

Thrivent® Builds with Habitat for Humanity®

Team Leader Checklist

Check it out!

As a team leader, you play an integral role in helping to ensure the *Thrivent Builds Worldwide* trip experience is positive, packed with great memories and enlightening for your team members—and for yourself. The team leader role does require time, dedication and excellent organizational skills, but you can be confident that you'll have the resources you need to help you every step of the way.

This task checklist is just one of the many tools available to you. Use it to help you stay on track. On time. And on-the-mark before, during and after your Thrivent Builds Worldwide El Salvador Community trip.



Task Checklist

All documents in italics within the checklist can be found online at:
ThriventBuilds.com/resources/topic/tbwelsalvador.html



Pre-trip

6 to 8 months before trip

- ❑ Work with Thrivent Builds Worldwide staff to set the date for your trip and begin the confirmation process.
- ❑ Read all confirmation materials sent by Thrivent Builds Worldwide staff and follow the online registration directions.
- ❑ Familiarize yourself with the Thrivent Builds Worldwide El Salvador Community by reading through the [El Salvador Pre-Trip Orientation Guide](#) sent in your team leader kit.
- ❑ Send an email to the host coordinator in El Salvador to introduce yourself, start a conversation and ask any initial questions you have.
- ❑ Set up trip parameters for flights (i.e., date and location). Before booking a flight, review the [Weekly Schedule](#) and read the [Team Leader Travel Expense Reimbursement Instructions](#) to understand reimbursement limits.
- ❑ Make plans to become CPR and first aid certified, if you're not already.
- ❑ Recruit and interview participants for your 9-day Thrivent Builds Worldwide El Salvador Community trip, using [fact sheet](#), [bulletin insert](#), [newsletter text](#) and [interview tips](#). Keep the following in mind.
 - Spanish translator: Every team **must** have at least one translator for every seven people on the team. The team leader has the responsibility of recruiting a translator for the team.
 - To ensure the Spanish skills of the translator(s) are adequate for translating at the work site, the Thrivent Builds Worldwide staff and the team leader will arrange a brief “test” conversation between the translator(s) and the Thrivent Builds Worldwide host coordinator in El Salvador via email or on the phone.
 - If you are not able to recruit a team member(s) who speaks Spanish at a conversational level to serve as the team’s translator(s), contact the Thrivent Builds Worldwide host coordinator at least 6 weeks before the trip.
 - Optimal group size is 10 to 15 people including the team leader. If recruiting youth, you must comply with Habitat for Humanity’s Minor Policy.
 - Websites that are helpful for recruiting include:
 - [ThriventBuilds.com](#): General Thrivent Builds website that includes an overview of the weekly schedule and accommodations.
 - [ThriventBuilds.com/resources](#): Thrivent Builds website that includes tools for Thrivent Builds Worldwide trips, including helpful recruitment, pre-trip and post-trip tools for El Salvador.
 - [HabitatElSalvador.org.sv](#): Habitat for Humanity El Salvador website.



Pre-trip

5 months before trip

- Distribute online registration materials, including your event code, to trip participants.
 - **All trip participants must register online.**
 - Consider hosting an early team meeting in a location with a computer and have each trip participant register online at that time.
- Distribute payment information to participants including how to code payments as well as payment deadlines.
- Provide guidance to trip participants on fundraising for trip. Refer to confirmation email and resources website at ThriventBuilds.com/resources.
- Discuss travel logistics, including evening and weekend [cultural activity options](#).

3 to 4 months before trip

- Read the [Team Member Verification Log Instructions](#). Verify membership status of all participants and mail/fax [Team Member Verification Log](#) to the designated person. Form and instructions can be found on Thriventbuilds.com/resources.
- Decide on evening and weekend cultural activities and email a completed [Cultural Activity Options Form](#) to Thrivent Builds Worldwide host coordinator and Thrivent Builds Worldwide staff. Form can be found on Thriventbuilds.com/resources.
- Gather copies of travel itineraries for each team member and bio information for the [Travel Logistics and Bios Form](#).

