

GV Progress Management Chart [Hokkaido International School]

Departure Date:		6-Mar	
GV Team Application		Team	<b>STEP1: Team Application Submitted &amp; Deposit Reservation Fee</b> A. Submit “Team Reservation Form” through HFHJ website. B. Read the "Memorandum of Understanding on Participation in Global Village program" and sign on the document. Submit to HFHJ. C. Deposit “Reservation Fee (JPY150,000)” *Please confirm GV cancellation policy before proceeding the deposit.
Two Weeks after the Application		HFHJ	<b>STEP 2: Confirm the Destination and Introduction of GV Coordinators</b> (1) Team's designation is confirmed and HFHJ introduce coordinators in the sending program(SC) and the country program (CP) who support the team by HFHJ office. (2) SC sends the necessary documents to the team leader including this GV Progress Management Chart together with the “URL for Online Registration”. (3) Team Leader is requested to complete the first aid training prior to the trip. (Two for Youth teams)
GV destination Confirmed		Team	<b>STEP 3: Distribution of the Documents</b> Team leader distributes followings to all participants . (1) “Online Registration” (Send the URL to each participant) (2) “Orientation Handbook” (Each member can download from HFHJ website) (3) “ <u>Volunteer Code of Conduct</u> , “ <u>The Written Oath for Volunteer Participation</u> ” , “ <u>Volunteer Release Waiver of Liability</u> ” , ” <u>Parental Authorization for Treatment of, and Travel with, A Minor Child</u> ” called "waiver" hereafter (Included in one file. Each participant can download from HFHJ website)
3 month prior to your departure	2025/12/6	Team	<b>STEP 4: Start the Trip Preparation (Fix the Members and Flight Schedule)</b> To enter the destination country, confirm whether a visa is required and check the passport validity (in most cases, at least six months remaining). (1) Finalize the participants and complete the online registration for all members via the designated registration URL (no later than two months before departure). (2) Search for flights and proceed with arrangements for booking and purchasing tickets. (3) Prepare for visa application if necessary. (4) Submit a copy of the passport via the shared Google Drive *Applicable only for designated countries. (5) Team leader is required to complete the first aid training. Make a reservation if necessary.
2 months before	2026/1/5	Habitat	<b>STEP 5: Fix the Participants and Create the Team List</b> Once the online registrations have been completed, SC creates the team list and shares it with CP and the team leader via Google Drive. *The team list consists of three sheets: "Team Member List", "Flight Information", and "Rooming List".
		Team	<b>STEP 6: Begin Coordination with the CP</b> Once the team list is shared via Google Drive by the SC, the team will begin – supported by CP – to finalize the "Itinerary" and "In-Country Budget". *The budget refers to the estimated expenses incurred by the team during their stay, excluding personal expenses such as souvenirs. *Confirmed flight details must be reflected in the "Flight Information" sheet of the team list. *The "Rooming List" (hotel room assignments) sheet should be submitted as needed.
		HFHJ	<b>STEP 7: Issue the payment request</b> SC issues the “Payment request for GV donation & Insurance Fees” to the team.
1.5 months before	2026/1/20	Team	<b>STEP 8: Documents Submission (Strict Deadline)</b> Collect the signed waivers and save as PDF per participant. Then, upload all files onto the shared Google Drive after verified their validity. *Each file should be named using the participant's name (e.g., Habitat Taro). <b>STEP 9: Received GV Donation and Related Fees</b> Make a payment to Habitat Japan in accordance with the instructions provided in the document titled “Request for Payment of GV Donation & Insurance Fees” issued by SC. *Please ensure you understand the cancellation policy before making the payment.
		HFHJ	<b>STEP 10: Confirm the Payment</b> After confirming the payment, issue a receipt.
1 month before	2026/2/4	Team	<b>STEP 11: Finalize Details</b> Confirm Free Time (Rest Days) Activities Finalize the "Itinerary" and "In-Country Budget" and complete "GV Emergency Contact Info". (1) Confirm that free time activities are reflected in the Itinerary. (2) Verify the expenses related to the activities on free time (transportation, entrance fees, meals, etc.) are included in the budget. (3) Update GV Emergency Contact Info saved on the Shared Google Drive. (4) Establish the Emergency Contact Line among the participants/guardians (recommended for youth teams) (5) Confirm all participants hold valid passports on hand. (6) Submit a certificate confirming completion of a first aid training.
1 week before	2026/2/27	Team	<b>STEP 12: Final Confirmation before Departure</b> (1) Schedule a call with SC (2) Receive “Risk Management” email from SC and share it with team members (3) Check what needs included in “ <u>GV Program Report</u> ” ( <u>posted on GV Instagram account</u> ) (4) Confirm the receipt of the insurance certificates for all members. Print out the claim form prior to the departure.
Safety First and Enjoy Build			
Returning Date	2025/3/16	Team	<b>STEP 14: Notify the Safe Arrival and Encourage the Team Members to Evaluate their GV</b> (1) Notify the safe return to SC on the arrival (2) Encourage every member to evaluate their GV and submit the form.
One week after returning home	2025/3/23	Habitat	<b>STEP 15: GV Debriefing Session</b> Organize a GV debriefing session with the SC.
Within two weeks after returning home	2025/4/6	Team	<b>STEP 16: Submit the GV report</b> Create the GV report using the template, and upload the file onto the Google Drive together with the photos