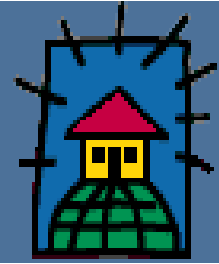


HABITAT FOR HUMANITY INTERNATIONAL'S

# Global Village Program



## The Team Leaders' Role



Habitat for Humanity Japan



August 2019 revision

# **Habitat for Humanity**

## **VISION**

**A world where everyone has  
a decent place to live.**

# **Habitat for Humanity**

## **MISSION Statement**

Habitat for Humanity works in partnership with the people of more than 70 countries and communities worldwide, regardless of race, religion or nationality, to support the advancement of society through the construction and renovation of safe, secure homes. It is our vision that, through building alongside one another, we can also build a spirit of mutual support and cooperation that will enrich the lives of our partner families and humanity as a whole.

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## 1. Before Applying for the Global Village Program (GV)

Thank you for your interest in taking part in a GV program with Habitat for Humanity (Habitat). Before you proceed with your application, please ensure that you read and understand the following important information.

1. Habitat is not a travel agency. Participants in the GV program are volunteering to work as partners with Habitat, in agreement with and reflecting the core values and vision of the organization, to fulfill our mission in the world.
2. The GV program has been developed based on the vision of "a world where everyone has a decent place to live", and is operated according to the principles of Habitat. Participation in the program means that you respect and accept the vision and policy of Habitat.
3. In a GV program, the team leader and/or coordinator conducts all preparations for the trip through consultation with a Habitat Japan coordinator and a local Habitat representative in the host country or region. While efforts are made to match the needs of the host with those of the program participants, please understand that not all special requests can be met and the needs of the destination community must take precedence.

## 2. Before Accepting the Role of a Team Leader

One should be confident in keeping to the terms below to take the role of team leader. Habitat may ask the team to change the team leader when the current team leader is considered unsuitable.

1. Set up the objectives and targets of the team and share it with the team members.
2. Team leaders must be a pacemaker and manage the progress. Team leaders are responsible for this, and the coordinator in Japan only supports the team leaders.
3. There must be at least one person per team who is able to communicate sufficiently in English. Moreover, please raise the linguistic capacity of the whole team before the departure.
4. Meet the due dates for document submission and payment remittance.
5. Make sure there is no incompleteness in the documents to submit, the itinerary, and the budget, etc.
6. Determine a way of decision making other than holding meetings. Immediate decision making may be needed at any time.
7. Check e-mail every day and respond within 48 hours. In a case responding may take longer, inform the coordinators.
8. Send an e-mail again if response from the hosting coordinator does not come for three days.
9. Make sure to CC your sending coordinator and HFHJ-GV [gv@habitatjp.org](mailto:gv@habitatjp.org) whenever communicating with the hosting coordinator.
10. Inform your sending coordinator in Japan and the hosting coordinator when you won't be able to make contacts for a while and designate a substitute person.
11. When you send queries to the hosting coordinator, make it as comprehensible and clear as possible.

\* If the team is appointing a contact person besides the Team Leader, he/she is also required to keep the above-mentioned terms.

## 3. Habitat for Humanity and GV Program

### 1. What is Habitat for Humanity International?

Habitat for Humanity International (HFHI) is a non-profit organization dedicated to eradication of poverty housing worldwide based on the idea of "a world where everyone has a decent place to live". It was founded in 1976 by Millard and Linda Fuller. It now operates in more than 70 countries around the world and has supported over 600,000 families.

### 2. What is Habitat for Humanity Japan?

Habitat for Humanity Japan (Habitat Japan) was established in 2001 as Japan secretariat to promote the housing support which was still insufficient and to meet the increasing demand of GV participants from Japan. And attestation of a non-profit organization (commonly NPO, organization number 0112-05-001265) was obtained in November, 2003, and full-scale activity in Japan was started. While 1.6 billion people, which is more than 25% of the world population, are houseless or living in abominable conditions, Habitat Japan aims to take a part in solving problems of poverty houses worldwide.

