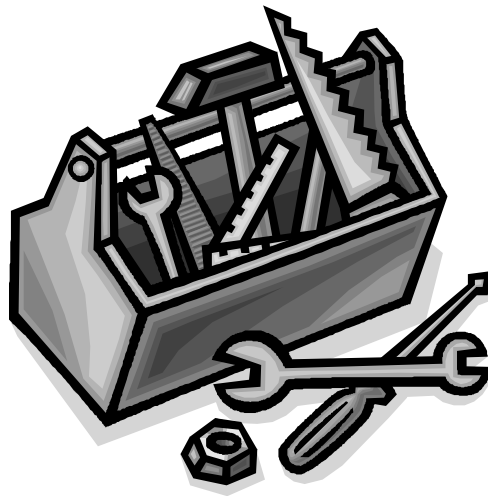




Prospective Campus Chapter Toolkit



Youth Programs
Habitat for Humanity International

Dear prospective campus chapter leaders,

The Youth Programs department at Habitat for Humanity International is committed to providing you with the information you need to fully understand the Campus Chapter program. This toolkit will provide you with information about campus chapters, what is required of them and how they are an active part of Habitat's mission and work.

As an official HFH campus chapter, you will join hundreds of other campus chapters worldwide in the fight to eliminate substandard housing. In forming a campus chapter, your group will have the opportunity to affect your campus, your community, other communities around the U.S., and even communities in other countries! The Campus Chapter team is excited that your group is interested in being an active part of Habitat's mission. In this toolkit, the following topics will be covered:

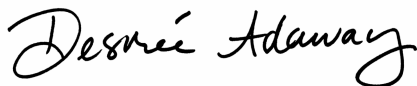
- I. What is a campus chapter?
- II. What are the Four Functions of a campus chapter?
- III. What are the requirements of a campus chapter?
- IV. What are the steps to forming a campus chapter?
- V. Where do I go for help?
- VI. What's next?
- VII. Appendix

Being a campus chapter is a great way to be an active part of Habitat's ministry, but it is also a great responsibility. Your group, once chartered, will be representing the entire organization of Habitat for Humanity. Because of this, there are certain requirements that all chapters must meet. Please take the time to review this toolkit completely, as it will help your group make an informed decision about whether becoming an official Habitat for Humanity campus chapter is the right avenue for your group to be involved in Habitat's ministry.

This toolkit also mentions several Habitat programs the Youth Programs department offers which you may not be familiar with. For more information on these programs, visit our Web site: www.habitatyouthprograms.org.

Whether your group chooses to apply to be a chapter or not, we truly appreciate the efforts you are making to support Habitat for Humanity! As young people you are not only the future of this ministry, you are making strides *today* to bring about an end to substandard housing.

In partnership,



Desiree Adaway
director, Youth Programs Department
Habitat for Humanity International

I. What is a campus chapter?

A **campus chapter** is an unincorporated, student run, student-led organization that partners with a local Habitat affiliate to perform four main functions: building, fund-raising, educating, and advocating. Campus chapters are different from other student groups in that students have ownership of their chapter. Campus chapters are also required to have an adviser. A campus chapter adviser must be on the faculty or staff of your school. It is recommended that a chapter have a full-time, long-term member of the faculty or staff as your adviser. More information about campus chapter advisers can be found in the appendix.

