



Section 2

Building Your Itinerary and Financial Plan

Sample Itineraries

Christopher Robin - October 2013 ***17 Day Kenya Build***

| Day in Country | Day | Depart | Arrive | Morning Activities | Lunch | Afternoon Activities | Evening Activities |
|----------------|---------------------------------------|---------|---------|--|---------------------------|---|--|
| Day 1 | Sunday, Oct. 1 st | NBO | | | | | Arrive in Nairobi Overnight at hotel No Dinner |
| Day 2 | Monday, Oct. 2 nd . | NBO | Maua | 8:00am Orientation 9:00am Depart for Maua | On the way | Arrive at affiliate and settle at camp site | Camp Site |
| Day 3-11 | Oct.3 rd -11 th | | | House Build | Home Owners | House Build; other activities can be done at different times of the week as arranged by the local community; church on Sunday 8 th | Camp Site |
| Day 12 | Thursday Oct.12 th | | | House Build | Camp site | House Celebration/Dedication | Camp site |
| Day 13 | Friday, Oct. 13 th | Maua | Nairobi | 9:30am; Depart for Nairobi | On the way | | Overnight at Gracia Dinner at Gracia |
| Day 14 | Saturday, Oct. 14 th | | | 8:30am; Depart for Maasai Mara | Mara Serena | Afternoon game drive | Mara Serena |
| Day 15 | Sunday, Oct. 15 th | | | 6:30am; Early morning game drive | Serena or picnic lunch | Afternoon game drive | Mara Serena |
| Day 16 | Monday, Oct. 16 th | Mara | Nairobi | Early morning game drive on way out of Mara | On the way | Arrive in Nairobi mid-afternoon; relax/shop | Celebration Dinner Overnight at Gracia |
| Day 17 | Tuesday, Oct. 17 th | Nairobi | | Visit an Orphanage | Restaurant of your choice | Visit Giraffe Centre or cultural village & do shopping | Transfer to airport |

GV TRIP ITINERARY – Winnie the Pooh - SZARVAS, HUNGARY

| Sat. July 21 | Sun. July 22 | Mon. July 23 | Tue. July 24 | Wed. July 25 | Thur. July 26 | Fri. July 27 |
|--|--|--|--|--|--|--|
| -Team arrives in Budapest...free time | - breakfast - 10am departure for Szarvas | - 7:00 breakfast -7:30 team meeting -7:45 buss to worksite -8:00-12:00 work | - 7:00 breakfast -7:30 team meeting -7:45 buss to worksite -8:00-12:00 work | - 7:00 breakfast -7:30 team meeting -7:45 buss to worksite -8:00-12:00 work | - 7:00 breakfast -7:30 team meeting -7:45 buss to worksite -8:00-12:00 work | -8:30 breakfast -9:00 depart for Cyula...sightseeing tour there or free time to explore |
| | -noon arrival and lunch in Szarvas | -12:00 lunch on-site | --12:00 lunch on-site | -12:00 lunch on-site | -12:00 lunch on-site | -lunch in Gyula |
| | -late afternoon walking tour of Szarvas | -1:00-5:00 work -5:00 return to hotel | -1:00-5:00 work -5:00 return to hotel | -1:00-5:00 work -5:00 return to hotel | -1:00-5:00 work -5:00 return to hotel | --afternoon at spa |
| -meeting at 6:30 in the hotel lobby for dinner | - 7:00 dinner with local HFH -meet Habitat families | -6:30 dinner -team meeting -tour of town by carriage | -6:30 dinner -team meeting -evening free time | -6:30 dinner -team meeting -arboretum | -6:30 dinner -folk dancing performance -team meeting | -dinner in Szarvas -team meeting -evening free time |

| Sat. July 28 | Sun. July 29 | Mon. July 30 | Tue. July 31 | Wed. August 1 | Thur. August 2 | Fri. August 3 |
|--|-------------------------------------|---|---|---|---|--|
| -7:00 breakfast -7:30 team meeting -7:45 bus to worksite -8:00-12:00 work | -9:00 breakfast -10:00 church | -7:00 breakfast -7:30 team meeting -7:45 buss to worksite -8:00-12:00 work | -7:00 breakfast -7:30 team meeting -7:45 buss to worksite -8:00-12:00 work | -7:00 breakfast -7:30 team meeting -7:45 buss to worksite -8:00-12:00 work | -7:00 breakfast -7:30 team meeting -7:45 buss to worksite -8:00-12:00 work -12:15 return to hotel | -7:30 breakfast -8:00 bus to Budapest -check in and free time |
| -12:00 lunch | -12:00 lunch in Szarvas | -12:00 lunch on-site | -12:00 lunch on-site | -12:00 lunch on-site | -lunch in Szarvas | |
| -1:00-5:00 work | -activities on/by river | -1:00-5:00 work -5:00 return to hotel | -1:00-5:00 work -5:00 return to hotel | -1:00-5:00 work -5:00 return to hotel | -free time, packing etc. | |
| -cook dinner with families on-site -team meeting | -dinner in Szarvas -team meeting | -6:30 dinner -team meeting -evening free time | -6:30 dinner -team meeting -boat trip | -6:30 dinner -team meeting -evening free time | -6:30 final dinner with families etc. | -7:00 final team dinner... team members free to leave anytime tomorrow |

Honduras Schedule - Benny and June August 5-18, 2013

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|--|--|--|--|---|
| Aug. 5 -Brigade arrives -Meet Luis at Airport -Travel to the Affiliate -lunch/dinner Welcome 14x\$45=\$630 | Aug.6 -Work day -Orientation All included 14x\$45 =\$630 | Aug. 7 -Work day All included 14x\$45 =\$630 | Aug. 8 -Work day All included 14x\$45 =\$630 | Aug. 9 Work day All included 14x\$45 =\$630 | Aug. 10 Work day All included 14x\$45 =\$630 | Aug. 11 -R&R -Travel to La Campa at Gracias Lempira Cost not included in the Cashiers Check |
| Aug. 12 -R&R at Gracias Lempira -Return to Affiliate for the evening | Aug. 13 -Work day -Orientation All included 14x\$45=\$630 | Aug. 14 -Work day All included 14x\$45=\$630 | Aug. 15 -Work day All included 14x\$45=\$630 | Aug. 16 -Work day All included 14x\$45=\$630 | Aug. 17 -Work day All included 14x\$45=\$630 | Aug. 18 -Breakfast included -Transport to the airport included Back Home! |

TOTAL FOR CASHIER'S CHECK = \$6,930 USD

*All included" means transportation, housing, all meals, snacks. Water, and going away part and administration cost.
 Not included: alcoholic beverages, tips, phone calls, extra meals or drives, damages.

