

Enter your trip start date:

[Link to team volunteer resources](#)

Action items:

Completed by:



Date due/done:

**Review important information:**

- Review the [payment and cancellation policies](#).
- Research and buy "cancel for any reason" trip insurance. Most policies require that you buy this within 21 days of making your deposit in order to be eligible for the "cancel for any reason" provision.
- Check out the [Global Village volunteer handbook](#).

**Make payments and fundraise for your trip:**

- Review how to [submit donations and fundraise](#). If you are part of an organization or affiliate team, check with you team leader first about submitting payments.
- Discover new ideas for fundraising in the [fundraising handbook](#).
- Create your Share.Habitat fundraising page. Your team leader has the link.
- Submit any [matching gift](#) requests to your company. All matching gifts funds must be received at Habitat by the payment deadline in order to be contributed toward your program cost.
- Submit your final payment by:

**Travel documents:**

- [Renew your passport](#): Check your passport and make sure it's valid for at least six months after your trip ends.
- Visas: Review whether or not your citizenship requires a visa to travel to the destination country. If you're a U.S. citizen, start with the [State Department website](#).

**Before you travel:**

- Ensure that you have the [recommended vaccines](#) for your trip destination.
- Review the [Volunteer Code of Conduct](#) that you commit to following while on your trip.
- Once more, review the [payment and cancellation policies](#).
- Review the coverage provided by the [travel accident sickness insurance](#) that you'll be covered by while on your trip.
- Register for the [STEP program](#).
- Make a copy of your passport and bring that copy with you while traveling.

**Your trip is here! Safe travels!**

**Once you return:**

- Complete your evaluation- if you didn't receive an email asking for your feedback, please let your team leader know.
- Thank your donors and tell others about your trip with Habitat for Humanity.
- Join another team!