II. What are the Four Functions of a campus chapter?

- 1. Building** is what most people think of when considering working with Habitat. Campus chapters can fulfill this function through working on local affiliate projects (building new homes and rehabilitating existing homes), sponsoring a home (supplying the necessary funds and labor) or participating in the Collegiate Challenge or Global Village programs (see [Appendix](#) for explanation of these programs). Building allows chapter members the opportunity to gain new skills, work on existing skills and directly contribute to the solution of ending poverty housing.
- 2. Fund Raising** makes the actual building possible. Chapters hold their own fund-raisers, as well as participate in fund-raisers organized by their partner affiliate. In either case, communication with the partner affiliate is crucial when raising funds. Fund raising not only raises needed resources, it also creates awareness, increases publicity, provides volunteer opportunities for campus chapter members and helps recruit new members.
- 3. Advocating** includes all efforts to raise public awareness of poverty and substandard housing, to increase support for efforts to address these issues or to otherwise facilitate progress toward the goal of eliminating substandard housing. There are two categories of advocacy: educational and political. Educational advocacy includes all activities that are undertaken to raise awareness about the issues of poverty and substandard housing except in political debate. Political advocacy involves communicating with public officials or the general public in an effort to effect legislation and public policy. Some of the ways that campus chapters participate in advocacy is by running letter-writing campaigns, holding statistic campaigns and “sleep-outs” on campus and participating in [Act! Speak! Build! Week](#), Habitat’s week of student advocacy for affordable housing.
- 4. Educating** is a crucial part of Habitat’s ministry. As an affiliated partner of Habitat for Humanity International, campus chapters are expected to help educate their chapter, school and local communities about Habitat’s mission and work. A successful chapter has members who are educated about Habitat for Humanity and its role in eliminating poverty housing and who are able to educate others.

These Four Functions should be completed **in partnership with the chapter’s partner affiliate**.

What is an affiliate?

Habitat affiliates are the local branches of Habitat for Humanity International that exist in communities around the world. Affiliates are unincorporated, independent grass-roots organizations, comprised of concerned community members who partner with HFHI to eliminate poverty housing in their community. Campus chapters and their partner affiliates are asked to commit to forming a collaborative relationship. To read more about this partnership, consult “The Three C’s of Chapter and Affiliate Partnership” in the appendix.

Chapters and affiliates alike receive support from **Habitat for Humanity International (HFHI)**. HFHI does most of the “behind the scenes” work to keep the organization running; HFHI departments include Communications/PR, Development and Disaster Response. HFHI also includes the Youth Programs department, which supports all campus chapters.

III. What are the requirements of a campus chapter?

1. Organizational Structure

There are a number of ways that campus chapters can organize their leadership structure. At a minimum, all campus chapters must have a president and a treasurer. These two positions may not be filled by the same person. In the [Appendix](#) you will find a sample organizational chart that may be helpful in determining your chapter leadership structure.

2. Charter Fees and Dues

All chapters must pay annual dues of \$100 each fall, which help defray the cost of supporting the Campus Chapter program and allow more funds to be put toward home building. In addition, first-year chapters are offered one year of personalized support to help them start off on the right foot. Therefore, all new chapters are required to pay a one-time chartering fee of \$150 to help defray this expense. In total, first-year chapters will pay \$250 for their first year.

It is up to each chapter how they prefer to raise their annual dues. Some chapters may ask their members to cover the cost of annual dues or the charter fee. Other chapters may choose to pay their dues from their general fund-raising efforts. The charter fees and dues allow Habitat for Humanity International to provide services and benefits to campus chapters and their partner affiliates such as:

- Name permission, Habitat brand and logo resources
- Online resources through the PartnerNet site
- Newsletters and Youth Programs department publications
- Access to support from the U.S. Support Center, the main point of contact between HFHI and its affiliated groups
- Eligibility for grant funding as available
- Campus chapter training and informational conference calls
- Conferences and Trainings
- Connection to a network of peers for support and knowledge sharing
- Collegiate Challenge Spring Break Early Bird registration

3. Annual local affiliate and tithe donations

Chapters are required to raise funds for both Habitat for Humanity's local work and its work around the world. You can contribute to your local community through donations to your partner affiliate. Chapters and affiliates contribute to Habitat's global ministry through the [Tithe](#) program. There is no dollar amount requirement for these donations, but rather a spirit of participation in Habitat for Humanity's mission to eliminate substandard housing.

4. Annual reporting

All chapters are required to submit an Annual Report to Habitat for Humanity International each year. This tool is used to monitor campus chapter activity and report on the accomplishments of campus chapters across the world. Corporate and institutional donors, as well as many individuals, have entrusted Habitat for Humanity with funds to carry out a program of house building and we all play a part in making sure that our generous donors get accurate reporting on how their donations were utilized. The Annual Report is due by May 31st each year. Failure to submit the Annual Report on time subjects the chapter to disaffiliation.