- Schedule pre-trip meetings with your team using the following pre-trip meeting checklist. Address the topics below and end by allowing team members to ask questions. This gives you a chance to research any questions you are unable to answer prior to the trip departure so you can help team members be fully prepared.

Pre-Trip Meeting Agenda:

- Opening prayer/reflection.
- Ask: “What are your expectations for the trip?” “What are your expectations for me as your team leader?” Note: As team leader, you can also use this time to do an expectations exercise with the team. One example is to have each team member share a head goal, i.e., rational behavior/expectation, and a heart goal, i.e., emotional behavior/expectation. Collect these goals, identify common themes and share them with the team either during the meeting or in a post-meeting email.
- Discuss travel logistics for arriving in El Salvador:
 - Everyone should have a valid passport.
 - Review the [El Salvador Emergency Contact Information](#).
 - Inform team members that they must call (i.e., do not email) the team leader or one of the emergency contacts if a flight is missed or delayed. Once in El Salvador, transportation, lodging and meals will be arranged based on arrival time. Note: Individuals who miss flights because they did not allow for adequate advance arrival (check in, security, etc.) at their originating airport or booked flights that did not align with the group itinerary are responsible for paying for their own extra in-country transport/lodging/meals.

Pre-trip

❑ Financial:

- How much money should team members bring for other expenses?
 - \$10 in cash is needed for the entry visa upon arrival at immigration in San Salvador.
 - Additional money is only needed for souvenirs, for agreed-upon activities not included in the weekly schedule, or if individuals want to purchase alcoholic beverages.
 - Tips are included in the trip cost.
 - The U.S. dollar is legal currency in El Salvador.
- Encourage team members to consider raising funds for Habitat El Salvador beyond the trip costs. Habitat for Humanity International's (HFHI's) Global Village Fundraising webpage is an excellent resource for ideas and information about raising funds.

❑ Review the weekly schedule, including the daily team meeting schedule.

❑ Identify the following volunteers from the team:

- Trip photographer: Must have digital camera and be willing to upload pictures to photo-sharing website for the team. Share [Trip Photographer Quick Reference Guide](#) with this volunteer.
- Trip journalist: Must like to write and be willing to upload blog entries throughout the week. Share [Trip Journalist Quick Reference Guide](#) with this volunteer.
- Individuals willing to lead daily five-minute prayer/reflections using the daily themes and/or willing to lead one of the overall daily team meetings. (Provide a copy of [Team Meeting Leader Guide](#) to those who are willing to help.)
- Translators: Communicate to the team the people who are serving as translators during the trip.



Pre-trip

- ❑ Share plans for cultural activities and customs. For example, you might say:

“During our upcoming visit to El Salvador, Habitat for Humanity El Salvador staff is planning several activities to share their culture and customs with our team. On Friday afternoon, they have organized time for a special intercultural activity exchange to learn about our team’s American culture and teach us about making their most famous Salvadoran food ... pupusas!

Since this is an “**inter**”-cultural activity, Habitat El Salvador would like our team to share our American culture with the Salvadoran staff and families. This way, it will be a reciprocal learning experience. **Here are some of the details:**

When: Friday afternoon during our visit

Length of our presentation: 15 minutes

Overall goal: Share a little bit about the culture of our community or of the United States. There will be time for one presentation per team—not per person.

Participants: Expect approximately 20 to 25 people at this activity including our team, Habitat staff, partner families, masons, etc.

Language: A translator will be available, but if we have a Spanish speaker on our team, it’s ideal that he or she would lead our presentation.

Suggestions for consideration:

Song: Either a typical one from our community, state, country or a song we make up about our experience in El Salvador.

Dance: Something representing our culture.

Photos: Of your hometown, of a famous statue, or of buildings in your state. (Note: We should not use photos of our homes, cars, or other material items.)

Map: Bring a large map so team members can point out where they live. Talk about the weather, local types of food, etc.

Games: A typical game from our community, state or country.

“There are very few limitations regarding what our team may present, but it is requested that no gifts be given to individuals and that presentations do not require additional equipment. Let’s discuss some ideas for our 15-minute presentation.”