GV DRAFT BUDGET - IN-COUNTRY COSTS are NOT PRE-SET

| | | | | | | |
|--|--------------------------------|----------------------------|-------------------------|-----------------------|-----------------------|--------------------------------|
| Trip Code: | | Team Size (incl. leaders): | 12 | | | |
| Team Leader / Organization: | Christopher Robin | # of Leaders: | 1 | | | |
| Trip Dates: | | Date Submitted: | | | | |
| Affiliate: | | Host Country: | Kenya | | | |
| NOTE: Please fill in the Blue Boxes ONLY | | | | | | |
| DONATIONS | Contribution Per Person | Per Person Total | # of Persons | Per Team Total | Notes | |
| HFH Host Country/GV Program Donation | \$825.00 | \$825.00 | 12 | \$9,900.00 | | |
| INSURANCE/TRAVEL FEES | Cost/Person Per Day | # of Days | Per Person Total | # of Persons | Per Team Total | Notes |
| Travel Medical Insurance | \$6.00 | 15 | \$90.00 | 12 | \$1080.00 | |
| Entrance/Exit Fee (if applicable) | \$0.00 | 1 | \$0.00 | 12 | \$0.00 | |
| TOTAL INSURANCE/TRAVEL FEES | | | \$90.00 | | \$1,080.00 | |
| <i>Note: Each participant is responsible for researching, obtaining and covering the cost of his/her own visa.</i> | | | | | | |
| ACCOMMODATIONS (Budget per person if rooms are double-occupancy) | Cost/Person Per Day | # of Days | Per Person Total | # of Persons | Per Team Total | Notes |
| In-Transit (i.e. overnight in arrival city, etc.) | \$40.00 | 2 | \$80.00 | 12 | \$960.00 | |
| Affiliate (hotel, guest house, community center, church etc.) | \$10.00 | 10 | \$100.00 | 12 | \$1,200.00 | |
| TOTAL ACCOMMODATIONS | | | \$180.00 | | \$2,160.00 | |
| MEALS | Cost/Person Per Day | # of Days | Per Person Total | # of Persons | Per Team Total | Notes |
| In-transit (breakfast, lunch, dinner) | \$15.00 | 2 | \$30.00 | 12 | \$360.00 | |
| Affiliate (breakfasts (if not included in lodging) lunches, snacks, water, dinners) | \$25.00 | 10 | \$250.00 | 12 | \$3,000.00 | |
| Welcome event (if applicable) | \$10.00 | 1 | \$10.00 | 12 | \$120.00 | |
| Farewell event (if applicable) | \$15.00 | 1 | \$15.00 | 12 | \$180.00 | |
| TOTAL MEALS | | | \$305.00 | | \$3,660.00 | |
| TRANSPORTATION | Cost/Person Per Day | # of Days | Per Person Total | # of Persons | Per Team Total | Notes |
| In-country airfare (if applicable) | \$0.00 | 0 | 0.00 | 12 | \$0.00 | |
| Airport pick-up (from nearest airport to accommodations or affiliate) | \$6.00 | 1 | 6.00 | 12 | \$72.00 | |
| Vehicle rental & driver (if required) (enter as lump sum in Per Team Total) | | | 0.00 | 12 | \$0.00 | |
| Gas/petrol (enter as lump sum in Per Team Total) | | | 0.00 | 12 | \$0.00 | |
| At affiliate (if budgeted as a pre-paid expense) | | | 166.67 | 12 | \$2,000.00 | |
| Airport drop-off (from departure location to airport) | \$6.00 | 1 | 6.00 | 12 | \$72.00 | |
| TOTAL TRANSPORTATION | | | \$178.67 | | \$2,144.00 | |
| ADDITIONAL EXPENSES | Cost/Person Per Day | # of Days | Per Person Total | # of Persons | Per Team Total | Notes |
| Administrative (phone, printing, postage) | | | 4.17 | 12 | \$50.00 | |
| First Aid Kit (enter as lump sum in Per Team Total) | | | 8.33 | 12 | \$100.00 | |
| Translator (enter as lump sum in Per Team Total) | | | 0.00 | 12 | \$0.00 | |
| Misc. expenses (exchange rate variation, contingency, tips, etc.) | | | 50.00 | 12 | \$600.00 | |
| In-country coordination fee (admin costs, certificates, coordination expenses, etc.) | | | 50.00 | 12 | \$600.00 | |
| TOTAL ADDITIONAL EXPENSES | | | 112.50 | 12 | \$1,350.00 | |
| PRELIMINARY EXPENSES FOR 1 INDIVIDUAL NOT INCLUDING LEADER'S EXPENSES | | | Per Person | # of Persons | Per Team | Notes |
| | | | \$1,691.17 | 12 | \$20,294.00 | |
| DETERMINE TOTAL PER PERSON TRIP COST WITH LEADER'S EXPENSES INCORPORATED | | | Per Person Total | # of Persons | Per Team Total | Notes |
| Per person trip cost (automatically multiplied by 2 if there are 2 leaders) | | | \$1,691.17 | | | |
| Team Leader Airfare (enter the amount you want covered by the team) | | | \$1,500.00 | | | |
| Team Leader Contribution towards trip cost | | | \$0.00 | | | |
| Total expenses to cover for leader (trip cost + TL airfare - TL contribution) | | | \$3,191.17 | | | |
| Additional cost per person to cover leader expenses (cell E61 + cell E62 - cell E63 / # team members - # leaders) | | | \$290.11 | 11 | \$3,191.17 | G57 must equal amount in E56 |
| Trip cost per participant (not including participant airfare to/from host country) | | | \$1,981.28 | | | |
| PUBLISHED TRIP COST PER PARTICIPANT Not incl. participant airfare to/from host country | | | \$1,990 | | | Rounded up to the nearest \$10 |