5. Financial Accountability

Upon becoming a campus chapter, you will receive a copy of the **Campus Chapter Guide for Financial Accountability**. All Habitat for Humanity chapters and affiliates share the same Habitat for Humanity name, and protecting the name and reputation of Habitat for Humanity is the responsibility of every group. Here is a summary of the financial requirements:

- Chapters must gain nonprofit status through their local affiliate or school and comply with their local requirements.
- Chapters must hold, manage and disburse funds raised in accordance with the general purposes of Habitat for Humanity.
- Fund-raising events should be appropriate to the Christian identity and ministry of Habitat for Humanity.
- Funds raised for a specific purpose must be used for that purpose.
- All fund raising in your community must be done in cooperation with your local affiliate.
- All money raised in the name of Habitat for Humanity must benefit Habitat for Humanity. It may not be donated to other charitable causes.
- Chapters raising more than \$25,000 annually must complete an IRS Form 990 either with their local affiliate or their school.
- Chapters must keep accurate financial records and accurately report these records on the campus chapter Annual Report.

IV. What are the steps to form a campus chapter?

Once you have read about and understand the Campus Chapter program, use the steps below to begin the application process.

1. Determine if the campus chapter model is the best fit for your involvement in the ministry of Habitat for Humanity.

It is important that student groups know the expectations and requirement of being an official Habitat partner before they become campus chapters. Please make sure your student group is as informed as possible by reviewing this toolkit carefully before completing the Campus Chapter Application.

Remember that forming a campus chapter is not a requirement for participating in Collegiate Challenge or many of our other programs. You can learn more about the programs the Youth Programs department offers at our Web site, www.habitatyouthprograms.org.

If you need help in determining if the Campus Chapter is right for you, contact our department at (800) HABITAT, Ext. 2412.

2. Identify a core group of interested students.

Forming and running a campus chapter is a group effort. You will have to show your school's administration that a significant number of students committed to participating in the chapter. Getting others involved in the initial stages will help you reach out to more people, get different perspectives and assist in leadership transition once your chapter is in place.

3. Choose a campus chapter adviser.

All campus chapters are required to have an adult adviser who is a member of the faculty or staff of your school. Ask your partner affiliate if they have any recommendations for possible advisers. They may know faculty or staff at your school who are already involved with Habitat for Humanity. Take the time to find someone who cares about this cause and has time that they are willing to dedicate to your chapter. Refer to the [Campus Chapter Adviser](#) resource in the appendix for additional information on the requirements and responsibilities of an adviser.

4. Talk to your school administration to find out what steps you must take to form a student group on your campus.

Support from your school's administration is a critical component to your chapter's success. Bring them into the process early and use them as a resource.

5. Take the online Foundations of Habitat for Humanity course from Habitat for Humanity University.

Habitat for Humanity University (HFHU) is an online knowledge-sharing resource for the Habitat for Humanity community. One program HFHU offers is a set of online courses which walk you through different aspects of Habitat's history and mission, entitled The Foundations of Habitat for Humanity. This is a suite of five courses: Beginnings, Vision and Mission, Overview of Mission Principles, Organizational Structure, and Applying the Mission Principles. We encourage all chapter members to take these courses.

It is a requirement that the main student leader complete the first three courses (Beginnings, Vision and Mission, and Overview of Mission Principles) prior to submitting a chapter application. In addition, we strongly encourage the adviser complete these courses as well. Each of these courses takes approximately 45 minutes to complete. To register for HFHU and begin taking courses, visit <http://elearning.hfhu.org/home>.

6. Set up a meeting with your local Habitat for Humanity affiliate.

All campus chapters are required to partner with an existing affiliate. Use the online affiliate search engine at <http://www.habitat.org/local/> to find the contact information for the local Habitat affiliate nearest you. Contact the affiliate to set up a meeting with the executive director and any other affiliate staff the executive director thinks should attend.

At your meeting, get to know the staff at your affiliate and begin to build this important relationship. Determine together what your group can do to meet local affiliate goals and how they can support your group in its efforts. Use this meeting to determine if they are willing to act as the official affiliate sponsor for your campus chapter.