- ❑ Discuss sharing stories about this Thrivent Builds Worldwide trip both before and after the trip:
 - Use [existing videos](#), [presentation templates](#) or [newsletter articles](#) to update local Lutheran congregations.
 - Contact local media outlets using [pre-trip](#) and [post-trip news release templates](#). Participants can do this on their own, or the trip journalist can lead the outreach.
 - All presentation, bulletin and newsletter, and news release templates, along with video ordering information, are available at [Thriventbuilds.com/resources/topic/tbwelsalvador.html](https://thriventbuilds.com/resources/topic/tbwelsalvador.html).
- ❑ Remind team members to review the [El Salvador Pre-Trip Orientation Guide](#), including the background on Habitat for Humanity El Salvador, health requirements, the packing list, and the policy on gift-giving.
- ❑ Ask team members if they have questions.

Pre-trip

6 weeks before trip

- ❑ Review the team roster provided by Thrivent Builds Worldwide staff to ensure every trip participant has submitted his or her registration and payment.
 - All fees are due 45 days prior to trip departure.
 - Contact participants who have yet to register and pay.
 - Ensure those on your trip who are not benefit members of Thrivent Financial have paid the nonmember/associate member trip cost.



- ❑ Remind trip participants to send a copy of their passport photo page to you.
- ❑ Complete the [Travel Logistics and Bios Form](#) and email it to the Thrivent Builds Worldwide staff and Thrivent Builds Worldwide host coordinator. Feel free to share bio information and photos for each participant for team-building purposes.
- ❑ Inform host coordinator if a translator will be needed for the team.
- ❑ Purchase a travel medical kit to carry with you throughout the trip. Review [Team Leader Expense Reimbursement Form Instructions](#) to learn how you can be reimbursed for this expense.

4 weeks before trip

- ❑ Make sure all team members have a copy of [El Salvador Emergency Contact Information](#).

2 weeks before trip

- ❑ Review the Final Packet information that comes from your Thrivent Builds Worldwide staff that includes participant contact information, emergency contact information, and information about allergies and health problems. Re-confirm the team roster.
- ❑ Ensure you have copies of the passport photo page from each of your trip participants.
- ❑ Assemble a crisis management packet to carry with you in country. This includes all the materials in your Final Packet, passport photos, your travel medical kit, and anything else that you may need in an emergency.



During Trip

- Arrive prior to or with the rest of the team.
- Ensure all team members arrive and are accounted for.
- Hold team meeting each day, using the [Team Meeting Leader's Guide](#) provided.
- Carry crisis management packet throughout trip.
- Appoint a backup team leader, and make sure he or she knows what to do if you are incapacitated.
- Provide overall leadership to the team:
 - Manage emergency situations (including working with Habitat for Humanity El Salvador (HFHES) staff).
 - Pay attention to team dynamics and mediate issues.
 - Manage team expectations.
 - Ensure team members are engaged in meaningful work before you, as team leader, get involved in building/worksite tasks.
- Serve as liaison to HFHES staff and partner families.
- Communicate with HFHES if group has any questions.
- Assist team members with needs as they arise.
- Remind team members that they need to complete the online evaluation within five days of receiving it.

Post-trip

- Give thank-you note to each participant at the end of the trip.
- Schedule follow-up call with Thrivent Builds Worldwide staff to discuss overall trip experience.
- Manage post-trip communications with team members, Thrivent Builds Worldwide staff, and/or Thrivent Builds Worldwide host coordinator (e.g., recruiting future team leaders, trip evaluation, team members contacting Thrivent Financial representatives, etc.).
- Work with your team to conduct [post-trip media outreach](#); be available as team spokesperson or suggest a person from your team to serve in this role.
- Use the [post-trip presentation](#) to share the story of your trip with others and encourage team members to do the same.
- Complete the online evaluation within five days of receiving it and send reminder email to team members to do the same.
- Complete [Team Leader Travel Expense Reimbursement Form](#) and submit it to Thrivent Builds Worldwide.
- Complete an [Incident Report Form](#) for any injuries that occurred during the Thrivent Builds Worldwide trip and send to Thrivent Builds Worldwide staff. Complete an [Accident Claim Form](#) if needed.



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