

# GV Progress Management Chart

Yellow : Team Blue : Habitat Japan

<p><b>Takes about 2 Weeks</b></p>	<p><b>STEP①: Apply for GV Program &amp; Pay the Reservation Deposit</b>  A. Apply for GV Program by submitting "<a href="#">Team Reservation Form</a>".  B. Deposit "<a href="#">Reservation Fee (¥150,000)</a>" *Follow the instructions on the web  *If your 1<sup>st</sup> choice of destination country is unable to host you, we move to 2<sup>nd</sup>, then 3<sup>rd</sup></p>
<p><b>Takes about 2 Weeks</b></p>	<p><b>STEP②: Reservation Confirmation &amp; Coordinator Assigned</b>  Your sending coordinator sends you "<a href="#">Registration Form /Excel</a>" and "GV Progress Management Chart" by email upon reservation completion.</p>
<p><b>3 months before your departure</b></p>	<p><b>STEP③: Distribute Documents to Members</b>  (1) "<a href="#">Orientation Handbook</a>" (Each member can download from HFHJ website)  (2) "<a href="#">Registration Form</a>" (Send the Excel form to to each member by email)  (3) "<a href="#">The Written Oath Concerning Volunteer Mobilization</a>" &amp; "<a href="#">Volunteer Release and Waiver of Liability</a>" (Included in one file. Each member can download from web)</p>
<p><b>2 months before</b></p>	<p><b>STEP④: Start Coordination</b>  You will be introduced to the hosting coordinator. Start your coordination with the coordinator to fix (1) "<a href="#">Itinerary</a>" and (2) "<a href="#">In-Country Budget</a>"</p>
	<p><b>STEP⑤: Fix Participants and Flight Schedule</b>  (1) Fix the final members, (2) reserve airline tickets. (3) complete registration as a "<a href="#">Volunteer Supporter</a>" or "<a href="#">House Supporter</a>", if applicable.  (4) Obtain Visas as needed, and (5) Have each member buy <b>travel insurance</b>.</p>
	<p><b>STEP⑥: Receive a Bill</b>  Receive "<a href="#">Bill for Participation Fees&amp;Insurance Fees</a>" from HFHJ coordinator.</p>
<p><b>Due 1.5 months before</b></p>	<p><b>STEP⑦: Submit documents (By Due Date)</b>  (1) "<a href="#">Registration Form</a>" (Send Excel by email), (2) "<a href="#">Passport Copies</a>" (Send by post)  (3) "<a href="#">The Written Oath Concerning Volunteer Mobilization</a>" &amp; "<a href="#">Volunteer Release and Waiver of Liability</a>" (Send by post)  Collect above documents from each member and 1) check the documents and passport expiry date (needs effective for 6 months or more from the date of return), 2) photocopy all documents, 3) submit  *Final arrangements of logistics will be made according to above documents.</p>
	<p><b>STEP⑧: Pay Participation Fees &amp; Insurance Fees (By Due Date)</b>  *Follow the instruction on "<a href="#">Bill for the Participation fees &amp; Insurance fees</a>"</p>
	<p><b>STEP⑨: Receive Documents</b>  *Receive (1) "<a href="#">Team List</a>", (2) "<a href="#">Receipt</a>" if needed, from HFHJ coordinator via e-mail.</p>
<p><b>Due 1 month before</b></p>	<p><b>STEP⑩: Finalizing Details (By Due Date)</b>  Finalize and confirm following documents (1)-(3)  (1) "<a href="#">Itinerary</a>", (2) "<a href="#">In-Country Cost Budget</a>", (3) "<a href="#">Contact Information</a>"  *For teams including minor participants: Create a communication flow including contact person's info in Japan, and share it with the parents and HFHJ coordinator.</p>
<p><b>1 week before</b></p>	<p><b>STEP⑪: Final Confirmation before Departure</b>  (1) Make a final confirmation call with HFHJ coordinator and check everything is ready  (2) Inform each member about "<a href="#">Risk Management</a>" (see the website)  (3) Check what needs included in "<a href="#">GV Program Report</a>" (download from website)  *The report is to be submitted after returning.</p>
<p><b>Departure</b></p>	<p><b>STEP⑫: Building Houses (7~10days)</b>  Send an e-mail to HFHJ coordinator once team meet up with the hosting coordinator.</p>
<p><b>Returning day</b></p>	<p><b>STEP⑬: Phone call to report arrival</b>  Make a phone call to HFHJ coordinator to report team's return. In case you can't get through, please e-mail. *Inform the host coordinator about team's return later too.</p>
<p><b>Within 1 month after returning</b></p>	<p><b>STEP⑭: Submit GV Project Report</b>  Submit "<a href="#">GV Program Report</a>" with requested photos.  (Report form can be downloaded from HFHJ website)</p>