



Prospective Campus Chapter Tool Kit

Campus
Chapters



Contents

A letter from the Campus Chapters team	1
Prospective Campus Chapter Tool Kit	3
What is a campus chapter?	3
What are the four functions of a campus chapter?	3
What are the requirements of a campus chapter?	5
What are the steps to forming a campus chapter?	6
Where do I go for help?	9
What's next?	10
Appendices	
Appendix 1: Key Habitat terms	11
Appendix 2: Three C's of chapter and affiliate partnership	13
Appendix 3: Basic organizational chart for campus chapters	14
Appendix 4: Campus chapter adviser (Description for student leader)	15
Appendix 5: Campus chapter adviser (Description for adviser)	16
Appendix 6: Sample agenda for meeting with prospective partner affiliate	17

A letter from the Campus Chapters team

Dear prospective campus chapter leaders,

The Campus Chapters team at Habitat for Humanity International is committed to providing you with the information you need to fully understand the Campus Chapters program. This tool kit 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 Habitat campus chapter, you will join hundreds of other 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 United States, and even communities in other countries! The Campus Chapters team is excited that your group is interested in being an active part of Habitat's mission. 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 tool kit 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 tool kit also mentions several Habitat for Humanity International programs that you might not be familiar with. For more information on these programs, visit our website at 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, but also making strides today to bring about an end to substandard housing.

In partnership,

The Campus Chapters team
Habitat for Humanity International



Contents

In this tool kit, the following topics will be covered:

- What is a campus chapter?
- What are the four functions of a campus chapter?
- What are the requirements of a campus chapter?
- What are the steps to forming a campus chapter?
- Where do I go for help?
- What's next?

Prospective Campus Chapter Tool Kit

What is a campus chapter?

A campus chapter is an unincorporated, student-run, student-led organization on a high school or college campus that partners with a local Habitat affiliate to perform four main functions: building, fundraising, educating and advocating. 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 its adviser. More information about campus chapter advisers can be found in the appendices.

What are the four functions of a campus chapter?

1. **Building** is what most people think of when they consider 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 1 for a description of these programs). Building allows chapter members the opportunity to gain new skills, work on existing skills and physically contribute to the solution of ending poverty housing.



Four functions of a campus chapter

- Building
- Fundraising
- Advocating
- Educating



2. **Fundraising** makes the actual building possible. Chapters hold their own fundraisers and participate in fundraisers organized by their partner affiliate. In either case, communicating with the partner affiliate is crucial. Fundraising not only raises needed resources, but also creates awareness, increases publicity, provides volunteer opportunities for campus chapter members and helps recruit new members.
3. **Advocating** helps Habitat expand its impact. To reach the goal of safe, decent and affordable housing for all, we need to change the systems, attitudes, policies and institutional behaviors that lead to inadequate housing and homelessness. Although Habitat for Humanity works to partner with as many families as

possible to provide decent, affordable housing, the worldwide housing crisis remains huge. To address this need, Habitat recently began to pair its successful building efforts with advocacy around housing issues. Through events like Act! Speak! Build! Week, World Habitat Day and Habitat on the Hill, young people make their voices heard and increase the availability of affordable housing.



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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 also 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, made up 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 Appendix 2: The Three C's of Chapter and Affiliate Partnership.

Chapters and affiliates alike receive support from Habitat for Humanity International. HFHI does a lot of behind-the-scenes work to keep the organization running. Campus Chapter associates are responsible for supporting chapters and function under HFHI's Youth Programs department.

What are the requirements of a campus chapter?

Organizational structure

Campus chapters can organize their leadership structure in a number of ways. 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 Appendix 3 you will find a sample organizational chart that might help you determine your chapter's leadership structure.

Charter fees and dues

All chapters must pay annual dues of \$100 each fall, which help defray the cost of supporting the Campus Chapters 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 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, chapters will pay \$250 for their first year.

It is up to each chapter to decide how to raise annual dues. Some chapters ask their members to cover the cost of annual dues or the charter fee. Others choose to pay their dues from their general fundraising 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:

- Permission to use the Habitat name, brand and logo resources. (You cannot use the Habitat or campus chapter name until you are an officially chartered chapter.)
- Online resources through the My.Habitat extranet site.
- Newsletters and other HFHI publications.
- Access to support from the Affiliate 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 for chapters that meet specific requirement deadlines.

