



OPEN TEAM Application Form

PLEASE COMPLETE IN BLACK INK

Trip Location:

Dates:

Personal Details: (as they appear in your passport)

Surname:

First Names:

Mr Mrs Miss Ms Rev Dr ... Preferred Name:

Home Address:

Home Country:

Home Phone:

Work Phone:

Mobile Phone:

Email:

Gender:

Male

Female

Date of Birth:

Passport Details – IMPORTANT please check very carefully

Please note: your passport **MUST** be valid for at least 6 months **AFTER** the return date of your trip. If it is not, please ensure that you apply for a new one in good time and let us have the details.

Passport No.:

Nationality:

Issuing State Code:

Expiry Date:

Issuing Authority:

Date of Issue:

Preferred T-Shirt size: S M L XL XXL

Occupation:

First Aid Skills:

Language Skills: (Rate each with [1] Fluent [2] Conversational [3] Beginner)

Name of companion / relative you would like to share a room with:

Would you like to donate an additional amount to carbon offset your flights?

(We will let you know how much this additional amount is)

Yes No

How did you hear about Global Village Challenges?

Medical Details:

This information is used to help us decide whether or not we can accept your application. Physical disability or a medical condition should not prevent you from taking part. If there is likely to be a problem we will let you know and may suggest an alternative (e.g. another trip where medical facilities are more easily accessible).

Please note that the Habitat for Humanity travel Insurance provider, ACE Guardian does not have a medical questionnaire but will not be liable for any expenses incurred when the journey is undertaken against the advice of a Qualified Medical Practitioner. **If you have a pre-existing condition or your situation changes after completing the application form, it is your responsibility to seek the advice of your Doctor about your participation on the trip and to notify Habitat for Humanity Great Britain.** If your Doctor advises against travel, ACE Guardian will not provide cover, and you must tell us. If you have ticked any boxes on our health questionnaire, we suggest you discuss the trip with your Doctor and ask him/her to record the advice in your patient record. Participants aged 70 to 74, will have a 50% premium loading. Participants 75 and over will need to discuss insurance provision with a Volunteer Teams Coordinator before their application can be accepted.

Do you suffer from epilepsy, asthma, back problems, other chronic illness? If yes please give details:

N Y

Do you have any serious heart, lung, kidney problems? If yes please give details:

N Y

Have you had any major illness or surgery in the last 3 years? If yes please give details:

N Y

Please turn over

Habitat for Humanity, 46 West Bar Street, Banbury, Oxon. OX16 9RZ – Registered Charity No 1043641

Tel: 01295 264240 Fax: 01295 264 230 E-mail: GlobalVillage@habitatforhumanity.org.uk Website: www.habitatforhumanity.org.uk

Do you have any physical limitations/disabilities? If yes please give details: N Y

Have you ever had any emotional/anxiety problems? If yes please give details: N Y

Do you regularly take any prescription medication? If yes please give details: N Y

Do you have any allergies? If yes please give details: N Y

Specific Dietary Requirements:

Emergency Details:

Next of Kin - Please note that this person should not be on the trip with you

Name: _____ **Their relationship to you:** _____

Address: _____

Daytime Phone: _____ **Evening Phone:** _____

Mobile Phone: _____ **Email:** _____

Doctor's Name: _____ **Doctor's Phone:** _____

Surgery Address: _____

Declaration:

By submitting your application you confirm that you accept the Terms and Conditions which we sent to you with this application form. Please read these carefully before submitting your application. In particular, please note carefully the following provisions which we wish to draw specifically to your attention:

Photographs etc

Please note Clause 19 of the Terms and Conditions which entitles Habitat for Humanity entities to use photographs and other images and recordings of you made during or in connection with the challenge.