### 3. What is GV Program?

The GV program is a volunteer program that utilizes the worldwide Habitat network where volunteers spend 7-14 days in a different country building life bases such as a house, a restroom, a well with a local Habitat office. Teams of 15 to 20 (12 at minimum) volunteers travel to their chosen hosting country to work on construction. The participation of the volunteers is indispensable to the support of Habitat. Volunteer participation not only reduces the construction expense for families who need support, but also let them work and sweat together, strengthens the bond between them, nurtures the dignity of each person, builds the sense of solidarity, grows affection for the community, and leads to building a peaceful community. Therefore, since the GV program was started in 1988, the volunteers from all over the world travel to the countries needing support and support Habitat's activities which help the local families free themselves from poverty and become independent. From Japan, nearly 1,000 volunteers participate in the GV program every year mainly in Asia-Pacific countries, and they have built the houses with the families and the local people in over 21 countries. Regardless of age, gender, nationality, many of participants repeat joining the program. The activity of Habitat is not giving a house gratis but supports the families needing a house to have their own house by cooperating together with each family, regardless of their race or faith. Habitat builds simple but strong houses and repairs houses with the support of the volunteers' labor and fund and contribution of supplies. The houses of Habitat are affordable for even a family of low income. Habitat takes no gain in sales and imposes no interest on payment. The monthly giveback is used for further construction of

houses. In addition to repaying a constant sum every month, a home partner is engaged in the construction of his/her own house and a neighboring family's house for several hundred hours. The home partner gains new life and comes to have pride and self-reliance.

Team members are equally blessed through their involvement in the GV program. Participation in a GV team offers a unique travel experience and an unforgettable opportunity to be fully immersed in the local community. Team members experience great self-development through cultural and linguistic challenges, and will have deeper understanding of inferior housing environment and development issues. One recent volunteer said; "as the week progressed, we realized that our reason for being there was not simply to 'build a house.' It was to work with the people, to talk with them and learn from them. Sharing their dream and working together for it to come true changed my life greatly."

#### 4. FAQ

**How much is the participation cost of Global Village?**

→Rough cost for a program of ten days is as follows (varies depending on air ticket price).

Southeast Asia:¥150,000- ¥200,000

South Asia: ¥170,000 - ¥250,000

Europe: ¥200,000 - ¥300,000

**Which are the available host countries?**

→The main countries that accept the teams from Japan are as follows.

Cambodia, India, Indonesia, Nepal, Philippines, Sri Lanka, Thailand, Fiji, China, Vietnam, Myanmar, Poland, Romania, etc.

\*The available countries vary depending upon schedule and the team size.

**Are there any qualifications and conditions to participate?**

→Neither architectural experience nor special skills are required.

Anyone who is 15 or older and healthy both physically and mentally can participate. There is no maximum age requirement.

Those who are less than 15 years old but reaching 15 by the time the program starts or by the end of March of following year can also participate in the program. When a minor (under the age of 20) participates, we request that his/her guardian or adults who are appointed by the guardian accompany the team. The team should consist of one adult for every 5 minors.

**What language is used in the program?**

→English or Japanese for communicating with a sending coordinator in Japan, and English for communicating with a hosting coordinator. English and local language will be used in a hosting country.

**What is the appropriate team size?**

→Please recruit at least 12 members. Maximum team size can be consulted with the hosting coordinator.

## 4. What the GV Program Brings to the Participants.

GV teams are integral partners of Habitat. This program offers participants an opportunity to experience great self-development through facing different culture and sense of values, and they will find themselves transformed when they return to their home countries.

### 1. INDEPENDENCE

For many participants, the GV program is a type of oversea travel never experienced before. With no daily luxuries, you experience very simple living and further learn about yourself. It is an opportunity for you to gain independence and strength through facing and overcoming many challenges. How do you help build a house when you have never lifted a hammer? How do you react when encountering unfamiliar foods or a different climate? The participants seek deep within themselves to find inner strength and motivation to face and overcome these hurdles.

### 2. LEADERSHIP

Participation in the GV Program requires much preparation. Preparation tasks can be divided or shared among the team. There should a role for everyone and a way for all to use their talents and skills. Habitat's volunteers are often recognized as outstanding leaders by other organizations or companies they later work for.