Annual local affiliate and tithe donations

Chapters are expected to raise funds for both Habitat for Humanity's local work and its work around the world. You can contribute to your community through donations to your partner affiliate. Chapters and affiliates contribute to Habitat's global ministry through the Tithe program. All Tithe donations are sent to serve families through Habitat's



national organizations and area offices around the globe.

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 around the world. Corporate and institutional donors, along with 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 supporters get accurate reports on how their donations were used. The annual report is due by May 31 each year. Failure to submit the annual report on time subjects the chapter to disaffiliation.

Chapter and affiliate partnership

The relationship between the chapter and partner affiliate is key to the success and growth of the campus chapter. In order to foster the chapter and affiliate partnership, campus chapters and affiliates are required to re-sign the covenant on an annual basis. The covenant reaffirms the partnership with each other and with Habitat for Humanity International. Chapters that fail to submit their completed covenant by Oct. 31 of each year will be subject to disaffiliation.

Logo compliance

Campus chapters must keep compliant logos in order to protect Habitat's brand and remain in good standing. The Habitat logo cannot be modified, altered or corrupted in any manner. Chapters found in violation of Habitat for Humanity International's branding guidelines are in jeopardy of disaffiliation.

Financial accountability

Upon becoming a campus chapter, you will receive a copy of the Financial Management for Campus Chapters resource. All 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. A tax partnership agreement between the chapter and the affiliate or school must be signed and submitted to your Habitat for Humanity International Campus Chapters associate.
- Chapters must hold, manage and disburse funds raised in accordance with the general purposes of Habitat for Humanity.
- The chapter will not maintain a separate bank account or obtain a separate employer identification number from the Internal Revenue Service.
- Fundraising 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 fundraising in your community must be done in cooperation with your lo-



STEPHAN HAECKER

cal 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.
- All chartered chapters are considered a nonprofit and must report annually to the IRS, regardless of how much they have raised. Please work closely with your school or affiliate, depending on whom you have nonprofit status under, to review and fulfill these important requirements.
- Chapters must keep accurate financial records and accurately report these records on the campus chapter annual report.

What are the steps to forming a campus chapter?

Once you have read about and understand the Campus Chapters 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 requirements 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 tool kit 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 for young people at our website, habitatyouthprograms.org.

If you need help in determining whether a campus chapter is right for you, contact the Campus Chapters team 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 are 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 it has any recommendations for possible advisers. They might know faculty or staff members 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 Appendix 5 for additional information on the requirements and responsibilities of an adviser. If you would like a copy of the Campus Chapter Adviser Guide, email campuschapters@habitat.org.

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 HabitatLearns.

HabitatLearns is an online knowledge-sharing resource for the Habitat for Humanity community. One program offered by HabitatLearns is a set of online courses titled "The Foundations of Habitat for Humanity." This suite of five courses — "Beginnings," "Vision and Mission," "Organizational Structure," "Applying the Mission Principles," and "HFHI Values" — walks you through different aspects of Habitat's history and mission. We encourage all chapter members to take these courses.

The main student leader is required to complete the first two courses ("Beginnings" and "Vision and Mission") before submitting a chapter application. In addition, we strongly encourage the adviser to complete these courses. Each of the courses takes approximately 45 minutes to complete. To register for HabitatLearns and begin taking courses, visit HabitatLearns.org.



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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 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 members the executive director thinks should attend. Campus chapters chartering sea-

son is Feb. 1-Sept. 15 each year. Applications must be postmarked by Sept. 15 to be chartered during that calendar year.

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 chapters work only with the affiliate in whose service area they reside. If you have questions on this subject, please contact your Campus Chapters associate at 800-HABITAT, ext. 2412, or campuschapters@habitat.org

7. Complete and submit the campus chapter application.

Once you have completed steps one through six, download and complete the application. See page 10 for more information on this step. Please note that all six steps must be completed; incomplete applications will be returned to the applicant.

8. Complete an interview with a Campus Chapters associate.

Within two weeks of receiving your application, you will be contacted via email by your Campus Chapters associate to set up a conference call with you, your adviser and your partner affiliate contact. This interview is a critical component of the application process. It allows the Campus chapter team to determine if this program is the best fit for your student group. From the time you receive your email notification that your application has been received, you will have four weeks to complete this interview.