GV DRAFT BUDGET - IN-COUNTRY COSTS are NOT PRE-SET

| | | | |
|-----------------------------|-----------------|----------------------------|---------|
| Trip Code: | | Team Size (incl. leaders): | 11 |
| Team Leader / Organization: | Winnie the Pooh | # of Leaders: | 1 |
| Trip Dates: | | Date Submitted: | |
| Affiliate: | Cluj | Host Country: | Romania |

NOTE: Please fill in the Blue Boxes ONLY

| DONATIONS | Contribution Per Person | Per Person Total | # of Persons | Per Team Total | Notes |
|--------------------------------------|-------------------------|------------------|--------------|-------------------|-------|
| HFH Host Country/GV Program Donation | \$675.00 | \$675.00 | 11 | \$7,425.00 | |
| TOTAL DONATIONS | | \$675.00 | | \$7,425.00 | |

| INSURANCE/TRAVEL FEES | Cost/Person Per Day | # of Days | Per Person Total | # of Persons | Per Team Total | Notes |
|--|---------------------|-----------|------------------|--------------|-----------------|-------|
| Travel Insurance (MEDEX) (\$4/day Int'l) | \$4.00 | 9 | \$36.00 | 11 | \$396.00 | |
| Entrance/Exit Fee (if applicable) | \$0.00 | 1 | \$0.00 | 11 | \$0.00 | |
| TOTAL INSURANCE/TRAVEL FEES | | | \$36.00 | | \$396.00 | |

Note: Each participant is responsible for researching, obtaining and covering the cost of his/her own visa.

| ACCOMMODATIONS | Cost/Person Per Day | # of Days | Per Person Total | # of Persons | Per Team Total | Notes |
|--|---------------------|-----------|------------------|--------------|-------------------|--------------|
| <i>(Budget per person if rooms are double-occupancy)</i> | | | | | | |
| In-Transit (i.e. overnight in arrival city, etc.) | \$28.00 | 2 | \$56.00 | 11 | \$616.00 | Hotel Medosz |
| In-Transit (i.e. overnight after build) | | 1 | \$0.00 | 11 | \$0.00 | |
| Affiliate (hotel, guest house, community center, church, home-stays, etc.) | \$29.50 | 5 | \$147.50 | 11 | \$1,622.50 | Hotel Meteor |
| TOTAL ACCOMMODATIONS | | | \$203.50 | | \$2,238.50 | |

| MEALS | Cost/Person Per Day | # of Days | Per Person Total | # of Persons | Per Team Total | Notes |
|---|---------------------|-----------|------------------|--------------|-------------------|---------------------------------------|
| In-transit (breakfasts, lunches, dinners) | \$28.75 | 2 | \$57.50 | 11 | \$632.50 | Sep 29 (D); Sep 30 (L); Oct 6 (L & D) |
| Affiliate (breakfasts (if not included in lodging) lunches, snacks, water, dinners) | \$28.75 | 5 | \$143.75 | 11 | \$1,581.25 | Oct 1 - 5 (L & D) |
| Welcome event (if applicable) | \$18.40 | 1 | \$18.40 | 11 | \$202.40 | Sep 30 - Dinner with Habitat Staff |
| Farewell event (if applicable) | \$0.00 | 0 | \$0.00 | 11 | \$0.00 | |
| TOTAL MEALS | | | \$219.65 | | \$2,416.15 | |

| TRANSPORTATION | Cost/Person Per Day | # of Days | Per Person Total | # of Persons | Per Team Total | Notes |
|---|---------------------|-----------|------------------|--------------|-------------------|---------------------------------|
| In-country airfare (if applicable) | \$0.00 | 0 | 0.00 | 11 | \$0.00 | |
| Airport pick-up (from nearest airport to accommodations or affiliate) | \$4.00 | | 4.00 | 11 | \$44.00 | Hotel pick up in Budepest |
| Vehicle rental & driver (if required) (enter as lump sum in Per Team Total) | | | 89.73 | 11 | \$987.00 | From Budapest to Cluj; and back |
| Gas/petrol (enter as lump sum in Per Team Total) | | | 0.00 | 11 | \$0.00 | |
| Public transport (bus, taxi, train, ferry, etc.) | \$0.00 | 0 | 0.00 | 11 | \$0.00 | |
| At affiliate (if budgeted as a pre-paid expense) | | | 37.27 | 11 | \$410.00 | In affiliate |
| Airport drop-off (from departure location to airport) | | | 0.00 | 11 | \$0.00 | |
| TOTAL TRANSPORTATION | | | \$131.00 | | \$1,441.00 | |

| ADDITIONAL EXPENSES | Cost/Person Per Day | # of Days | Per Person Total | # of Persons | Per Team Total | Notes |
|---|---------------------|-----------|------------------|--------------|-------------------|-------|
| Administrative (phone, printing, postage) | | | 0.91 | 11 | \$10.00 | |
| First Aid Kit (enter as lump sum in Per Team Total) | | | 10.91 | 11 | \$120.00 | |
| Translator (enter as lump sum in Per Team Total) | | | 0.00 | 11 | \$0.00 | |
| Contingency (exchange rate variation, etc.) | | | 40.00 | 11 | \$550.00 | |
| In-country coordination fee (admin costs - orientation manual, certificates, coordination expenses, etc.) | | | 30.00 | 11 | \$330.00 | |
| TOTAL ADDITIONAL EXPENSES | | | 81.82 | 11 | \$1,010.00 | |

| PRELIMINARY EXPENSES | Per Person Total | # of Persons | Per Team Total | Notes |
|--|------------------|--------------|----------------|-------|
| FOR 1 INDIVIDUAL NOT INCLUDING LEADER'S EXPENSES | \$1,346.97 | 11 | \$14,926.65 | |

| DETERMINE TOTAL PER PERSON TRIP COST WITH LEADER'S EXPENSES INCORPORATED | Per Person Total | # of Persons | Per Team Total | Notes |
|---|------------------|--------------|----------------|--------------------------------|
| Per person trip cost (automatically multiplied by 2 if there are 2 leaders) | \$1,346.97 | | | |
| Team Leader Airfare (enter the amount you want covered by the team) | \$1,300.00 | | | |
| Team Leader Contribution towards trip cost | \$0.00 | | | |
| Total expenses to cover for leader (trip cost + TL airfare - TL contribution) | \$2,646.97 | | | |
| Additional cost per person to cover leader expenses (cell E61 + cell E62 - cell E63 / # team members - # leaders) | \$264.70 | 10 | \$2,646.97 | G57 must equal amount in E56 |
| Trip cost per participant (not including participant airfare to/from host country) | \$1,611.67 | | | |
| PUBLISHED TRIP COST PER PARTICIPANT NOT INCL. PARTICIPANT AIRFARE TO/FROM HOST COUNTRY | \$1,620 | | | Rounded up to the nearest \$10 |