### 3. EDUCATION

The GV Program offers you an opportunity to learn about the hosting country's poverty housing problem and other various problems. Habitat will supply the team with detailed information about the hosting country and our organization. The education, however, mostly takes place during the project when the volunteers are privileged to experience at first hand the local culture, customs, traditions and daily routines, and to learn more about the housing need. During the GV program, the participants can go on a study tour carefully organized by local Habitat staff to visit poverty housing areas so as to understand the meaning of work by Habitat fully. All host countries conduct a welcome orientation for GV teams, and this is also an excellent opportunity to ask questions and increase awareness and understading of work of Habitat for Humanity.

But the best possible education is simply learning from what you see and hear. So talk and interact with as many people as possible during the program.

### 4. TEAM BUILDING

Working together with the team members and the local people will create a solidarity, which will bear the sense of fulfillment and satisfaction when the program is finished. We



recommend each team hold meetings, study sessions, and the fund-raising events regularly from the preparation stage to build relationship.

## **5. CULTURAL AWARENESS AND EXCHANGE**

The GV program provides a very special opportunity to be immersed in the local culture and to learn about the people and their daily lives. It is not a regular overseas travel but an opportunity to learn the daily struggles and celebrations of ordinary people who live their lives very far from the usual tourist-tracks. It offers true cultural exchange and understanding. In addition, the GV participants often talk about warmth and devotion of the local people. The villagers who help the construction work beside the team increase day by day. Even children help carrying small pebbles happily. Because the participants and the local people build a house together, this program becomes "global" in a true meaning.

## **6. SELF DISCOVERY**

Many volunteers find themselves receiving so much more than giving during their GV program. One of the things they receive is the gift of self-discovery. Faced with the challenges of the project they learn more about themselves. For many, this is a time of personal and spiritual reflection and an opportunity to discover new talents and strengths. Participants often come to feel more thankful for various things that happen in their lives.

## **7. GREATER COMMITMENT TO VOLUNTEERISM**

For many volunteers, the return to their home country after GV Program participation signals a renewed commitment to volunteerism. Inspired by their recent experiences, and with new understanding and vision, it is common for volunteers to participate in further GV programs. Some also choose to make a difference through partnering with other organizations and non-profit agencies in their own countries. Habitat for Humanity is both proud of and inspired by the dedication and energy of these humble, committed individuals.

## **8. SPREADING THE WORD**

When volunteers return from their GV adventure, they often share their experience with other people. Many of those who hear about the program get interested in participating and having the same experience. When one volunteer lifts a hammer, s/he becomes an "Ambassador of Habitat" or spokesman after returning home. It is not too much to say that Habitat and the GV program rest on the robust support of the participants. Also, increasing number of participants who volunteer in Asia Pacific areas means that the awareness of housing problems are being raised and the number of families living in safer homes is increasing.

## 5. Qualifications and Roles of a Team Leader

The Global Village Team Leader is an important individual without whom the project cannot take place. It is a challenging but extremely satisfying role. Many GV team participants have attributed the success of their team to a good Team Leader. Excellent Team Leaders are not all alike, but they do have many characteristics in common. One of these is preparedness. Team Leaders should start planning for their Global Village Projects 3 to 4 months in advance of their anticipated departure date.

### 1. QUALIFICATIONS OF A TEAM LEADER

- 20 years or older in age
- Command of English (TOEIC score of 600 points or more)

### 2. NATURE AS A TEAM LEADER

As you decide whether or not to take on the role and responsibilities of a Team Leader, you may want to learn the common characteristics of successful Team Leaders and compare them with your own strengths and weaknesses. Many of these qualities have been suggested by the past Team Leaders based on their own experiences:

- Willingness to learn about and understand the work of Habitat for Humanity
- Willingness to learn about and understand Habitat's GV program
- Willingness to share the insight with team members and act as a role model
- International travel experience (GV experience is a plus)
- Willingness to make time for the GV program and for all team members' needs
- Enthusiasm and stamina for the project, and confidence in performing the tasks
- Ability to recognize team members' strengths and to divide tasks accordingly
- Communication skills, both written and oral, and the ability to explain things clearly and concisely
- Organizational and coordination skills; the ability to manage multiple tasks concurrently
- A sense of humor, patience and flexibility for when things do not go as planned
- Self motivation and inner strength
- Imagination, creativity, and openness to new ideas
- Cultural sensitivity, open mindedness and respect for others
- Ability to make decisions and to resolve conflict among individuals
- Ability to prioritize and to carry out all tasks
- People skills; genuine caring attitude towards all team members
- Honesty and reliability

The Team Leader will have several responsibilities, but these responsibilities can be shared with other members. If the Team Leader responsibilities are divided among the team members, every participant can play a role. A Team Leader's role is not only to share the roles with the members but also to ensure that all the tasks are carried out.

### **3. CHAPERON**

We strongly recommend that a chaperone such as an adviser besides the Team Leader accompany youth teams. It is preferable but not essential that the chaperone has previous Global Village experience. If the chaperone does not have prior GV experience, however, then it is essential that he or she familiarize him/herself with GV and the work of Habitat for Humanity. Nor is it essential for this individual to be a staff of the school, college or university. A chaperone could equally be one of the parents of the team members, a member of the Parents and Teachers Association, or an alumnus of the institution. The chaperone could also take on some of the Team Leader tasks.

### **4. ROLLS OF TEAM LEADER**

Please read through GV Progress Management Chart which you can find on our homepage. It explains rolls of a Team Leader, a sending coordinator (from Japan), a hosting coordinator, and the procedure of the GV program. The following is the detailed explanation of the roles and duties of a Team Leader.

#### **A: SCHEDULING YOUR TEAM**

- Reading through explanation on the homepage, and contact Habitat Japan if there is a question.
- Deciding when to participate the GV program (7 – 14 days)
- After checking travel security, discussing with your team members which countries to volunteer in
- Researching team members and potential members' CA interests (beach, hike, visiting school etc)
- Researching costs of flight to desired countries based on the departure date
- Choose 3 countries as preferable order from among available countries and make a reservation. (Filling out and submitting "Team Reservation Form" downloaded from the homepage and sending the deposit.

#### **B: RECRUITING THE MEMBER**

- Deciding the team size (12 people and more)
- Deciding the type of team recruitment (Closed: limited recruitment for a certain area or within the school. Open: general recruitment)

- Writing or creating an advertisement for your team, or creating a web site for recruitment
- Responding to all inquiries and providing more information as needed
- Interviewing potential team members and choosing team members
- Setting the date of first team meeting or gathering

### **C: TEAM MANAGEMENT**

- Scheduling team meetings and getting to know your team members
- Providing opportunities of prior learning about Habitat, present conditions of the hosting country, and the local language
- Sharing information of Habitat and the GV program and the hosting country with all team members
- Attending to individual team member's questions, concerns, suggestions or needs
- Assessing strengths and weaknesses of team members
- Allocating tasks among team members

### **D: COLLECTING INFORMATION & RISK MANAGEMENT**

- Attending Team Leader Training Workshop led by Habitat Japan (June, November)
- Distributing Orientation Handbook to all members and making them read through it
- Addressing concerns and making inquiries to the sending coordinator
- Visiting Habitat for Humanity websites:  
 HFH International: [www.habitat.org](http://www.habitat.org)  
 HFHI Asia/Pacific: <http://www.habitat.org/ap>  
 HFH Japan: [www.habitatjp.org](http://www.habitatjp.org)
- Checking the GV reports of the past teams which visited the same country
- Collecting information from the past team leaders who visited the same country
- Learning more about the chosen hosting country through media, web sites, or travel guides
- Collecting information of local climate, culture, infectious disease and social troubles beforehand to avoid troubles
- Checking recommended vaccination and inoculating it if necessary

### **E: TRIP ARRANGEMENT**

- Reserving flight tickets and informing of flight schedule to both your sending coordinator and hosting coordinator
- Confirming whether a visa is necessary, and arranging it immediately if necessary