Assumption of Risk, Waiver and Release and Limitation of Liability

Please note clause 2 of the Terms and Conditions which:

- Explains that the challenge may be hazardous
- Requires that you accept certain risks and release Habitat for Humanity entities and individuals from liability in respect of certain risks
- Limits the liability of Habitat for Humanity entities and individuals in respect of certain liabilities

Signed:

Date:

PLEASE ENCLOSE: A copy of your photo passport details page and £300 deposit

Applicants aged 16 or 17 at the time of departure

Parent/legal guardian's declaration: I agree to my child/ward participating in the Challenge and agree with the Terms and conditions:

We may also require the parent/legal guardian to sign a *Parental Form of Authority* giving some parental responsibility to the Team Leader

Name and signature of parent/legal guardian

As well as using your information for the purposes set out in clause 19 of the Global Village Challenges Terms and Conditions, Habitat for Humanity would like to keep you up to date about its vital work around the world. Please tick as appropriate box *if you do not wish us to contact you by post* email phone

In the future we may wish to exchange supporter details with other charities. If you would rather your name was **not** included, please tick here:

For Office Use Only

Trip ID:		LegGuard		NoK		Diet		T-Shirt size	
ID:		PC		Dr Info		Age		Com. name	
Date:		PEX		Med		By:		Carbon Offset	



OPEN TEAM Deposit Payment Form

Your place on the team cannot be confirmed until we receive £300 with your application forms. You can pay by cheque or credit card. Please follow the instructions below for your chosen method of payment. Thank you.

We will send you a letter confirming receipt of you payment along with fundraising advice and other important information.

By Cheque:

Please send all cheques to the following address: Volunteer Coordinator
Habitat for Humanity
46 West Bar Street
Banbury
Oxfordshire
OX16 9RZ

When you pay by cheque please write your **name** and the **destination** of the team on the reverse of the cheque. The cheque is made payable to **Habitat for Humanity GB**.

By Credit Card:

Please fill in the details below and send this page to Habitat for Humanity at the address above.

Please select card type: Mastercard: Visa: American Express: Delta/Maestro:

Maestro only

Card Number: Security Code:

Start Date: / Expiry Date: / Issue Number: (Delta Only)

Amount: £ _____ Amount in Words: _____

Signature
and

Name: _____

Address: _____

Postcode: _____ Telephone number: _____

For Office Use Only:

Event ID:

Participant ID:

1. Introduction

1.1 Your contract is with Habitat for Humanity Great Britain (HFHGB), registered charity no. 1043641, company limited by guarantee no. 3102626.

1.2 Your participation on a HFHGB international volunteer team (Global Village Challenge or Challenge) plays an important part in furthering the HFHGB vision of a world where everyone has a decent place to live. People who join a Challenge (Participants) not only bring their labour and their fundraising, but more importantly they bring laughter, motivation and a powerful message that the poor are not forgotten. We want Participants to complete their Challenge as advocates for the work of Habitat for Humanity, and to work with us to help eradicate poverty housing.

1.3 HFHGB has a Christian ethos yet works with people of all faiths and no faiths. HFHGB expresses its Christian ethos through practical action and the quality of its relationships. Decisions on HFHGB beneficiaries are made on the basis of need and their ability to participate in the programme. As such there is no place within a Challenge for proselytising or other activities that could bring Habitat for Humanity into disrepute.

2. Assumption of Risk, Waiver and Release, and Limitation of Liability

2.1 The Challenge may include activities that may be hazardous, including, but not limited to, construction activities, loading and unloading of heavy equipment and materials, and local transportation to and from the work sites. The Challenge may involve travelling to and from locations which pose risks from terrorism, war, insurrection, or criminal activities. In order to protect its employees and volunteers in all countries around the world, it is the policy of HFHGB and its affiliates that it and they will not pay ransom or make any other payments in order to secure the release of hostages. Subject to clauses 2.4 to 2.6, you hereby expressly and specifically assume the risk of injury or harm in these activities.

2.2 Except as provided in clauses 2.4 to 2.6, you hereby release and forever discharge and hold harmless HFHGB, Habitat for Humanity International, Inc. (a non-profit corporation organised and existing under the laws of the State of Georgia, USA), their affiliated organisations in other nations, directors, officers, employees, and agents (collectively "Habitat for Humanity") and their successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from your participation on the Challenge.

2.3 Except as provided in clauses 2.4 to 2.6 or as otherwise agreed to by HFHGB in writing, you hereby release and forever discharge Habitat for Humanity from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during your participation on the Challenge.