Note: If more than one affiliate is near you, you may need to contact them both to see which affiliate's service area you fall under. It is important that chapter's only work with the affiliate in whose service area they reside. With questions on this subject, please contact your Campus Chapter coordinator or youthprograms@habitat.org.

7. Complete and submit the Campus Chapter Application.

Once you have completed steps 1-6, download and complete the application. See "Complete the Campus Chapter Application" below for more information on this step. Please note that incomplete applications and applicants that have not completed steps 1-6 above will be returned to the applicant.

8. Complete an interview with a Campus Chapter coordinator.

Within two weeks of receiving your application, you will be contacted via e-mail by your Campus Chapter coordinator to set up a conference call with you, your adviser and your partner affiliate contact person. This interview is a critical component of the application process. From the time you receive your e-mail notification that your application has been received, you will have four weeks to complete this interview. If the interview is not completed, the application will be considered incomplete and will be sent back to the applicant.

9. Pay your charter fee and first year annual dues

After completion of any action items identified during the interview, your chapter will be sent an e-mail instructing you how to pay the \$150 one-time charter fee and the first year annual dues of \$100.

10. Charter goes to Youth Programs director for final approval

After receiving your payment for charter fees and annual dues, your charter will be submitted to the director of the Youth Programs for final approval. You will be notified via mail once your charter is complete.

Congratulations! Your campus chapter is officially chartered.

V. Where do I go for help?

Your partner affiliate

Your partner affiliate will be a great source of information and support for you as you explore the possibility of becoming a campus chapter. In most cases, affiliates have existed in the community for years and will have a great deal of insight as to how Habitat can have a effective presence. As a chartered campus chapter, the relationship with your partner affiliate will be vital to your success; starting to forge that relationship now will put your chapter in a good place.

The Youth Programs department

In addition to the primary support you receive from your affiliate, your Campus Chapter coordinator will continue to be available to help as needed during your first year as a campus chapter. Your coordinator will also act as a resource to you and your affiliate to help guide you through your first year as a Habitat for Humanity campus chapter.

VI. What's next?

You've read this toolkit and now understand what it means to be a campus chapter. You've met with your school and your affiliate and everyone is on the same page. What do you do next?

If your student group would like to start the process to become a campus chapter...

Complete the Campus Chapter Application. You can download the Campus Chapter Application at www.habitatyouthprograms.org/campuschapters. More information about the application, including instructions for filling it out, is on the Web site and in the application itself.

If your student group has decided that the Campus Chapter program is not the best fit for you...

Research other volunteer opportunities with Habitat. There are still plenty of ways that your group can be involved in Habitat for Humanity! Visit www.habitatyouthprograms.org to learn about the other programs the Youth Programs department offers that do not require participating groups to have campus chapter status, such as:

- Collegiate Challenge
- Act! Speak! Build! Week
- Youth United

Also, visit www.habitat.org to learn about other Habitat programs in which youth can get involved, such as:

- Global Village
- Jimmy Carter Work Project
- Women Build

For more information on how you can get involved in Habitat for Humanity without becoming a campus chapter, send an e-mail to youthprograms@habitat.org.

VII. Appendix

Key Habitat Terms

(What every campus chapter should know)

Act! Speak! Build! Week: Worldwide, student-initiated week of advocating for affordable housing which occurs in April. Visit <http://www.habitatyouthprograms.org/actspeakbuild> for more information.

Affiliate: An independent nonprofit organization that operates within a specific service area and within the framework of the Habitat Affiliate Covenant. Habitat affiliates are local, grass-roots organizations. Concerned citizens come together to address the problem of poverty housing in their community.

Annual Report: The report that each chapter submits at the end of the school year, notifying HFHI about the building, fund raising, advocating and educating activities that took place that year. All campus chapters are required to submit their Annual Report by May 31 each year.

Blitz Build: A community event where an affiliate completes a house in a short amount of time. A blitz build is commonly one or two weeks long. The purposes for these events are to create a sense of community, attract volunteers and to create publicity for the Habitat mission.

Campus chapter: An unincorporated, student-run, student-led organization that partners with a local Habitat affiliate to perform four main functions: building, fund raising, educating and advocating (*see Four Functions*).