### **F: FINANCES**

- Estimating and informing the cost of the GV program to team members
- Collecting money from all team members and ensuring payments are made on time

- Distributing In-Country budget provided by the hosting coordinator to team members and having them to prepare the money

### **G: FUNDRAISING**

- Educating your team about the need and purpose of fundraising
- Assisting your team to plan a fundraising strategy and delegating responsibilities
- Ensuring that fundraising will also be awareness raising
- Monitoring the collected donation and providing updates to the team
- Ensuring donors receive letters of thanks

### **H: DOCUMENTS**

- Receiving documents from the sending coordinator and reviewing them
- Understanding purpose of all the documents and distributing the documents to all team members
- Setting deadline for collection of filled out documents
- Reviewing all documents and checking for mistakes and missing information and retaining copies of all the documents
- Sending originals of the documents to the sending coordinator
- Bringing appropriate documents to the hosting country, at advice of the sending coordinator

### **I: COMMUNICATION WITH HOSTING COUNTRY OFFICE**

- Planning detailed itinerary and budget with the hosting coordinator, based on team members' interests
- Filling out "Contact Information in Hosting Country" by receiving information of the hosting coordinator, hotel, hospital, etc. from the hosting coordinator
- Communicating regularly with the hosting coordinator (always CC the sending coordinator & GV account)
- Receiving documents from the hosting coordinator and disseminating to team members
- Understanding and accepting host country policies, and clarifying any items in materials as needed
- Making sure that special needs of the team members can be accommodated, for example dietary needs
- Answering any questions posed by the hosting coordinator and giving information as needed

### **J: IN COUNTRY**

- Informing the sending coordinator once meeting with local Habitat staff
- Managing team (management of security and health, building consensus)
- Addressing injuries, sickness or emergency situations as needed

- Providing encouragement and “friendly ear” to all team members
- Arranging daily meetings to discuss project progress with the team
- Making short speeches or give thanks (i.e. at House Dedication Ceremony) as needed
- Making decisions on behalf of the team when needed
- Addressing the needs of the team in consultation with local Habitat staff, as needed
- Addressing problems among the team or with individual members as needed
- Ensuring cultural traditions and norms are respected by the team
- Being an active team member and participating in building and all other activities
- Clarifying any uncertainties and providing the information to the team as needed

**K: FOLLOW UP**

- Phoning or emailing the sending coordinator after returning to Japan
- Filling out “Team Leader Report” and submitting it with photos to the sending coordinator
- Remitting any remaining “emergency money” to team members as needed

## 6: Roles of Habitat Japan

Habitat Japan plays a role to send out GV teams to the hosting countries. Habitat Japan staff assists each team as a sending coordinator to advance procedure on documents. The sending coordinator monitors the preparation and makes necessary adjustments between the team and the hosting country, and gives advice when needed.

### **A: SCHEDULING GV TEAMS**

- Screening available hosting countries for the following season
- Uploading information of the hosting countries (country profiles, cost options, etc) to the web site
- Reviewing submitted registration form, negotiating with the hosting country's office of the team's first choice and making a reservation for the team

### **B: ASSISTING WITH TEAM MEMBER RECRUITMENT**

- Ensuring details of the team are advertised on our web site
- Liaising between the participating candidates who make inquiries to Habitat Japan office and the teams

### **C: PROVIDING RESOURCE MATERIALS AND HOLDING TRAINING WORKSHOP**

- Providing "Orientation Handbook" and "GV Progress Management Chart" to the team
- Carrying out Team Leader Training Workshop in June and November

### **D: PROVIDING ASSISTANCE WITH FINANCES**

- Receiving GV participation fee and insurance fee and issuing the receipt
- Transferring GV Participation fee to the hosting country on behalf of the team
- Transferring insurance fee to the insurance company

### **E: DOCUMENTS**

- Sending the URL for the team to register, and check to see if all the members meet the deadline for registration
- Collecting and checking all details of submitted "Written Oath for Volunteer participation," "Release and Waiver of Liability" (+ "Parental Authorization for a Minor Child" if the person is under 20 years old), and passport copies of all team members sent by the Team Leader, and making "Team Member List" and "Emergency Contact Information List" based upon the submitted information. Returning the documents to the team leader if there is any inadequacies
- Confirming "Contact Information" of the hosting country

**F: ASSISTANCE DURING COMMUNICATIONS WITH HOSTING COUNTRY**

- Sending “Team Member List” and “Emergency Contact Information List” to both the Team Leader and to the hosting coordinator
- Monitoring all communications between the hosting coordinator and the Team Leader and acting as a liaison between them if problems arise.