2.4 HFHGB is responsible for ensuring that the arrangements we must make as part of our contract with you are performed or provided with reasonable care and skill. If you suffer loss or damage because we or our employees, agents or contractors do not perform or provide the arrangements with reasonable care and skill then HFHGB shall be responsible for making good that loss, except that:

2.4.1 HFHGB's maximum liability to you in respect of your participation or expected participation on the Challenge shall be limited to twice the total cost payable by you as a condition of participating on the Challenge; and

2.4.2 HFHGB shall not be liable in respect of any loss that is not directly associated with the incident that caused you to claim, unless expressly stated in these Terms and Conditions.

2.5 The waivers and releases from liability in clauses 2.1 to 2.4 apply only so far as permitted by applicable law but nevertheless to the full extent permitted by applicable law.

2.6 Nothing in this agreement limits or excludes the liability of any person to you in respect of death or personal injury caused by that person's negligence.

2.7 HFHGB shall not be liable to you for any delay caused by any matter beyond its reasonable control.

3. A Global Village Challenge consists of two parts:

3.1 Building Challenge: joining a team of a dozen or so Participants led by a trained and experienced Team Leader. Participants will work with Habitat for Humanity homepartners in the host country to build safe and decent homes. There will be some cultural activities and an opportunity for rest and relaxation to reflect on the experience before returning home. The emphasis is on teamwork and the expectation of Participants is that they will fully participate in team activities and not use the Challenge to engage in personal agendas.

3.2 Fundraising Challenge: raising funds for, or making a donation to HFHGB to enable HFHGB to send funds to the country in which you are working and to support the wider work of HFHGB in its vision of a world where everyone has a decent place to live.

3.3 Being open to the Building and the Fundraising Challenge is essential to your participation.

4. What to expect

4.1 Your booking is accepted on the understanding that, given the nature of the Building Challenge, you will need to be flexible as some aspects of the Challenge could change at short notice. You will not be asked to do anything you do not feel comfortable with and if there is any such activity it is your responsibility to inform the Team Leader.

4.2 Depending on the particular Challenge, accommodation may be in the form of a shared room, a guesthouse, or even a tent!

4.3 You may be eating local food. There will always be a plentiful supply of clean drinking water and we try to cater for specific dietary requirements.

5. Construction and Renovation

You could be digging foundations, mixing concrete or mortar, laying blocks, making window frames, plastering, painting, or gardening. The work will depend on the nature of the country programme and the stage that the building programme has reached at the time of your participation on the Challenge.

6. Consumer Protection

HFHGB acts as agent for several bonded travel operators. Should HFHGB organise your travel and accommodation, we shall issue ATOL receipts for your travel costs originating from the UK to confirm that they are protected by an ATOL bond. The remainder of your costs are protected under arrangements made in accordance with the Package Travel, Package Holidays and Package Tours Regulations 1992.

7. Your acceptance on the Global Village Challenge

7.1 No contract will come into force between you and HFHGB in connection with the Challenge until HFHGB has all the information needed to process your application, has received your Deposit of £300, and has confirmed your place in writing.

7.2 The confirmation of a place on the Challenge remains subject to the provisions of the insurance requirements in clause 9 and any new information that would make your position untenable on the Challenge, in which case HFHGB may add some restrictions to the activities permitted to you or withdraw its offer of a place on the Challenge prior to the departure date, in which case the provisions of clause 17 shall apply. The decision of HFHGB in these situations shall be final and HFHGB shall not be required to provide any information relating to the circumstances behind its decision.

7.3 In the event of HFHGB withdrawing an offer of a place, it will explore the possibility of an insurance claim in the first instance when money has been paid to HFHGB, otherwise HFHGB will consider a refund of any Direct Costs already paid, except that any Direct Costs that have been raised by donations from third parties shall be dealt with as specified in clause 16.6.

7.4 In paying the Deposit you are agreeing to these Terms and Conditions.

8. The costs

8.1 The following items are NOT included in the costs of your Challenge: transfer to and from your airport of departure, visas,* personal spending money, vaccinations and anti-malarial tablets,* additional drinks, meals,* personal protection equipment, optional excursions, airport taxes, border taxes.

