

# Hawaii Village Build

## Team Leader Frequently Asked Questions

Interested in becoming a Team Leader for Hawaii Habitat's Hawaii Village Build program? Check out the answers to common questions about becoming a Team Leader, leading a team, training, and more.

### **Becoming a Team Leader**

#### **What are the requirements to become a Team Leader?**

To become a Team Leader, you must be 24 years or older, complete a Team Leader application, and successfully complete the online Team Leader training course.

#### **What support will be available to me as I organize a trip? Is the Team Leader training free?**

Hawaii Habitat for Humanity Association (Hawaii Habitat) will provide a free, comprehensive online training that you must complete before you begin to recruit your team. Once you've completed the Team Leader training, you'll have access to our entire Team Leader resources library which includes templates, samples, and handbooks about managing team dynamics, marketing your trip, and much more.

#### **What resources are available on the Team Leader resources library? What happens once I complete Team Leader training?**

Once you complete the Team Leader training, you will have access to our Team Leader resource library as support while you organize your trip. You will find recruitment sample messages, fundraising toolkits, checklists, and much more to organize your team, trip, and facilitate a team reflections meetings at the end of each build day.

The Team Leader resources library will be made available via Google Share Drive. Please be sure to bookmark the provided URL to the Team Leader resources library.

#### **I have already participated in the training to become a Team Leader, so would I need to complete the training again if I lead a new team?**

We want you to be as prepared as possible, and that means remaining up-to-date on our program and understanding the changes when they do occur.



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## Can I have a co-leader?

If Team Leaders wish to co-lead, they will need to review the budget with the Volunteer Engagement Specialist to determine the shared costs of co-leaders. Team size, location and trip cost are all factors that impact the share cost amount. If you do decide to exclude co-leader's shared cost from the budget itinerary, Co-leaders may fundraise for both trip cost and airfare.

You can also opt to have a co-Leader should there be an emergency where you're unable to physically be present to lead the team due to unforeseen events such as being sick or having a family emergency, etc.

## How do I apply to become a Team Leader?

You can become a team leader in five easy steps.

1. Submit an online application on [HabitatHawaii.org/HawaiiVillageBuild](https://HabitatHawaii.org/HawaiiVillageBuild) - HVB staff will respond within 14 business days to schedule an interview
2. Get free team leadership training online - Complete our comprehensive training program and gain access to Team Leader resources
3. Choose your team type, host location, and desired dates - Complete a simple online form proposing your team type, preferred host location, and desired dates; this will be reviewed and approved by Hawaii Habitat and coordinated with local Affiliates
4. Recruit and inspire your team - Begin recruiting your Closed Team or promote recruitment for your Open Team by sharing the Join a Team link for your HVB trip; inspire your team to fundraise for their trip
5. Make a difference in Hawaii - Travel to Hawaii, build alongside partner families, immerse yourself in local culture, make an impact on the global housing shortage crisis

## Host Locations and Affiliates

### How many locations are currently available to volunteers?

Hawaii Village Build sites are available on four Hawaiian islands: Maui, Kauai, Oahu, and Hawaii Island.

## Recruiting a Team

### What are the differences between open and closed teams?

**Open teams** are trips that Hawaii Habitat promotes on our website and social media platforms. Volunteers in an open team typically do not have pre-existing relationships with you or one another. Anyone can apply to join if you choose to organize an open team.



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**Closed teams** are teams associated with a specific organization of network. There are three types of groups considered as a closed team:

1. *Organization*: A team associated with a church, nonprofit organization, corporation, social club, etc. The organization collects all trip funds and submits one check to Hawaii Habitat for Humanity Association, Inc.
2. *Friends and family*: This group is most likely recruited through the Team Leader's personal network. Team members can pay their program donations directly to Hawaii Habitat for Humanity Association, Inc. and utilize the peer-to-peer fundraising platform, Qgiv.
3. *Habitat Affiliate*: Any Habitat Affiliate traveling from another island or state. The Team Leader can be an Affiliate staff member, volunteer, board member, etc. Volunteers can be recruited through the Affiliate's network. The Affiliate collects all trip funds and submits one check to Hawaii Habitat for Humanity Association, Inc.

### **What are the requirements for volunteers who join my team?**

Anyone can join your team as long as they have a heart for service, are committed to working hard on the build site, and open to learning about the community that you're visiting. Team members must be a minimum of 16 years old at the time of travel.

### **Do I have to accept everyone that applies to my trip?**

It is important that you accept anyone and everyone who is interested in volunteering. However, we do understand that a volunteer may not be fit for your specific trip. In the event that a volunteer may not be the right fit, please do notify the sending coordinator and they will assist the volunteer in another HVB trip.

### **How many volunteers will I need to recruit?**

Most Hawaii Village Build teams have an ideal size of 12, including you as the leader. The recommended minimum size is 8 when led by a single Team Leader, as shared costs will be higher with less team members.

Once you complete the Team Leader training, you'll be able to view all of the hosting islands and team size options.

### **Will you help me find volunteers for my team?**

Hawaii Habitat lists all teams with open recruitment on its website. Whether if you are leading an open or closed team, you are responsible for meeting the minimum team size for the trip location.



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### **If I can't recruit enough people for my closed team can it be on the website?**

On Hawaii Habitat's website, we list all teams with open recruitment. All private teams must recruit from their own networks and will not be posted to the website.

### **What if I tried by best and just didn't get enough people interested to join my team?**

Contact your sending coordinator at [hvb@hawaiihabitat.org](mailto:hvb@hawaiihabitat.org) if you are having concerns with recruiting team members.