**G: IN COUNTRY**

- Confirming team's safe arrival in the hosting country and their meeting with the local Habitat staff
- Acting as the contact point of Japan side and corresponding in case of emergency

**H: FOLLOW UP**

- Confirming team's safe arrival in Japan
- Collecting Team Leader Reports with photos and uploading them to web site
- Collecting useful information from the team to further improve the GV program



## 7. Participation Requirements

**1. CONSTRUCTION SKILLS:** We do not require participants to have construction experience or abilities.

**2. AGE:** Any person 15 years of age<sup>(\*)</sup> or older who are physically and mentally healthy is eligible to participate, and there is no maximum age requirement. Those who are less than 15 years old but reaching 15 by the end of March of the following year can also participate. Those under 20 years of age must be chaperoned either by a guardian or an adult assigned responsible by a minor's guardian in writing. In that case, there must be one adult for every 5 minor participants. Minor participants are not allowed to work on the roof or at a height of 1.8 meter or greater from the ground, to use electrical power tools, to do excavation work, or to carry heavy materials.

(\*) Depending on the hosting country, there may be a different minor policy. For details, please check '[Policies on Minor Participation and Child Labor](#)'.

**3. LANGUAGE SKILLS:** English fluency for speaking & writing communication required. We require all teams to assign the role of Team Leader and sub-leader (or the contact person with coordinators) to an adult with TOEIC score of 600 or equivalent.

**4. VOLUNTEER SUPPORTER:** GV program participants are required to register as volunteer supporters.

### 5. All PARTICIPANTS MUST AGREE WITH THE FOLLOWING POINTS

◆ Habitat for Humanity is not a travel agency. Volunteers and Habitat cooperate together to build the Global Village program as partners by fulfilling the roles and responsibilities of each other.

◆ The Global Village program has been developed based on the Habitat's vision "A world where everyone has a decent place to live", and is operated according to the principle of Habitat. Participation in the program means that you respect and accept the vision and policy of Habitat.

◆ The team's requests may not be always fulfilled, depending on the needs and the situation of the hosting country.

◆ All participants must agree and sign the '[Release and Waiver of Liability Form](#)' and '[Volunteer Code of Conduct](#)' to participate.

◆ Habitat for Humanity Japan cannot support any procedures of traveling abroad including obtaining visas. It is each team's responsibility to confirm with an embassy for the visas\*.

(\*) Habitat Japan may issue needed "recommendation letter" to apply for visas (excluding matters needed for the notarial deed).

## **6. TEAM LEADERS AND SUB-LEADERS MUST AGREE WITH THE FOLLOWING POINTS**

◆All team leaders and sub-leaders must attend the 'Team Leader Training'

\*Habitat Japan holds the training twice a year in both Tokyo and Osaka. Please contact us if you live too far to participate in the training.

◆Team Leaders and sub-leaders must understand the contents of 'The Team Leaders' Role' to participate.

◆Team Leaders must be the pacemaker on the team preparation and understand that the coordinators only assists them to manage the preparation procedures.

## 8. Cost Involved in GV Participation

The table below provides an overview of all costs associated with GV Program participation. As a team leader, you need to understand all costs and educate your team members on these costs and assist them to make timely payments to you.

Cost	Payable to	Notes
Donation	Habitat Japan	Variable depending on host country
Contingency fund	Habitat Japan	1000JPY / person
GV Insurance (Ji Insurance)	Habitat Japan	The cost depends on the trip days (see “Mandatory Medical Insurance” section in the handbook)
In-Country Costs (Accommodation, Food, Transportation, Cultural Activities (CA) fee)	Paid directly to the hosting country	Variable depending on schedule, accommodation, and CA options. To be consulted to the local coordinator in advance.
Travel expense (airfare)	Travel agencies	To be arranged by the team
Preliminary money for urgent expense		Team Leader collects certain amount of money from each member and manages it.