8.2 Costs are made up of a Deposit, Direct Costs and the Fundraising Challenge.

*You will be advised beforehand if any of these apply.

Deposit

8.3 The deposit of £300 is required at the time of your application.

Direct Costs

8.4 Direct Costs are the costs of international travel from your airport of departure, accommodation, meals (unless otherwise stated), water, local transfers, cultural activities (unless otherwise stated), first aid provision, team leadership, insurance, orientation materials, HFHGB management overheads and a donation to HFHGB.

8.5 Half of your Direct Costs total must be with HFHGB at least 12 weeks before the advertised departure date and the remaining half must be with HFHGB at least 8 weeks before the advertised departure.

8.6 Should you wish to arrange your own flights, you must notify HFHGB at the time of application.

The Fundraising Challenge

8.7 We are challenging you to fundraise or make a personal donation to HFHGB to enable it to achieve its vision of a world where everyone has a decent place to live. You are required to raise or donate an amount as specified in your acceptance letter which will cover your direct costs.

8.8 Once HFHGB has given you permission to fundraise in writing you are free to begin fundraising for your Challenge in accordance with the following requirements:

8.8.1 You must comply with any fundraising and health and safety guidelines issued by HFHGB.

8.8.2 You must only use lawful means to fundraise for HFHGB and must not do anything which harms or is likely to harm HFHGB's reputation. If in doubt, ask.

8.8.3 You agree to pay all money collected on behalf of HFHGB to HFHGB by cheque payable to "Habitat for Humanity Great Britain".

8.8.4 You agree to send in any money you collect within 28 days of you receiving the money.

8.8.5 You agree to send an accompanying breakdown of how the money was raised along with your payment (normally this will be your sponsorship sheet).

8.8.6 If you decide to fundraise for some of your Direct Costs you agree that when you ask for money you will make a clear statement explaining that the cost of your participating in the Challenge will be paid out of the money raised.

8.8.7 You agree that HFHGB can terminate your authority to fundraise at any time by sending written notice to the address you provided when you applied to join the Challenge.

8.9 To assist you in reaching your fundraising target, we have a 'toolbox' of fundraising ideas and will send this to you when we accept your application.

9. Insurance

9.1 HFHGB provides third party liability coverage for employees and volunteers of HFHGB for negligent acts which cause bodily injury or property damage to a third

party arising out of acts within the scope of activities and direction of HFHGB. This coverage is provided by Chubb and the policy has a limit of USD\$1,000,000 per occurrence.

9.2 HFHGB will arrange travel insurance for all Participants that provides cover for work on a Habitat for Humanity construction site. This is normally through MasterPolicy ACE Guardian for land/flight activities. A summary of the policy will be supplied when your application is accepted and a copy of the full policy can be provided on request.

9.3 If, at the time, you feel that because of your individual circumstances, more comprehensive protection is required, it will be your responsibility to effect separate travel insurance to cover this. However, there will be no refund of the money for insurance that has been included in the overall cost of the Challenge, as we will take out cover on your behalf that covers work on a Habitat for Humanity construction site.

9.4 ACE Guardian will not cover for anyone 75 or over. HFHGB may be able to arrange insurance for people over the age of 75. You should discuss this with HFHGB as soon as possible as your application can only be accepted when adequate cover is arranged that includes work on a building site.

9.5 ACE Guardian will not cover anyone travelling against the advice of a qualified medical practitioner. In the event of such advice it is your responsibility to inform HFHGB in writing.

9.6 If the travel is to a country that is a member of the European Union, you are required to take a European Health and Insurance Card with you.

10. Surcharges

HFHGB will make all reasonable efforts to avoid surcharges but there are some things outside of its control. HFHGB reserves the right to impose surcharges for increases in airline fares including taxes and fuel surcharges; unfavourable fluctuations in exchange rates; or the imposition of government taxes. HFHGB will absorb any increase of up to 3% in the above three areas but reserves the right to pass on any increases over 3%.