GV DRAFT BUDGET - PRESET IN-COUNTRY COSTS

| | | | |
|---------------------------|---------------------|----------------------------|----------|
| Trip Code: | | Team Size (incl. leaders): | 14 |
| Team Name or Team Leader: | Benny & June | # of Leaders: | 2 |
| Trip Dates: | | Date Submitted: | |
| Affiliate: | Santa Cruz de Yojoa | HFH Host Country: | Honduras |

NOTE: Please fill in the Blue Boxes ONLY

| DONATIONS | Contribution Per Person | Per Person Total | # of Persons | Per Team Total |
|--------------------------------------|-------------------------|------------------|--------------|-------------------|
| HFH Host Country/GV Program Donation | \$675.00 | \$675.00 | 14 | \$9,450.00 |

| TRAVEL COSTS | Cost/Person Per Day | # of Days | Per Person Total | # of Persons | Per Team Total |
|--|---------------------|-----------|------------------|--------------|-----------------|
| Travel Insurance (MEDEX) (\$4/day Int'l) | \$4.00 | 14 | \$56.00 | 14 | \$784.00 |
| Exit Fee (if applicable) | \$0.00 | 1 | \$0.00 | 14 | \$0.00 |
| TOTAL TRAVEL DOCUMENTS COSTS | | | \$56.00 | | \$784.00 |

Note: Each participant is responsible for researching, obtaining and covering the cost of his/her own visa.

| PRESET IN-COUNTRY EXPENSES | Cost/Person Per Day | # of Days | Per Person Total | # of Persons | Per Team Total |
|----------------------------------|---------------------|-----------|------------------|--------------|-------------------|
| In-Country Cost | \$48.00 | 11 | \$528.00 | 14 | \$7,392.00 |
| Special Rate (optional) | \$0.00 | 0 | \$0.00 | 14 | \$0.00 |
| TOTAL IN-COUNTRY EXPENSES | | | \$528.00 | | \$7,392.00 |

| ADDITIONAL EXPENSES | Cost/Person Per Day | # of Days | Per Person Total | # of Persons | Per Team Total |
|---|---------------------|-----------|------------------|--------------|-------------------|
| Administrative (phone, printing, postage) | | | \$5.00 | 14 | \$70.00 |
| First Aid Kit (enter as lump sum in Per Team Total) | | | \$7.00 | 14 | \$98.00 |
| Translator (enter as lump sum in Per Team Total) | | | \$30.00 | 14 | \$420.00 |
| Contingency (Exchange rate variation, etc.) | | | \$40.00 | 14 | \$560.00 |
| TOTAL ADDITIONAL EXPENSES | | | \$82.00 | 14 | \$1,148.00 |

| PRELIMINARY EXPENSES | Per Person | # of Persons | Per Team |
|--|-------------------|--------------|--------------------|
| FOR 1 INDIVIDUAL NOT INCLUDING LEADER'S EXPENSES | \$1,341.00 | 14 | \$18,774.00 |

| DETERMINE TOTAL PER PERSON TRIP COST WITH LEADER'S EXPENSES INCORPORATED | Per Person Total | # of Persons | Per Team Total |
|--|------------------|--------------|----------------|
| Per person trip cost (automatically multiplied by 2 if there are 2 leaders) | \$2,682.00 | | |
| Team Leader Airfare (enter the amount you want covered by the team) | \$0.00 | | |
| Team Leader Contribution towards trip cost | \$1,250.00 | | |
| Total expenses to cover for leader (trip cost + TL airfare - TL contribution) | \$1,432.00 | | |
| Additional cost per person to cover leader expenses (cell E65 divided by the # team members - # leaders) | \$119.33 | 12 | \$1,432.00 |
| Trip cost per participant (not including participant airfare to/from host country) | \$1,460.33 | | |
| PUBLISHED TRIP COST PER PARTICIPANT NOT INCL. PARTICIPANT AIRFARE TO/FROM HOST COUNTRY | \$1,470 | | |

R&R Budget

| | | | |
|-----------------------------|-------------------|----------------------------|-------|
| Trip Code: | | Team Size (incl. leaders): | 14 |
| Team Leader / Organization: | Christopher Robin | # of Leaders: | 1 |
| Trip Dates: | | Date Submitted: | |
| Affiliate: | Maua | Host Country: | Kenya |

| NOTE: Please fill in the Blue Boxes ONLY | Cost/Person | # of | Per Person | # of | Per Team | |
|--|-------------|------|-----------------|---------|-------------------|-------|
| ACCOMMODATIONS | Per Day | Days | Total | Persons | Total | Notes |
| R&R (hotel, guest house, etc.) | \$145.00 | 2 | \$290.00 | 14 | \$4,060.00 | |
| TOTAL ACCOMMODATIONS | | | \$290.00 | | \$4,060.00 | |

| MEALS | Cost/Person | # of | Per Person | # of | Per Team | |
|---|-------------|------|----------------|---------|-----------------|-------|
| | Per Day | Days | Total | Persons | Total | Notes |
| R&R Meals (any group meals included - breakfasts, lunches, dinners) | \$25.00 | 2 | \$50.00 | 14 | \$700.00 | |
| TOTAL MEALS | | | \$50.00 | | \$700.00 | |

| TRANSPORTATION | Cost/Person | # of | Per Person | # of | Per Team | |
|-----------------------------|-------------|------|----------------|---------|-------------------|-------|
| | Per Day | Days | Total | Persons | Total | Notes |
| R&R Transportation | \$40.00 | 2 | \$80.00 | 14 | \$1,120.00 | |
| TOTAL TRANSPORTATION | | | \$80.00 | | \$1,120.00 | |

| REST AND RECREATION | Cost/Person | # of | Per Person | # of | Per Team | |
|---------------------------|-------------|------|-----------------|---------|-------------------|-------|
| | Per Day | Days | Total | Persons | Total | Notes |
| Activities | \$0.00 | 0 | \$0.00 | 14 | \$0.00 | |
| Tours, guide, etc. | \$0.00 | 0 | \$0.00 | 14 | \$0.00 | |
| Entrance fees | \$135.00 | 1 | \$135.00 | 14 | \$1,890.00 | |
| TOTAL R&R COST | | | \$135.00 | | \$1,890.00 | |