9. Charter fees

If your chapter is approved by the campus chapter team to move forward after completing the interview, your chapter will be sent an email instructing you



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Where to go for information:

- Your partner affiliate.
- A Campus chapters associate at Habitat for Humanity International, 800-HABITAT, ext. 2412, or campuschapters@habitat.org.

how to pay the \$150 one-time charter fee.

10. Charter goes to the youth engagement manager at HFHI.

After your charter fees are received, your charter will be submitted to HFHI's manager of youth volunteer engagement for final approval. You will be notified via email once your charter is complete.

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 about how Habitat can have an 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.

Appendix 1

Key Habitat terms

(What every campus chapter should know)

Act! Speak! Build! Week: A worldwide, student-initiated week of advocating for affordable housing. Visit 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 U.S. Affiliate Agreement. 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, fundraising, advocating and educating activities that took place that year. All campus chapters are required to submit their annual report by May 31 each year.

Campus chapter: An unincorporated, student-run, student-led organization that partners with a local Habitat affiliate to perform four main functions: building, fundraising, educating and advocating.

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: A weeklong service program for high school and college students that allows groups to spend their school breaks building with a Habitat affiliate in the United States. Visit habitatyouthprograms.org/colchal for more information on this program.

Four functions: The four main functions that every campus chapter is expected to fulfill:

- Building and rehabilitating houses in partnership with a Habitat for Humanity affiliate and homeowners.
- Fundraising for the work of Habitat.
- Advocating on behalf of people in need of decent shelter and for an end to poverty housing.
- Educating the chapter members, campus and local community about the work and mission of Habitat for Humanity.

Global Village: A short-term Habitat for Humanity volunteer program in which teams 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. Participants pay their own way (or raise funds to cover

their expenses). Most trips are about two weeks long. Participants can apply as individuals or coordinate a “closed” trip for a set group of people. Find out more about Global Village trips at habitat.org/gv.

Habitat for Humanity International: The founding organization of Habitat for Humanity, located in Americus and Atlanta, Georgia. HFHI provides support for affiliates, campus chapters and other Habitat-affiliated organizations around the world.

My.Habitat: The Web-based information distribution and sharing network for Habitat-affiliated organizations. My.Habitat 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.

Neighborhood Revitalization Initiative (NRI): The work of NRI seeks to transform neighborhoods and empower residents through new home construction, repairs, rehabs, and community development.

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

Tithe: Traditionally, giving 10 percent of funds raised toward 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.

Youth Programs Update: A monthly e-newsletter with up-to-date information about opportunities for young people to engage in Habitat’s mission. Visit habitatyouthprograms.org/newsletter to subscribe.

Women Build: Women Build is a Habitat for Humanity International program that encourages women to make a difference by building homes and communities. The program seeks to encourage women volunteers to further the home-building mission of Habitat for Humanity.

Appendix 2

Three C's of chapter and affiliate partnership

The campus chapters team recommends that all affiliates and chapters build a collaborative relationship with one another. This 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.

There are two steps on the road to this collaborative relationship: coordination and cooperation. You can use the following checklist to determine what stage or stages your relationship is in. In practice, the stages look like this:

Coordination

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

Cooperation

- The affiliate and the chapter work together on fundraising, public relations, education and advocacy.
- The affiliate assists the chapter in setting goals and ensures that chapter goals are in alignment with affiliate goals.
- The affiliate helps to orient new chapter leaders.