Campus Chapter Covenant: The document that defines the relationship between Habitat for Humanity International and campus chapters. The covenant outlines important regulations for campus chapters.

Collegiate Challenge: The Youth Programs department's week-long service program for high school and college students that allows groups to spend their school breaks building with Habitat a affiliate somewhere in the U.S. Visit www.habitatyouthprograms.org/colchal for more information on this program.

Four Functions: The four main functions that every campus chapter is expected to fulfill; they are building and rehabilitating houses in partnership with Habitat for Humanity affiliate and homeowners; fund raising for the work of Habitat; advocating on behalf of people in need of decent shelter and for an end to poverty housing; and educating the chapter members, campus and local community about the work and mission of Habitat for Humanity.

Frameworks: The quarterly newsletter produced and mailed out by the Youth Programs department.

Global Village (GV): A short-term volunteer program, coordinated by Habitat for Humanity International, in which teams of volunteers work travel to another country to work alongside members of the host community, raising awareness of the burden of poverty housing and building decent, affordable housing worldwide. Participants pay their own way (or fund raise to cover their expenses) and most trips are about two weeks long. Participants can apply as an

individual or coordinate a “closed” trip for a set group of people. Find out more about Global Village trips at www.habitat.org/gv.

Habitat for Humanity International (HFHI): The founding organization of Habitat for Humanity, located in Americus, Ga., which provides support for affiliates, campus chapters, and other Habitat organizations around the world.

Jimmy Carter Work Project (JCWP): An annual blitz build held in which hundreds of homes are built in a matter of weeks. The JCWP alternates each year between building in the U.S. and internationally. Thousands of volunteers come from around the world to build a large number of houses at one time. President Jimmy Carter is usually in attendance.

PartnerNet: The Web-based information distribution and sharing network only for affiliates and campus chapters. PartnerNet is your one-stop shop for campus chapter information and resources. Upon becoming a campus chapter, you will be given the opportunity to register for this site.

Summer Youth Blitz (SYB): A service experience for a diverse group of young people, age 16-18, from high schools and youth organizations around the country. Youth participants and adult leaders build with a Habitat affiliate for two weeks. In addition to building, the evenings involve discussions, cultural activities, trust building exercises and time to get to know other participants.

Sweat equity: The unpaid labor invested by homeowner partners while working on their houses and those of others. These non-paid work hours are a requirement for Habitat homeownership.

Tithe: Traditionally, giving ten percent of funds raised towards Habitat for Humanity’s building efforts in other countries. Campus chapters are required to make one tithe contribution each year. Tithe contributions can be any amount and are a great way to participate in Habitat’s global ministry.

Three C's of Chapter and Affiliate Partnership

The Youth Programs department recommends that all affiliates and chapters build a collaborative relationship with each other. The collaborative relationship is a goal to work toward. It is not expected that you will be at this stage at the beginning of your relationship.

On the road to this collaborative relationship there are two proceeding steps which are coordination and cooperation. You can use the following to help determine what stage or stages your relationship is in. In practice the stages look like this:

Coordination

- Periodic check-in regarding chapter's plans
- Chapter sets goals, checks with affiliate
- Affiliate educates chapter about Habitat for Humanity
- Affiliate has a staff person, or volunteer as liaison to chapter to serve in support role
- Affiliate validates chapter's fundraising for national and international HFH purposes, in addition to local fundraising