| ADDITIONAL EXPENSES | Cost/Person | # of | Per Person | # of | Per Team | |
|--|-------------|------|---------------|---------|---------------|-------|
| | Per Day | Days | Total | Persons | Total | Notes |
| Translator (enter as lump sum in Per Team Total) | \$0.00 | 0 | \$0.00 | 14 | \$0.00 | |
| TOTAL ADDITIONAL EXPENSES | | | \$0.00 | | \$0.00 | |

| PRELIMINARY EXPENSES | | Per Person | # of Persons | Per Team | Notes |
|--|--|-----------------|--------------|-------------------|-------|
| FOR 1 INDIVIDUAL NOT INCLUDING LEADER'S EXPENSES | | \$555.00 | 14 | \$7,770.00 | |

| DETERMINE TOTAL PER PERSON R&R COST | | Per Person | # of | Per Team | Notes |
|--|--|--------------|---------|----------|-----------------------------------|
| WITH LEADER'S EXPENSES INCORPORATED | | Total | Persons | Total | |
| Per person R&R cost (automatically multiplied by 2 if there are 2 leaders) | | \$555.00 | | | |
| Team Leader Airfare (R&R) | | \$0.00 | | | |
| Team Leader Contribution towards R&R cost | | \$555.00 | | | |
| Total expenses to cover for leader (total trip cost + TL airfare - TL contribution) | | \$0.00 | | | |
| Additional cost per person to cover leader expenses (cell E61 + cell E62 - cell E63 / # team members - # leaders) | | \$0.00 | 13 | \$0.00 | G38 must equal amount in cell E37 |
| R&R cost per participant (not including participant airfare for R&R activities) | | \$555.00 | | | |
| PUBLISHED TRIP COST PER PARTICIPANT | | \$560 | | | |
| NOT INCL. PARTICIPANT AIRFARE TO/FROM HOST COUNTRY | | | | | Rounded up to the nearest \$10 |

Creating a Global Village Trip Web Flyer

Please complete the sections listed below. Send the completed document to your Global Village Program Coordinator for review. There is no need to do any fancy formatting, since whatever you do here in this Word document will not translate to the web. We will post the flyer to match the formatting of the other trip descriptions on our website (www.habitatglobalvillage.ca). It is a good idea to look at the other trip flyers on the website so you have an idea of what information is usually included.

*Please send photos for this trip web flyer in a jpeg format, **separate from the trip description.***

You will be notified when your trip is posted on the website. You will receive information and several documents from our Registration department, which you will distribute to the people accepted on your team. Please remember to respond to all applicants soon after you receive their application.

THANK YOU!

Country Title: e.g. Guatemala

Dates of Trip: e.g. June 16 – June 30

About (Country Name): You can access information about the country you will be visiting at www.habitat.org. Follow the tab “Where We Build” to the Region, and eventually the Country tab on the left of the page. We will be providing a link from your web page to this page on HFHI, so there is no need to copy all of the information from this page. If you have additional information you’d like to add about the country you are visiting, feel free to add it here. Try to be brief.

Itinerary: List a day by day description from arrival day to departure day. Check the trip schedule on the website for an example.

Accommodations: Give a description of the kind of accommodations team members will have while on your trip.

Costs: Use the following text:

This trip to (country) will cost approximately \$ _____ + round-trip airfare + \$ _____ for R&R*. The cost includes lodging, food, ground transportation, traveler’s medical insurance, orientation materials, and a donation to HFH (Country) and the Global Village program. Participants will need to arrange and pay for air transportation from their point of departure to (city, country). This arrangement should be done in consultation with the team leader.

*Habitat for Humanity Canada will issue a charitable donation tax receipt for the trip cost and the airfare – this will be 2 separate receipts. The costs for R&R portion of the trip are not eligible for a tax receipt and this money must not be sent to HFH Canada. Your team leader will let you know how to pay this.

Team Leader: Give a brief introduction of who you are, and your experience with Habitat. Finish with:

Please feel free to contact me at (email address, and if you wish, phone number) if you would like to learn more about this trip or apply now using our on-line application!

Kenya - October 1st to 17th

The fact that you are reading this page tells me that you have both a sense of adventure and a need to make a difference in this world. Kenya is a land that will satisfy your desire to step out of what is familiar to work along side dedicated homeowners and volunteers to make a positive change in lives of others. Joining our team to the foothills of Mt Kenya will immerse you in rural Kenyan culture and as you get to know our host and your fellow team members you will start to see the things that really matter in life.

Where we will be building

Kenya is a land of contrasts; from the hectic bustle of Nairobi to the peace of a rural village, from the lush tea and coffee plantations to the dusty savannah of the Rift Valley. It's a land filled with diverse cultures, strange animals, joy and heartbreak.

We will be building in the Maua region just north of beautiful Mt. Kenya. To date the seven affiliates in Maua region have built over 300 homes. The Maua affiliates cover a sloping area amongst volcanic-formed rolling hills. The area has a population of nearly 30,000 and consists of small homesteads located throughout the district.

Itinerary (tentative)

| | |
|-----------|---|
| Day 1 | Arrival and Orientation in Nairobi |
| Day 2 | Travel to Maua and get settled |
| Day 3-7 | Build (some cultural activities, school visit etc.) |
| Day 8 | Sunday church service (optional) and day off |
| Day 9-12 | Build |
| Day 13 | Celebration and travel back to Nairobi |
| Day 14-16 | R&R (game, park safari and final dinner in Nairobi) |
| Day 17 | Visit a craft market and departure |

Living at the Affiliate

We will likely be staying in a school or church and sleeping on mats on the floor. Washroom facilities will be outhouses and showers will be either out of a bucket or solar showers. Breakfast and dinner will be local food, prepared by hired cooks and lunch provided on site. The area we will be in is quite hilly and we will develop strong lungs and legs getting to and from the work site.

Cost

This trip to Kenya will cost approximately \$ 1910 + round-trip airfare + \$560 for R&R*. The cost includes lodging, food, ground transportation, traveler's medical insurance, orientation materials, and a donation to HFH Kenya and the Global Village program. Participants will need to arrange and pay for air transportation from their point of departure to Nairobi. This arrangement should be done in consultation with the team leader.

