

GV Progress Management Chart

2 Weeks

STEP①: Apply for GV Program & Pay the Reservation Deposit

- A. Apply for GV Program by submitting 「[Team Reservation Form](#)」 .
 B. 「[Reservation Deposit \(¥150,000\)](#)」 ※Follow the instructions in web screen.

STEP②: Reservation Confirmation & Introducing a GV Coordinator

Receive 「[Registration Form /Excel](#)」 by email upon reservation completion by HFH-Japan coordinator.
 ※We will inquire the second choice country if the first one is not able to accept you.

2 Weeks

STEP③: Distribute documents to members

- ① 「[Orientation Handbook](#)」 (Each member downloads it from HFHJ HP)
- ② 「[Registration Form](#)」 (Send it in Excel form to each member by email)
- ③ 「[Waiver](#)」 (Each member downloads it from HFHJ HP)

3 months before your departure

STEP④: Receive information

HFH-Japan introduces the hosting coordinator to the leader. Start your coordination with the coordinator to fix ① 「[Itinerary](#)」 , ② 「[Budget sheet](#)」 .

2 months before

STEP⑤: Fix members / flight schedule

Fix the final members and reserve plane tickets.

★Option★①Visas, ②Overseas travel insurance (obtained by each participant)

STEP⑥: Receive documents

- ① 「[Bill for Participation fees & Insurance fees](#)」
 - ② 「[G V Program Report \(format to fill in\)](#)」 (download from HP)
- ※Check what to write to 「G V Program Report」 first, then submit after returning.

1.5 months before

STEP⑦: Submit documents (observe the due date)

- ① 「[Registration Form /Excel](#)」 (by email)
- ② 「[Waivers](#)」 (by post) , ③ 「[passport copies](#)」 (by post)

Collect above documents from the members and 1) Check documents, passport expiration date (Check if the expiration date of the passport has remained for six months or more from the day of returning), 2) Make photocopy of all documents, 3) Submit documents (via Leader⇒Habitat Japan) ※Final arrangement of accommodations will be according to those documents.

STEP⑧: Pay Participation fees & Insurance fees (observe the due date)

※Follow the instruction in 「[Bill for the Participation fees & Insurance fees](#)」

1 month before

STEP⑨: Final confirmation (strict observance)

Receive following documents ①-③ from Habitat and confirm them.

- ① 「[Final Itinerary](#)」 ② 「[Final Budget sheet](#)」 ③ 「[Host country Emergency contact information](#)」 ④ 「[Team's contact person's information in Japan](#)」

※For minor : Create a communication network including contact person's info in Japan, and well inform it to the parents and also submit it to HFH Japan.

1 week before

STEP⑩: Final confirmation before departure

- ①Make a final confirmation before departure with HFH Japan on the phone.
- ②Well inform each member about 「[Risk Management](#)」 .

Departure

STEP⑪: Building Houses (7~10days)

Returning day

STEP⑫: Phone call about arrival

Make a phone call to Habitat Japan to inform team's return.
 ※Inform the host coordinator team's return later.

Within one month after returning

STEP⑬: Submit GV Project Report

Submit 「[G V Project Report \(format to fill in\)](#)」 (Download from HP) with photos requested.