### **What is the timeline for recruiting team members? When are final team payments due?**

After receiving a formal confirmation from your trip proposal, you may begin recruiting up until 45 days before the start date of your trip. All team members must be registered and paid in full 45 days before the trip begins.

### **Why is the recruitment/payment deadline set 45 days before the trip? Can I accept team members after the 45-day deadline?**

The 45-day deadline helps ensure that the host Affiliate has all logistics in place in order for your team to have a successful experience. Funds for trip expenses must be received by the host program at least 30 days prior to the team's arrival so that they may make deposits and confirm reservations for lodging, meals, and cultural activities. The 45-day payment deadline allows Hawaii Habitat to have time to prepare the financial transfers to ensure they are received by the host Affiliate in time.

## **Trip Costs and Itinerary**

### **Will my costs be covered as a Team Leader?**

You have a choice. As the team leader, you have the options of fundraising your portion of the trip and airfare cost, or including those costs into your team members' budget cost.

### **What is the purpose of maintaining a standard budget and itinerary for each project location?**

The value of the standard budget and itineraries is three-fold:

- Standard itineraries help us ensure that all Hawaii Village Build participants have a meaningful and educational service experience. This allows participants to make serving families and learning about poverty and housing issues the central focus of their trip.
- The standard budget and itinerary provide a consistent trip model that works best for the host Affiliate, allowing them to spend more time on other important tasks.



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- By providing a standard model for each project location, we also minimize the time invested by the Team Leader, host, and sending programs in recreating a new trip itinerary and budget for each HVB trip. This allows for more time and energy to be used toward expanding Habitat's work.

### **What does the standard budget include?**

The budgets include the costs of the team traveling to and from the host Affiliate once in the state of Hawaii, as well as their daily expenses while working with the host Affiliate. Standard budgets include expenses for first-aid kit, contingency fee, food, lodging, cultural activities, and donations. Insurance will be covered by the Affiliate when all members are on the build site.

The standard budgets are based on a minimum of 8-12 participants, including the Team Leader, unless otherwise noted.

This range does not include Team Leader costs, but Team Leaders may incorporate their costs into the budget. The Team Leader may pay or fundraise for all or a portion of his or her expenses or incorporate some or all of his or her trip cost and air fare in the team budget. The Team Leader needs to complete the section "Other Team Costs" on the budget form if he or she plans to incorporate his or her costs in the team budget.

### **How were the costs determined?**

We have worked to make trips as affordable as possible, while also ensuring that budgets will cover the team's costs and donation. Budgets were developed with input from both the sending program and host Affiliate. Some trip costs are higher than in the past because of several factors:

- Costs in each island may vary due to location.
- All trip costs include a donation amount which will go to the sending organization to cover administrative costs and to the host affiliate to support their organization. The sending program and host affiliate set this donation amount.
- Many of the budgets are based on a maximum team size of 12 (11 participants paying for one leader's trip cost). This varies based on the minimum team size requested by the host affiliate.
- All budgets include a flat fee of \$25 contingency due to unpredictable expenses.

Please know that we value the financial commitment you and donors make toward these trips and kept this in mind as the budgets were created.



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## **How do I explain to participants why Team Leader costs are included in the budget?**

Hawaii Village Build Team Leaders offer their services as volunteers to Hawaii Habitat, Hawaii Habitat Affiliates, and to each team member. Team leaders, approved by Hawaii Habitat and Affiliates, are responsible for planning all aspects of the HVB trip. HVB Team Leaders put an incredible amount of time, energy, and knowledge into furthering Habitat's mission and helping facilitate safe, meaningful experiences for volunteers. Team Leaders are not paid for their work, but leader expenses may be incorporated into the team budget. These costs do not include Team Leader transportation or airfare to the state of Hawaii.

## **Why are we not including Rest & Recreation (R&R) in the standard itinerary and budget?**

The purpose of the Hawaii Village Build program is to “support the overall mission of Habitat for Humanity by working in partnership; providing cross-cultural experiences, mobilizing volunteers, building sustainable relationships and generating resources, in the hope of creating long-term advocates for affordable housing.”

The goal of the program is to provide a meaningful volunteer service experience for both the volunteers and hosts. We have listened to feedback from past participants who wanted more time spent on construction and education activities, and our standard itineraries now help us ensure building and education are at the heart of each HVB trip and the planning process. There will still be plenty of opportunities for in-town cultural excursions during the evenings and weekends on many trips. Removing R&R from the budgets also ensures that money raised goes toward building efforts, helping us all to be good stewards of donors' money.

## **Can I still do R&R?**

Certainly. We recognize the value of and encourage exploration. Team leaders who want to do extra traveling can contact agencies or tour companies that can provide additional and separate support for planning R&R activities. If a Team Leader elects to create an optional R&R trip for the team, your web flyer will note “consult with Team Leader regarding optional R&R plans.”

*Note: If a Team Leader creates an optional R&R plan, all funds will need to be paid directly to the tour or travel agency, not to the Team Leader, Hawaii Habitat, or host Affiliate.*

## **Can a team member request a shorter or longer itinerary?**

Volunteers do have the option to extend their trip independently. However, any expenses after the end of their HVB trip is their responsibility to cover.

## **Can a Team Leader request a shorter or longer itinerary?**

Yes. While we encourage Team Leaders to use the standard budgets and itineraries created in partnership between Hawaii Habitat and the host Affiliate, your Volunteer Engagement Specialist can work with you to adjust the itinerary for your group as necessary.



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