*Habitat for Humanity Canada will issue charitable donation tax receipts for the trip cost and the eligible airfare – this will be 2 separate receipts (the airfare receipt is processed after your trip). The costs for R&R portion of the trip are not eligible for a tax receipt and this money must not be sent to HFH Canada. Your team leader will let you know how to pay this.

Team Leader

My name is Rick Tait, I work for Habitat for Humanity Canada as Director of the Global Village Program and I'm excited to get out of the office and into the field. In 2004 my wife and I spent 2 and half months volunteering for Habitat in Kenya and we fell deeply in love with the country and its people. Africa has a way of capturing your heart like no other place I have ever been. I look forward to being able to share my love of Africa with you as we work together with families in need. If you have any questions, you can reach me at rtait@habitat.ca.

Szarvas, Hungary – July 21th to August 4th

Szarvas is the western gateway to Bekes County. The city is about 180 km from Budapest and has 18,000 inhabitants, including a significant Slovak minority. This gorgeous town is over a thousand years old, and offers many cultural and recreational activities. The Szarvas Habitat for Humanity affiliate is relatively new and hopes to complete and dedicate its second project of four homes by summer 2007. HFH Szarvas builds multi-family housing to provide shelter to more families and to reduce the construction cost. These homes are built simple, energy-efficient, light-frame construction and rely on volunteer friendly technologies to lower the labor costs. Depending on the construction, our team will work on a variety of tasks. No construction experience is required for GV participants.

About Hungary

Located in Central Europe's Carpathian Basin, the area of Hungary has been a link in the chain connecting East and West for thousands of years. The capital of Hungary is Budapest, often described as the "Little Paris of Central Europe". The city is situated on the river Danube (Duna) and has over 1.8 million inhabitants, a fifth of the country's population.

Once a member of the Eastern Bloc, Hungary joined the European Union in 2004. It is now in a stage of vigorous economic reform as its government struggles to bring the country in line with its Western neighbors. Even with a flourishing market economy, the per capita income in Hungary is approximately one-third that of Germany or Canada while the cost of living is higher. Behind the many positive reforms, overcrowded housing without proper sanitation is still the reality for too many low income families in Hungary. According to the Hungarian Central Statistical Office, 1.2 million people live in overcrowded conditions. Single-room apartments are frequently shared by multiple families.

Itinerary

| | |
|----------------------------|--|
| Saturday, July 21 | Arrive in Budapest, team dinner with National Office, overnight in Budapest |
| Sunday, July 22 | Bus to Szarvas, lunch and tour of town and worksite, welcome dinner with local Habitat Board members |
| Mon to Thurs, July 23-26 | Build days with one evening trip to Arboretum |
| Friday, July 27 | Visit to Gyula and Spa |
| Saturday, July 28 | Build |
| Sunday, July 29 | Church, afternoon by the river, boat tour |
| Mon to Wed, July 30- Aug 1 | Folk dancing one evening |
| Thursday, August 2 | Build half-day, farewell dinner with families and Board members |
| Friday, August 3 | Bus to Budapest, free time, final team dinner |
| Saturday, August 4 | Team members are free to depart |

- **There will be daily team meetings** * itinerary is subject to change *

Accommodations

While in Szarvas, team members will be staying at a simple, family-run pension. All rooms have their own bathroom, and all team members will be able to have laundry done at the hotel. Breakfast will be served at the hotel, while lunch will be at the construction site and dinner will be at a variety of restaurants in town or at the hotel. The hotel is located approximately 10 minutes by bus from the construction site and is a 20 minute walk into town.

Cost

This trip to Hungary will cost approximately \$ 1,800 + round-trip airfare + \$400 for R&R*. The cost includes lodging, food, ground transportation, traveler's medical insurance, orientation materials, and a donation to HFH Hungary and the Global Village program. Participants will need to arrange and pay for air transportation from their point of departure to Budapest. This arrangement should be done in consultation with the team leader.

*Habitat for Humanity Canada will issue charitable donation tax receipts for the trip cost and the eligible airfare – this will be 2 separate receipts (the airfare receipt is processed after your trip). The costs for R&R portion of the trip are not eligible for a tax receipt and this money must not be sent to HFH Canada. Your team leader will let you know how to pay this.

Team Leader

My name is Kim Penzhorn and I teach French Immersion at a high school near Toronto. I love to travel and learn about other people, so Global Village has been a great fit! I have led 7 Habitat trips so far; the first to Wroclaw, Poland and 4 summers in Csurgo, Hungary. Last summer I led two trips to Hungary, expanding my horizons at the Szarvas affiliate. I will lead two trips again this summer and I've recently started Hungarian classes. The Hungarian people are warm and welcoming and my team members and I have enjoyed ourselves thoroughly every year – I can't help but go back for a 6th consecutive year! I have learned a lot about the Hungarian people and their culture and am very touched by the dedication and kindness shown by the Habitat families and staff. Please contact me via email if you would like to know more about this wonderful trip.

Honduras – August 5th to August 18th

About Honduras

Honduras, the second largest of the Central American countries, is a land of lush mountains with coastlines on both the Pacific and the Caribbean. Its rich pre-Columbian history can be best seen at the Copan Ruins. Amidst these many riches, Honduras is one of the poorest countries in the Western Hemisphere, burdened with high unemployment and substandard housing.

Habitat for Humanity Honduras has been building homes since 1989 and hosting Global Village teams since 1994. The homes we will be building with the new affiliate of Santa Cruz de Yojoa consist of concrete block and rebar or adobe block walls, poured concrete floor, and corrugated metal roofing. These simple, but dignified houses range from 2 to 4 rooms and are an average size of 45 sq. meters.

Itinerary

| | |
|----------------|---|
| August 5 | Arrive in San Pedro Sula and drive to Santa Cruz de Yojoa |
| August 6 – 10 | Orientation and build until Friday noon |
| August 11 – 12 | R&R |
| August 13 – 17 | Build until Friday noon |
| August 17 | Celebration and Farewell Diner |
| August 18 | Return home |

Accommodations

The team will stay in basic accommodations at or near the project site. These vary depending on the host affiliate and will be confirmed, but are usually small hotels or larger retreat centers. Meals may be in restaurants, or prepared by local community members. Bottle water will be provided.