### DONATION

In order to take part in a volunteer trip, all participants are asked to make a donation. The money is used to purchase building materials and to meet administrative costs incurred in the preparation and operation of the GV program. It is only through these contributions that Habitat is able to continue its work to build homes for people who needs support around the world. The fee varies depending upon the hosting country and participants (if the participant is a student or an adult). Many teams collect donation through fundraising activities. The method of fundraising may differ among the teams and it can be done either individually or collectively.

### CONTINGENCY FUND

We ask to pay 1000JPY per person. This fund is to use for emergency situations when volunteers are involved and need to be rescued while they are still working in hosting countries.

### GV INSURANCE

All participants must be covered by the designated Habitat insurance company during the program. The fee depends on the length of the GV trip.

## IN COUNTRY COSTS

“In Country Costs” cover all food, accommodation, ground transportation and CA during the time in the hosting country. They also cover any costs associated with the above such as snacks, bottled water at work site. Some hosting countries include a ‘Host Affiliate Admin Fee’ into their “In Country Costs”. Please discuss and adjust your budget with your hosting coordinator and receive a budget sheet from him/her. In-Country Costs must be transferred to the bank account of the hosting country or hand-carried by the Team Leader in cash. It may be difficult to prepare everything within the requested budget of a team depending on the prices in the hosting country and its geographical environment. Please understand the plan presented may go over your budget. For some countries, detailed breakdown of the In-Country Cost will be sent to the Team Leader after the program ends.

**CA:** It is possible to include some recreations into your GV program. It is up to the team whether to participate in a recreation plan introduced by Habitat office or to arrange your own recreation plans.

**Domestic Flights:** In the case where the team must take a domestic flight to reach the host affiliate, as is often the case in many countries, it is usual for the hosting coordinator to arrange and book these flights in consultation with the Team Leader.

**In Transit Accommodation:** Some teams will have a one-night stopover in transit to and from their host affiliate. Again, the hosting coordinator can arrange such an accommodation for the team.

## AIRFARE

Since Habitat for Humanity does not book international flights for GV participants, the Team Leader should arrange them once the team’s acceptance is confirmed. We recommend you to arrange the air tickets for all the members collectively. If the tickets are booked individually, the Team Leader may have difficulties to grasp all team member’s travel details, and it will be hard to follow up when there is a delay of an airplane. In addition, considering the limited number of GV coordinators, it is highly recommended that all team members arrive in the hosting country at the same time. The airport may be distant from the construction site in many cases, and if arrival is scattering, it will be so much burden on the hosting coordinator to arrange the accommodation and transportation. Please note that the cost of air tickets is dependent on the departure date from Japan, and will rise considerably during peak seasons such as just before Golden Week.

## EMERGENCY MONEY

In case of illness or injury, it is recommended that all Team Leaders include a small charge called “Emergency Money” in the budget that they present to all team members.

The Team Leader will retain this sum of money for the duration of the program, and will use it only in case of emergency or for group activities as decided in the hosting country.

## 9. Final Checklist

The following is the list of items for you to check and share with your team members.

### Before departure

- Have you submitted all necessary documents?
- Have you completed payment (transferring the donation)?
- Have Team List and Emergency Contact & Medical Information List been completed?
- Have Itinerary and In-Country Budget been finalized?
- Has Contact Information of Hosting Country been finalized?
- Have you photocopied the Parental Authorization form of all minor participants?
- Do you know the name and the phone number of the person who is picking you up at the airport?
- Have you acquired visas if necessary?

### IN HOSTING COUNTRY

- Do not bring any valuables to the work site. If you need to take valuables with you, keep them in the place you can lock.
- Keep your eyes on your baggage all time during CA to avoid theft.
- During the work, beware of heat stroke. Drink water and take a break frequently.

**Note:**

**Note:**



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Japan