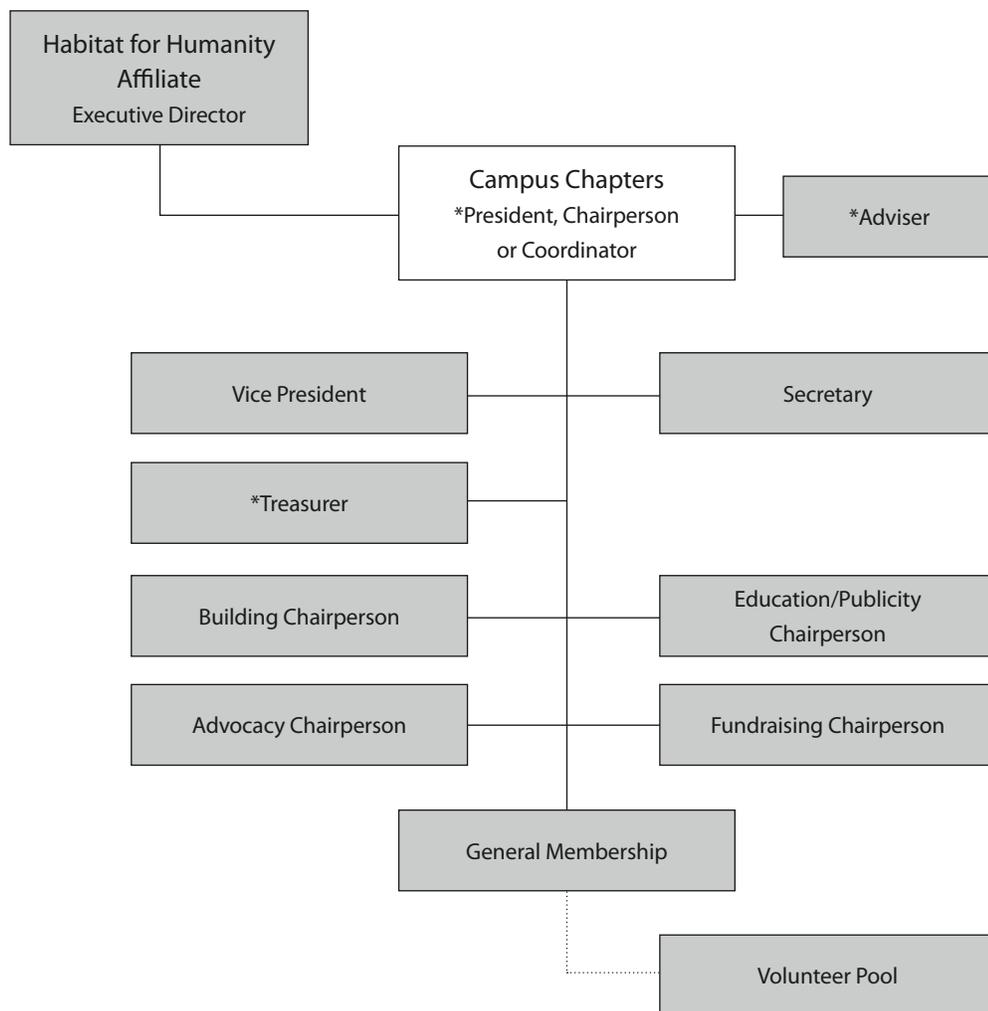
Collaboration

- The chapter and the affiliate create one joint plan for fundraising, public relations, education and advocacy.
- The chapter and the affiliate set goals together.
- Committee members from the chapter sit on the corresponding committee of the affiliate.
- The affiliate has a role in the chapter's leadership transition process.

Appendix 3

Basic organizational chart for campus chapters

Positions required by Habitat for Humanity International’s Campus Chapters program are designated with an asterisk (*).



Appendix 4

Campus chapter adviser

(Description for student leader)

One of the requirements of 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 might 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 the chapter, especially in goal setting and event planning.
- Help with student leadership transition.
- Be a consistent contact for the chapter.
- Work with the historian on maintaining the archives or history of the chapter.
- Assist the chapter in locating campus and 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.

An adviser's manual is available upon request to help you understand your role as a campus chapter adviser.

Appendix 5

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 chapters are unincorporated, student-run, student-led organizations that perform four main functions: building, fundraising, educating and advocating in partnership with the local affiliate.

One of the requirements of 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 — for reasons of consistency and connection to the college or university system. Advisers are beneficial to chapters when they are full-time, long-term members 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 an 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 the chapter, especially in goal setting and event planning.
- Help with student leadership transition.
- Be a consistent contact for the chapter.
- Work with the historian on maintaining the archives or history of the chapter.
- Assist the chapter in locating campus and community resources.

For more information about the adviser's role and information advisers should know, please get the Campus Chapters Adviser Guide by emailing campuschapters@habitat.org.

*Please print out and give this information to your prospective adviser.

Appendix 6

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 leaders.
 - 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. Preview the Three C's documenting the Prospective Campus Chapters 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 fundraising?
 - 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 nonbuilding 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 it needs 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 Chapters coordinator after the application has been submitted.



CAMPUS CHAPTERS: 121 Habitat St. Americus, GA 31709-3498 USA
800-HABITAT, ext. 2412 fax 229-928-3408 campuschapters@habitat.org habitatyouthprograms.org