Cost

This trip to Honduras will cost approximately \$ 1400 + round-trip airfare + \$200 for R&R*. The cost includes lodging, food, ground transportation, traveler's medical insurance, orientation materials, and a donation to HFH Honduras and the Global Village program. Participants will need to arrange and pay for air transportation from their point of departure to San Pedro Sula. This arrangement should be done in consultation with the team leader.

*Habitat for Humanity Canada will issue charitable donation tax receipts for the trip cost and the eligible airfare – this will be 2 separate receipts (the airfare receipt is processed after your trip). The costs for R&R portion of the trip are not eligible for a tax receipt and this money must not be sent to HFH Canada. Your team leader will let you know how to pay this.

Team Leaders

Benny and June are very excited to be leading their first Global Village trip to Honduras. Please feel free to contact us at bennyandjune@yahoo.ca if you would like to learn more about this trip.



Writing a Press Release on Your Upcoming Global Village Trip



There are two significant reasons to write a press release on your upcoming trip:

Exposure: A press release is perhaps the most efficient, most economical way of bringing exposure to a worthy cause or idea. Newspapers, as well as radio and television stations, pick up press releases easily *and frequently* because they need news to fill their empty slots. Your press release brings further attention to Habitat's work.

A 'Ripple Effect': Though you may not be raising funds for your Global Village trip, you are always raising awareness just by participating. Your story in a press release may have a 'ripple effect' and inadvertently raise millions for Habitat for Humanity! Recently, a couple from Venture, California sent out a press release to the media about their GV trip, and within 6 weeks through a series of related articles about Habitat for Humanity, were instrumental in raising more than \$1,000,000 for their local affiliate! Heed the wisdom of Benjamin Franklin, "If it doesn't matter who gets the credit, there is no end to what can be accomplished."

CREATING PRESS RELEASE

There are seven basic elements that every press release should have in terms of content and how it appears:

1. FOR IMMEDIATE RELEASE:

These words should appear in the upper left-hand margin. You should capitalize very letter.

2. CONTACT INFORMATION:

Skip a line or two after release statement and list you name, telephone and email address.

List your home number and work numbers, since reporters often work on deadlines and may not be available to reach you until after hours.

3. HEADLINE:

Skip two lines after your contact information and use a boldface type.

- An effective headline for Global Village participants might be “Local Teacher to Travel to Guatemala to Build Homes with Habitat for Humanity International.” It gets right to the point and tells the media what they can expect to learn.
- Capitalize the first letter of all words in the headline (with the exception of: ‘a’, ‘and’, ‘the’, or prepositions such as ‘of’, ‘to’, or ‘from’). The combination of upper and lower case makes it easier to read.

4. DATELINE:

This should be the city your press release is issued from and the date you are sending your release.

5. LEAD PARAGRAPH & TEXT:

The first paragraph needs to grasp the reader’s attention and should contain the journalist’s five “Ws” and “H” – The Who, What, When Where, Why and How of your story.

- Think of it more as a quick update or reminder memo: get right to the point; write in simple, straightforward sentences; and don’t try to cram in too much information.
- For general media releases, 200 words should be the maximum, and for most editors, shorter than that is even better. Keep the release concise and tightly focused.

6. SUPPORT INFORMATION

This is where the ‘ripple effect’ comes in. The support information may end up being the lead article or create a series of articles. Never underestimate its worth. Be precise and offer contact information, as shown in the sample press releases. Be sure to include a reference to and contact information for your local Habitat for Humanity affiliate office.

7. FORMATING

- Use white 8 ½ X 11 paper
- Use a minimum of one-inch margins on each side of the page
- A one-page press release is most preferred. If you use two pages, complete the paragraph on page one instead of carrying it over onto the next page. Use the word “more” between two dashes and center it at the bottom of the page to let reporters know that another page follows:
- more -
- Use three number symbols immediately following the last paragraph to indicate the end of the press releases: ###

SENDING PRESS RELEASE TO THE MEDIA

TO WHOM DO I SEND A PRESS RELEASE?

Send a press release to any person, organization, or business that communicates news and information:

Newspaper Alternative Newspapers
Television Radio
Local churches, which might make announcement to their congregations
Newsletters (Chamber of Commerce, Rotary Club, or any church or organization)

HOW DO I SEND A PRESS RELEASE?

The three most effective ways to send a press release are by:

Fax Mail E-mail

You can find fax numbers as well as mail and e-mail addresses in phone books, online at websites or in publications. Journalism surveys consistently show writers, reporters and editors welcome news release via e-mail; if for no reason other than the time it can save them.

- Send your press release posted into the body of the e-mail
(Reporters hate getting attachments – paste into the email.)

WHEN DO I SEND A PRESS RELEASE?

Send your press release to the media up to two weeks in advance of your event or fundraiser. However, even up to three prior may make the news.

WHAT AM I TO DO AFTER I SEND A PRESS RELEASE?

Within two days of sending your press release, pick up the telephone and ask to speak to a reporter (newspaper) or producer (TV), it's that simple.

- Quickly summarize your press release headline and content.
- Be helpful, ready to provide an interview or other solid information.

Please also note that stories have been picked up with no additional follow-up.

SAMPLE

FOR IMMEDIATE RELEASE

Contact: Barney Rubble

DATE:

Habitat for Humanity Canada

1-800- 667-5137

Volunteering to Build homes with Habitat for Humanity in the Dominican Republic

Perth, Ontario, - A team from Glad tidings Pentecostal Church will be travelling to the Dominican Republic to volunteer with Habitat for Humanity from March 22 to April 3. They will work hand in hand with needy families to help them build their own homes.

The team will join thousands of volunteers who travel around the world each year with Habitat's Global Village program and join in the exciting, hands-on home building work of Habitat for Humanity in countries where the problems of poverty and inadequate housing are acute. They do not need previous construction experience – just a willingness to work hard. They will work on (x number of houses – describe the type of work that will be done on the trip, i.e. start at foundation, walls are concrete block, etc.).

These volunteers either fundraise or contribute their own money to cover all of the costs for their in-country expenses and airfare and they make a donation to Habitat. This donation helps to fund the home building the host country and supports the Global Village program. It costs about US \$XXXX.XX to build one home in the Dominican Republic. Costs are kept low through volunteer labour and donated materials. The families repay a no-interest, geared to income mortgage. As mortgages are repaid, the funds are used to build more homes.

