



Making payments/donations for Global Village Trips

1. Payments/donation towards your own trip **online** at www.habitatglobalvillage.ca
 - Click on **Make a Trip Donation** on the lower right of the home page
 - Three options will appear – Click on **Donate to my Own Trip**
 - Remember to select your trip from the Trip Selection drop down
 - Message to Global Village – please indicate the name of the person(s) the donation is to be directed towards

Note 1: An electronic tax receipt will be emailed to you following the transaction confirmation. **Please check your email and junk mail folders to find your tax receipt.**

Note 2: Use this payment method only if you as the donor are making the charitable gift and the funds are not received from fundraisers nor other donors.

Note 3: Donations for Global Village trips are non-refundable. Please be familiar with the trip cancellation policy.

Note 4: Donate to my own trip online form is not connected with personal fundraising pages. If you are a fundraiser and wish to have donations appear on your personal fundraising page please use the donate button on your personal page.

2. Payments/donation by **cheque or money order:**
Please send cheque payable to: Habitat for Humanity Canada
Global Village Program
403- 477 Mount Pleasant Road
Toronto, ON M4S 2L9

Cheque Memo line – please mark the trip code and participant name.

3. How to become an Online Global Village Trip Fundraiser? www.habitatglobalvillage.ca
 - From the toolbar GET INVOLVED select FUNDRAISE FOR A TRIP from the drop down
 - Click on REGISTER TO FUNDRAISE ONLINE. Remember your log in information so that you can return to the site to track your fundraising progress in the Participant Centre
 - Select your country or trip to start the fundraiser registration process
 - Register with your name (if your team is fundraising together please use your Trip Code as your team name). Once you have registered as a fundraiser you

can follow the prompt to create your own personal fundraising page, upload your picture or video, and your contacts email addresses.

- You will also want to create a personal thank you email
- To return to the site at another time you can access the “log in” link through www.habitatglobalvillage.ca

- DONATE>FUNDRAISE FOR A TRIP>ACCESS MY PARTICIPANT CENTRE
Alternately you could mark the web link as a favourite:

http://hfhc.convio.net/site/PageServer?pagename=%2FGlobal_Village%2Findex#

Note 5: Your fundraising total balance will represent only those gifts received through your personal fundraising page. If you sent cheques by mail or used the “Donate to my own trip” online donation link, those donations/payments will not be calculated in your online total. To find out the total donation, please ask your team leader for updates.

Note 6: Forgot your password? Return to Global Village website

www.habitatglobalvillage.ca

Make a Trip Donation> Participant Centre Login> Forgot my Password.

Note 7: Want to update your name and email address in the Participant Centre, please email gvapplications@habitat.ca or call -1800-667-5137 and speak with staff.

Note 8: For Team Fundraising, please have your team leader indicate to GV staff, how funds shall be distributed among team members, prior to final payment deadline.

4. What to do with donations collected from fundraising events (bake sales, raffles etc) or money that family and friends gave to me in person?

- Please submit all collected money to Global Village by cheque. If you are submitting one cheque which represents a collection of donations from others, please attach a donation form. Forms can be found through this link: http://habitatglobalvillage.ca/files/DonationForm2016_447.pdf
- Remember to mark the trip code, and GV participant name to the memo line of cheques
- Tax receipts will be sent by email or mail to each donor approximately four weeks after Habitat for Humanity Canada has received the cheque(s)

5. How can family or friends donate to my trip if I do not create an online fundraising page through the Participant Centre?

Family members can also use the Donate to my Own Trip page.

- www.habitatglobalvillage.ca **Make a Trip Donation** on the lower right of the home page
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- Remember to select the correct trip from the Trip Selection drop down
- Message to Global Village – please indicate the name of the person the donation is to be directed towards

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Please check email and junk mail folders to find tax receipts.