
- Exaggerating the importance of their contribution
- Demanding respect because of positional power or service longevity
- Being impatient or frequently short-tempered
- Talking down to others. Acting entitled to special treatment or privileges
- Justifying their poor treatment of others
- Being overly critical of others
- Complaining about the lack of opportunity

## How Do We Respond?

- 1. Identify the who, and the what.
- 2. Listen for the why.
- 3. Focus on the behavior and mindset not the person.
  - 1. Continue to Engage
    - 1. Remind them of purpose.
    - 2. Give them a role
    - 3. Give them a time period to change the behavior
    - 4. Congratulate them when behavior is changed.
  - 2. Disengage
    - 1. (Contact who and when Code of Conduct)

## **Code of Conduct**

- Promote a respectful community.
- Prioritize site safety.
- Uphold a zero-tolerance policy for alcohol, drugs and weapons.
- Model behavior that respects the human rights of all people and protects beneficiaries and children from exploitation and abuse.
- Follow the gift giving policy.
- Safeguard ministry assets.
- Maintain confidentiality.

You can report violations of this volunteer code of conduct anonymously through <a href="https://www.mysafeworkplace.com">www.mysafeworkplace.com</a>.

• I understand that HFHI has the right to release me from my volunteer position at its discretion. I also understand that I am responsible for any costs that I may incur due to a violation of the code of conduct. (Everyone signs this.)



# Staying Connected After The Build

In Person Meet-Ups Service Days:
Plan a
weekend
where each
person does a
local service
project.

Social Media: Create your trips private page for you to exchange memories and talk about upcoming trips.

Email List:
Email each
other monthly
stories about
a memory
from the trip.

Future Trips: Plan to travel together for future GV trips. Closed trips

Use the last two reflection meetings to come up with your connection plan.



### **Team Leader Breakout**

- Personifycorp.com
  - Pain Points
  - Online Communities
  - Connecting