

Memorandum of Understanding — Open teams

Between the Habitat Global Village program and team leader

This document establishes a willingness to partner between the named team leader and Habitat for Humanity International's Global Village program.

I. Mission

The mission of Habitat for Humanity is to eliminate poverty housing worldwide. This is being accomplished through partnerships with corporations, nonprofit organizations, churches, institutions, partner families and individual volunteers.

II. Purpose and scope

This Memorandum of Understanding provides the named team leader the opportunity to form and lead a team of Global Village volunteers to a hosting program to engage in the mission of Habitat.

III. Team leader responsibilities

Before being accepted as a team leader, the applicant must:

- Read, understand and sign this memorandum.
- Submit the signed memorandum and a team leader application, with references, to the Habitat GV program at least six months before the desired departure date.
- Be interviewed by a Habitat Volunteer Engagement specialist and agree on a preliminary team budget that includes mandatory travel medical insurance and an \$800 or more donation per participant.

General

The team leader will:

- Serve as a representative and advocate of Habitat for Humanity International and the GV program, and as a liaison between team members and the GV program and host program.
- Fulfill GV team leader training requirements: first aid/CPR certification, Habitat for Humanity e-courses and GV team leader training.

Planning

Upon being accepted, the team leader will:

- Review the GV team leader manual and GV orientation handbook and proceed accordingly.

- Work jointly with the Habitat Volunteer Engagement specialist and support coordinator and host GV coordinator to:
 - Finalize the dates and destination of the trip.
 - Review standard budget and itinerary.
 - Follow GV accounting system and practice good stewardship of team funds.
 - Market the trip using GV and other marketing resources and tools.
- Join the team fundraising challenge, and work with the Habitat Volunteer Engagement specialist to set a team fundraising goal.
- Create a fundraising Web page on Share.Habitat.

Organizing and funding

In organizing the team, the leader will:

- Recruit, interview and select participants, following the procedures outlined in the GV team leader manual and adhering to the applicable Habitat GV minor policy.
- Become knowledgeable about and follow the Habitat GV payment policies and procedures and cancellation policy.
- Instruct each selected team member to:
 - Submit to Habitat GV — preferably online — a nonrefundable \$350 deposit to confirm his or her place on the team.
 - No later than 45 days before departure, forward a copy of the photo identification page of their passport to Habitat GV and the team leader.
 - No later than 45 days before departure, forward to Habitat GV the balance due of the trip fee.
- Counsel team members on flight arrangements from gateway airport.
- Encourage team members to raise funds to meet the team fundraising goal.

Predeparture

In the weeks leading up to the team's departure, the leader will:

- Become familiar with the GV emergency preparedness and insurance materials, and share them with team members.
- Encourage team members to thoroughly review the orientation materials and host program materials.
- Maintain open lines of communication with all team members.

In country

While in country, the team leader will:

- Encourage team members to be considerate of local customs and protocol.
- Demonstrate good stewardship of team funds. This includes saving receipts and tracking expenses using the GV expense accounting workbook, as outlined in the GV team leader manual.
- Be mindful of team dynamics and risk management.
- Serve as a liaison between the team and the host personnel.
- Respond to emergencies as outlined in the GV emergency management plan.
- Facilitate team meetings including reflection time, logistics updates, and discussions about Habitat's global work

Post-trip

After the trip, the leader will:

- Reconcile team expenses and forward the final accounting package, including receipts and electronic expense report, to Habitat GV no later than 30 days after the end of the trip.
- Maintain communications with team members.
- Be an ongoing advocate of Habitat for Humanity and the GV program.
- Thank team members for their support of the fundraising challenge.

IV. Habitat for Humanity International Global Village responsibilities

The Global Village program agrees to provide:

- A GV support team and a host-country coordinator who are the team leader’s primary points of contact and consultation.
- Team leader training and host-country orientation materials.
- Budgeting and itinerary review.
- Trip marketing, fundraising and donation tracking tools and support.
- Participant applications via email.
- Centralized application, registration, deposit and payment support and tracking.
- Team leader and participant orientation materials.
- A host affiliate and build site providing meaningful work, materials and construction supervision.
- 24/7 emergency contact while the team is in country.
- A travel advance 10 to 14 days before departure.
- Transfer of the team’s donation to the host country’s Habitat for Humanity organization.
- Communication to Habitat for Humanity International area offices regarding available team donations.

V. Signature page

The signature page that follows must be filled out and faxed back to Global Village.

I understand and agree to accept the responsibilities contained in this Memorandum of Understanding:

*Fill out this memorandum electronically and send to tl@habitat.org; a hard copy may be requested later.
Alternatively, print the form and fill out by hand; fax to 229-410-7080 or mail to Global Village / Habitat for Humanity International / P.O. Box 369 / Americus, GA 31709.*

**Team leader
Village program**

For and on behalf of the Habitat Global

Signature: _____

Signature: _____

Name: _____

Name: _____

Address: _____

Title: _____

City, state, ZIP: _____

Date: _____

Date: _____

Telephone: _____

Telephone: _____

Email: _____

Email: _____