Cooperation

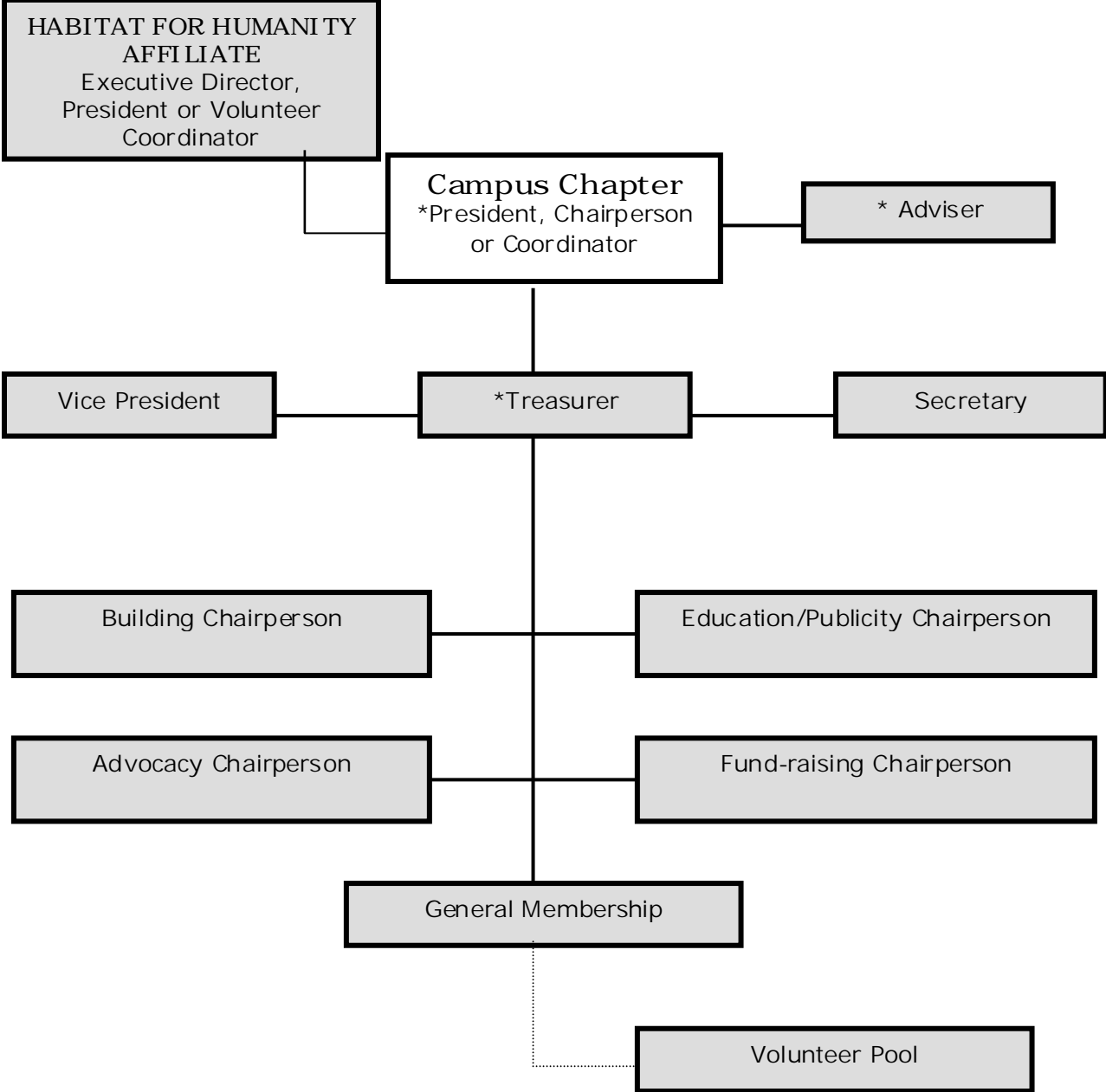
- Affiliate and chapter work together on Fund Raising, Public Relations/Education/Advocacy
- Affiliate assists chapter in goal setting process, ensures that chapter goals are in alignment with affiliate goals.
- Affiliate helps to orient new chapter leaders

Collaboration

- Chapter and affiliate create one joint plan for Fund Raising, Public Relations/Education/Advocacy
- Chapter and affiliate set goals together
- Committee members from chapter sit on corresponding committee of affiliate
- Affiliate has a role in chapter's leadership transition process

Basic Organizational Chart for Campus Chapters

Positions required by Habitat's Youth Programs are designated with an asterisk (*).



Campus Chapter Adviser - Description for student leader

One of the requirements to becoming an official Habitat for Humanity Campus Chapter is to have an adviser. An adviser can be a great asset to your chapter. As a member of your school's administration, faculty or staff, your adviser will have connections and networking abilities to which you would not normally have access. He or she may also have ways to cut through "red tape" that your campus chapter may run into from time to time while working within a college, university or high school system.