11. Extending your trip

If you decide to extend your trip for a period of independent travel, HFHGB may be able to extend your flights and your travel insurance policy. You will be liable for any additional Direct Costs incurred by the extension and for a £40 charge to cover administrative costs. You must check the policy to ensure it covers your proposed activity. If you are unclear please check with HFHGB.

12. Minimum age

Participants must be 18 years old, or over on the date of departure. Maximum age is dependent on the availability of travel insurance cover. Accompanied 16 or 17 year olds may be accepted but this will be at the discretion of HFHGB and will involve certain restrictions.

13. Health & fitness

Building Challenges are physically demanding. Physical disability or a medical condition should not prevent you from taking part – we will go out of our way to accommodate you. If there is likely to be a problem we will let you know and may suggest an alternative (e.g. another Challenge where medical facilities are more easily accessible). It is your responsibility to complete the

medical questionnaire accurately and to inform HFHGB of any pre-existing medical condition, or condition that arises subsequently to your completing the application form that may adversely affect your involvement on the Building Challenge, or the involvement of other Participants.

14. Safety & first aid

14.1 Participant safety is of paramount importance. Building sites are dangerous places and accidents can happen. The HFHGB priority is to minimise the risk of any accident happening, both on and off the building site. A risk assessment is in place for Building Challenges and regular site inspections will be made. Information on Health and Safety (H&S) will be provided to Participants in the orientation manual, on signage at building sites and in H&S briefings. It is your responsibility to take heed of this information and also to use your common sense. If in doubt you should always ask the Team Leader. You should not, and are not required to, do anything you feel uncomfortable doing.

14.2 Should there be an accident and you require first aid, there will be a qualified first aider as part of the team together with first aid supplies. We encourage Participants to also bring a small personal first aid kit with them.

14.3 You will be asked to wear safety equipment by the Team Leader. When such requests are made, it is essential for your safety and that of others that you comply with the request. If you fail to comply, the Team Leader may deny you access to the site, limit your activities on the Challenge or terminate your involvement on the Challenge without any liability on the part of HFHGB.

14.4 All Participants will be sent a kit list, which includes the following mandatory items which must be worn as directed by the Team Leader: steel toe-capped boots, a hard hat, eye protectors, a dust mask and gloves, all of which must meet the standards required for workers on a UK building site. If in doubt, please ask.

15. The Team Leader

15.1 The Team Leader is there to help Participants form a coherent team and to ensure that the team remains healthy and works in a safe manner. When the Team Leader makes a request it is essential that you abide by the request.

15.2 If you commit an illegal act while on the Challenge or in the reasonable opinion of the Team Leader your behaviour is likely to cause danger, distress or annoyance to other Participants, the Team Leader may deny access to the site, limit your activities on the Challenge or terminate your involvement on the Challenge without any liability on the part of HFHGB.

16. Cancellations

By you

16.1 If you need to cancel, your cancellation must be made in writing, either by email, post or fax. If you cancel HFHGB will retain your Deposit.

16.2 If your cancellation is made earlier than 12 weeks before the Departure Date HFHGB will retain the deposit and return other funds paid in except that any Direct Costs that have been raised by donations from third parties shall be dealt with as specified in clause 16.6.

16.3 If your cancellation is made between 12 weeks to 30 days before the Departure Date HFHGB will retain any of

the outstanding Direct Costs that are not yet spent on flights and costs in the host country, except that any Direct Costs that have been raised by donations from third parties shall be dealt with as specified in clause 16.6.

16.4 If your cancellation is made within 30 days of the Departure Date HFHGB will not be liable to make any refunds, except that any Direct Costs that have been raised by donations from third parties shall be dealt with as specified in clause 16.6.

16.5 Your booking is accepted on the basis that the refund decision of HFHGB is final.

16.6 Within one week of cancellation you must send to HFHGB any money held by you that is donated by third parties together with details of the donors. Unless third party donations are expressly conditional on you completing the Challenge, they will be treated as unconditional donations to HFHGB and retained by HFHGB. For any donations that are expressly conditional on you completing the Challenge, HFHGB will, so far as reasonably practical, seek the permission of the relevant donors to retain the donations, despite cancellation. If such a donor does not give permission, HFHGB shall return the donation to the donor. If a donor cannot be contacted after making reasonable efforts, HFHGB shall retain the donation.