Habitat for Humanity International was founded in 1976 and works in more than 3,000 communities in nearly 100 nations. More than 1.75 million people worldwide now live in Habitat homes.

For more information on how to participate on a Global Village trip, contact Habitat for Humanity Canada at 1 (800) 667-5137 ext 501 or visit their website at: www.habitatglobalvillage.ca

Habitat is also building homes all across Canada. Learn more at www.habitat.ca



Using the Electronic Canadian GV Expense Accounting Spreadsheets

Please notice at the bottom of this screen there are four "tabs" labeled *Instructions*, *Exchange*, *Receipts*, *Summary*. Click on each of these tabs to fill out all three worksheets.

Note about the electronic expense spreadsheets:

YOU ONLY NEED TO FILL OUT THE AREAS IN GREEN!

Exchanges Worksheet:

Fill in the "**Exchange**" worksheet before entering receipts in the "Receipts" spreadsheet.

To do so:

- 1) Gather all of your exchange receipts and put them in order by date. Credit card purchases and ATM withdrawals are "exchanges" and Credit Card receipts should also be recorded under the appropriate currency in the "Receipts" worksheet.
- 2) Choose the appropriate exchange grid for the type of currencies exchanged.
- 3) Under "Exchange" fill in the date of the exchange, the amount of currency exchanged and the amount of currency received (You will likely not use all the rows in a given chart).
- 4) *Average Exchange Rate* will automatically populate.
- 5) If you have not had to change CND Dollars into Local Currency (ie you exchanged CND\$ into US\$ and then US\$ into Local Currency) then call your bank or use the exchange site www.xe.com to convert \$100 CND to the Local Currency and use those figures in the appropriate CND to LC exchange grid.

Receipts Worksheet:

- 1) First enter the total amount advanced from Global Village in CAN \$ in the green box at the top of the page
- 2) Enter each subsequent entry with the: Receipt # , Date, Item Description, and amount in the appropriate column depending on which currency the receipt is in.
- 3) If you have two local currencies then use a column for each.

Summary Worksheet:

- 1) If you have lost money in the exchange between currencies then enter that amount in the green box.
- 2) The rest of the Expense Summary worksheet will fill in automatically and at the bottom you will see the amount that you need to return to GV or the amount that is owed to you by GV.

Post-trip, after you have completed this reconciliation form:

- 1) Email an electronic version of the reconciliation form to your HFHC Coordinator and print a hard copy.
- 2) Mail the hard copy to HFHC along with the original receipts via a method that can be tracked (i.e. courier, registered or express mail). Send to: Habitat for Humanity Canada, Global Village Department, 40 Albert St., Waterloo, ON, N2L 3S2, Tel: 519-885-4565.
- 3) The reconciliation form is needed at HFHC within 30 days of returning from your trip. If this is not possible please contact your coordinator.
- 4) If there is money left over, it must be returned to HFH Canada by cheque or money order in Canadian funds. A complete accounting is required by our auditors.



Team Leader: _____

Trip Code: _____

CONVERTING CURRENCY- Determining Average Exchange Rate

Note: When you enter your exchange figures, if you have not used a certain exchange rate box, leave the cells populated with \$1.00 (as is)

Schedule A

Exchanging CND to US

| Date | CND Exchanged | US Received |
|-------------------------------|---------------|-------------|
| | \$1.00 | \$1.00 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Average Exchange Rate: | | 1.00 |

Exchanging CND to x

Name of currency

| Date | CND Exchanged | x Received |
|-------------------------------|---------------|-------------|
| | \$1.00 | 1.00 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Average Exchange Rate: | | 1.00 |

Schedule B

Exchanging CND to y

Name of currency

| Date | CND Exchanged | y Received |
|-------------------------------|---------------|-------------|
| | \$1.00 | 1.00 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Average Exchange Rate: | | 1.00 |



Team Leader Name:
 Trip Code:

Table will populate automatically - use the "exchange adjustment" cell for any manual adjustments

| Category | Amount |
|---|---------------|
| LC#1 spent (in Canadian Dollars) | \$0.00 |
| LC#2 spent (in Canadian Dollars) | \$0.00 |
| US Receipts (in Candian Dollars) | \$0.00 |
| Canadian Receipts | \$0.00 |
| Exchange Adjustment (not more than \$50) | |
| Summary Total | \$0.00 |
| Less Advances from HFHC | \$0.00 |
| Total Due HFHC in CND\$ or Total Due Team Leader | - |



GLOBAL VILLAGE TOP TEN ACCOUNTING TIPS

1. All transactions must be documented with a **RECEIPT**. This includes exchange receipts and ATM receipts.
2. Print several copies of the **Expense Tracking** form and use it to record all expenses in the field.
3. Number each receipt chronologically and record it on the Expense Tracking form **on a daily basis**.
4. Write on the receipt (if it's not completely clear) what it is for.
5. Keep a running estimate on the form of how much you are spending and check regularly that you still have the expected amount of money left.
6. If you can't get a receipt for something, use the **Lost of No Receipt** form to record it. Number these entries in the same sequence as your other receipts.
7. HFHC funds **CAN NOT** be used for the purchase of alcohol. Request a separate alcohol bill and appoint a team member to handle these bills.
8. **DO NOT** leave funds in-country.
9. Your final report should be received by Global Village within **30 DAYS** of the completion of your trip – or sooner – it's easier if you do it right away!
10. **RE-READ** accounting tip Number One!

Global Village Canada Website – Team Leader Resources Page

1. Go to <http://habitat.ca/homec206.php> (Global Village homepage)
2. Select “Team Leader Resources” option from left menu
3. Enter in Username – **globalvillage** (please note this is case sensitive)
4. Enter in Password – **teamleader** (please note this is case sensitive)
5. Select Login button
6. You will now see a table of all the resources available to team leaders
7. To download a document, simply click on the word “Download” beside the document and the document will open for you to save to your computer.

Notes:

1. The resources are sorted by region and the regions are all noted by their abbreviations at the beginning of the document name:

| <u>Abbreviation</u> | <u>Region</u> |
|---------------------|---------------------------|
| AP | Asia Pacific |
| AME | Africa & Middle East |
| ECA | Europe & Central Asia |
| LAC | Latin America & Caribbean |