Your adviser must be employed by your school and cannot be a graduate student. This is for reasons of consistency and connection to the college or university system. It would be beneficial to your chapter to have a full time, long-term member of the faculty or staff as your adviser.

Role of a campus chapter adviser:

- Attend general and officer meetings
- Provide guidance and advise chapter, especially in goal setting and event planning
- Help with student leadership transition
- Be a consistent contact for the chapter
- Work with historian on maintaining archives or history of the chapter
- Assist chapter in locating campus/community resources

It is important to remember that campus chapters are student-run, student-led organizations. An adviser should *not* serve as the leader of the chapter.

A chapter should only have one adviser. This will help ensure that your chapter is a student-run, student-led organization. Do not let this fact discourage you from inviting other faculty and staff members from your school to be involved with your chapter.

Please print out and give this information to your prospective adviser

Campus Chapter Adviser - Description for adviser

Thank you for considering the decision to become an adviser for your students Habitat for Humanity Campus Chapter!

Campus chapter's are unincorporated, student run, student-led organizations that perform four main functions: building, fund-raising, educating, and advocating in partnership with the local affiliate.

One of the requirements to chartering a campus chapter is to have an adviser employed by the chapter's school. An adviser can be anyone employed by the school as a member of the faculty, staff or administration, with the exception of graduate students. This for reasons of consistency and connection to the college or university system. Advisers are beneficial to chapters when they are a **full-time, long-term** member of the faculty or staff.

It is important to remember that campus chapters are student-run, student-led organizations. An adviser should *not* serve as the leader of the chapter. Rather, as a campus chapter adviser, you will be an important resource and contact for your chapter.

An adviser's role can be defined as follows:

- Attend general and officer meetings
- Provide guidance and advise chapter, especially in goal setting and event planning
- Help with student leadership transition
- Be a consistent contact for the chapter
- Work with historian on maintaining archives or history of the chapter
- Assist chapter in locating campus/community resources

A chapter should only have one adviser. This will help ensure that the chapter is a student-run, student-led organization. HFHI encourages chapter's to invite other members of the faculty and staff to be involved with the chapter.

Sample agenda for meeting with prospective partner affiliate

Purpose:

To determine whether a campus chapter-affiliate relationship is the most effective way for the student group to partner with the local affiliate and what that relationship would look like.

1. Introductions
 - a. Suggested attendees
 - i. Student leader(s)
 - ii. School Adviser
 - iii. Executive director or board president
 - iv. Designated campus chapter liaison
2. Affiliate overview
 - a. Brief history of the affiliate
 - b. Current state of the affiliate
3. School overview
 - a. Brief history of the school's involvement in habitat
 - b. Why the school has chosen to start a campus chapter
4. Overview of the Four Functions of a campus chapter (Make sure that all parties understand the scope of a campus chapter)
 - a. Building
 - b. Fundraising
 - c. Advocating
 - d. Educating
5. Review the Three C's Document in the Campus Chapter Tool kit
6. Expectations of the school: *how much direct involvement will the affiliate have in running chapter programs and events?*
 - a. How often does the school plan to volunteer with the affiliate?
 - b. How often does the school want to build with the affiliate?
 - c. What does the school plan to do in terms of fund raising?
 - d. What does the school plan to do in terms of advocacy?
 - e. What does the school plan to do in terms of education?
7. Expectations of the affiliate
 - a. What volunteer opportunities does the affiliate have, including building and non-building opportunities?
 - b. What are the affiliate's current financial needs and how can the chapter contribute?
 - c. What is the affiliate currently doing in terms of advocacy?
 - d. What is the affiliate currently doing in terms of educating?
8. Next steps: *Do both the school and the affiliate think that the campus chapter model is a good fit?*
 - a. If either party decides they need more time to weigh partnership options, choose a time for a second meeting.

- b. If both parties decide to move forward on the campus chapter application process, choose a time when the affiliate can sign the application.
- c. If both parties decide to move forward on the campus chapter application process, the student leader will be contacting all parties to set up a conference call with a Campus Chapter coordinator after the application has been submitted.