By HFHGB

16.7 If circumstances outside the control of HFHGB make the Challenge unviable, we will as far as possible seek to reschedule the Challenge to another country and/or another time. HFHGB may cancel a Challenge if:

16.7.1 The UK government or Habitat for Humanity International issues an adverse travel advisory.

16.7.1.1 If HFHGB cancels a Challenge because the UK government or Habitat for Humanity International issues an adverse travel advisory you may accept any substitute Challenge that we are able to offer or receive a refund of any Direct Costs paid except that any monies that have been raised by donations from third parties shall be dealt with as specified in clause 16.6. HFHGB will assist you to make an insurance claim for any losses you may incur.

16.7.2 Fewer than ten team places have been filled by the 12 weeks before the Departure Date or for any other reason the Challenge becomes unviable as determined solely by HFHGB.

16.7.2.1 If HFHGB cancels a Challenge because fewer than ten team places have been filled by the 12 weeks before the Departure Date or for any other reason the Challenge becomes unviable as determined solely by HFHGB you may accept any substitute Challenge that we are able to offer or receive a full refund, (Deposit and Direct Costs paid) except that any monies that have been raised by donations from third parties shall be dealt with as specified in clause 16.6.

16.8 In certain circumstances the cancellation of the Challenge or changes in the itinerary or other arrangements could give you statutory rights to compensation and/or refunds over and above the sums specified above. Bearing in mind the purpose of the Challenge and that the source of funds for some of your participation is donations, you hereby irrevocably assign to HFHGB all rights you may now or in the future have to

receive such compensation and/or refunds in relation to the Challenge to the extent that such sums exceed or are in addition to the sums specified above.

16.9 You may in certain circumstances have a right to make a claim to the Civil Aviation Authority for a refund in relation to travel and accommodation costs and other services. For the same reasons set out in clause 16.9, you hereby irrevocably assign to HFHGB all such rights as you may now or in the future have to any such refunds in relation to the Challenge to the extent that such sums exceed or are in addition to the sums specified above.

17. Passports and Visas

17.1 All passports should have at least 6 months validity AFTER you return home and two clean pages. If your passport does not have this, we recommend that you get it renewed. Please allow sufficient time for this to be processed. If a visa is required relevant details will be enclosed.

17.2 Please make your own arrangements to obtain a visa if one is required. We suggest that you apply for a tourist visa, state your reason for trip as tourist and state your means of support as self-funded. If you have any questions, please contact HFHGB.

18. Data Protection

We may use the personal data you provide to us in order to meet our obligations to you in relation to the Challenge. In particular, we may use your personal data for the purposes of:

- Accepting you onto a team
- Managing the team
- Providing work and activities that are appropriate
- Managing an emergency situation.

19. Photographs

You hereby irrevocably consent to Habitat for Humanity (and the authorised agents or assignees of Habitat for Humanity) using for any purpose and without fee, royalty or other compensation any photographic, video or audio image or recording of you of any kind in any medium made by or on behalf of Habitat for Humanity during or in connection with the Challenge.

20. Complaints

20.1 If you have a complaint which cannot be resolved by the Team Leader, you should address your complaint in writing to: The Volunteer Programme Manager, Habitat for Humanity Great Britain, 46 West Bar Street, Banbury, Oxon OX16 9RZ.

20.2 You will receive a reply within one month of our receiving the complaint, allowing some time for investigation and evaluation. The decision of the Volunteer Programme Manager will be final.

21. Severability

In the event that any provision or part of any provision of these Terms and Conditions is declared by any judicial or other competent authority to be void, voidable or illegal that provision or part-provision shall, to the extent required, not form part of these Terms and Conditions, and the validity and enforceability of the remaining Terms and Conditions shall not be affected.

22. Governing Law

These Terms and Conditions shall be governed by the Law of England and Wales and subject to the exclusive jurisdiction of the Courts in England and Wales.