



Prospective Campus Chapter Tool Kit



Contents

- 2** **Who is Habitat for Humanity?**
Ways to get involved in Habitat for Humanity
- 3** **What is a campus chapter?**
What are the steps to forming a campus chapter?
- 5** **What are the four functions of a campus chapter?**
What are the requirements of a campus chapter?
What's next?
- 6** **Appendices**

Who is Habitat for Humanity?

Our vision:

A world where everyone has a decent place to live.

Who we are:

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity has grown from a grassroots effort that began on a community farm in southern Georgia in 1976 to a global nonprofit housing organization in nearly 1,400 communities across the U.S. and in over 70 countries. People partner with Habitat for Humanity to build or improve a place they can call home. Habitat homeowners help build their own homes alongside volunteers and pay an affordable mortgage. Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability and self-reliance they need to build better lives for themselves. Through shelter, we empower.

Ways to get involved in Habitat for Humanity

Habitat for Humanity carries out its work through local, community-based Habitat for Humanity organizations called affiliates.

- **Volunteer in your community:** This is a great first step to starting your involvement with Habitat for Humanity. Connect with your [local Habitat](#) to volunteer. Opportunities can range from pricing items in our Habitat for Humanity ReStore outlets to helping out on the construction site by building or repairing a home.

- **Join an existing campus chapter:** We have almost 500 campus chapters around the country right now. See if your school already has a [campus chapter](#) and join in.
- **Start a campus chapter:** If you already volunteer with Habitat for Humanity and are ready to take your involvement to the next level, keep reading and follow this tool kit to begin an official campus chapter at your school.
- **Go on a volunteer trip:** Go on a one- to two-week volunteer excursion in the U.S. or to another country through Habitat's [Collegiate Challenge](#) or [Global Village](#).
- **Advocate:** Use [your voice](#) to help shape policies that support people in need of safe, affordable housing.
- **Long-term service:** Apply to serve full-time with one of nearly 100 communities through [AmeriCorps](#).
- **Join us on social media:** If you insta, tweet, post or follow, [we have you covered](#).



What is a campus chapter?

A Habitat for Humanity campus chapter is a group of students who are passionate about helping families build better lives for themselves and are ready to take the next step to lead the charge at their school to help fulfill Habitat's mission. Chapters are student-run, student-led organizations on high school and college campuses that partner with Habitat in their area to perform four main functions: service, fundraising, education and advocacy.

Our hope is that campus chapters set the foundation for Habitat's work related to your school. This includes setting up volunteer opportunities, educating your school and community around issues related to housing and Habitat, fundraising in your area to support more housing opportunities, and speaking with your community officials to prioritize shelter.

Campus chapters are directed by student leaders with the help of a school adviser and an affiliate liaison.

Being a campus chapter opens the door to broader support from both your local Habitat affiliate and Habitat for Humanity International, but it also calls for more responsibility and investment in Habitat's mission. By starting a campus chapter, you join a network of nearly 500 similar groups around the country working to support Habitat for Humanity in their community and beyond.

Starting a campus chapter is a big commitment, but it comes with greater meaning and potential to create change in your community.

What are the steps to forming a campus chapter?

1) Learning about Habitat: Make sure starting a campus chapter is right for you. If you have not been involved with Habitat for Humanity before, starting a campus chapter is probably not a good first step. Get to know Habitat and read about all the requirements of being an official Habitat partner before becoming a campus chapter.

2) Forming the chapter:

- **Meeting:** The relationship between a campus chapter and its local Habitat is vital to the chapter's success. Set up a meeting with your local affiliate to let them know you are thinking about starting a campus chapter and share goals and aspirations. The

Remember: You do not have to be in a campus chapter to volunteer at your local Habitat or go on a Collegiate Challenge trip.

relationship between an affiliate and chapter should be very collaborative, working together to serve Habitat's mission. Check out the [appendix](#) for more information on starting and building this relationship.

- **Getting an adviser:** Speak with both your local Habitat and new fellow chapter members about who would be a good adviser from your school. All campus chapters are required to have an adult adviser who is a member of the faculty or staff of your school. Take the time to find someone who cares about this cause and is willing to dedicate time to your chapter. Your adviser also can help you become an official club at your school. Check out the [appendix](#) for more information on how to snag the perfect adviser.
- **Recruiting:** Identify a core group of interested students and get them involved. Forming and running a campus chapter is a group effort; getting others involved in the initial stages will help build buy-in and move the process of becoming an official campus chapter along faster. We recommend that you start setting up regular meetings to make sure everyone is on the same page.

3) Becoming official: Complete and submit the campus chapter interest form. Once the interest form is submitted, it will be reviewed by a Habitat for Humanity specialist who will follow up with further instructions on the next step in the process.

4) Finalizing: The last step to being official is turning in the chartering agreement and submitting the \$150 chartering fee. The agreement brings together the campus chapter, school and Habitat for Humanity affiliate, and the chartering fee contributes to the support and benefits of being a campus chapter. After those are completed, your chapter will receive a welcome email that contains logos; log-in information for our intranet site, where you can receive resources and tools; and information about starting your chapter off on the right foot.



What are the four functions of a campus chapter?

- 1. Direct service:** Campus chapters can fulfill this function in a number of ways, including volunteering with the local Habitat on new home construction, rehabilitation, neighborhood revitalization, ReStore work and special office tasks. Going on a volunteer trip through Collegiate Challenge or Global Village is one way to directly serve outside of your community. Direct service allows chapter members the opportunity to gain new skills, work on existing skills and physically contribute to helping families build strength, stability and independence.
- 2. Fundraising:** Campus chapters can hold their own fundraisers or help participate in fundraisers organized by their partner Habitat affiliate. Fundraising creates the resources needed to serve families in your community.
- 3. Educating:** Being a campus chapter means you are an ambassador for Habitat for Humanity to your school. We ask chapters to share with their school and local community about the importance and need for strong, stable housing and what Habitat does to increase access to decent, affordable housing.
- 4. Advocating:** To reach our vision of a world where everyone has a safe, healthy and affordable place to live requires changes to systems, attitudes and policies that lead to inadequate housing. Habitat speaks with elected officials and those in power all over the world in an effort to shape policies to serve people in need of decent housing.

What are the requirements of a campus chapter?

Below are the standards campus chapters must meet. We require these to ensure campus chapters are properly serving the mission.

- Develop and maintain a leadership structure that at a minimum includes a president and a treasurer. Sample organizational structures can be found in the [appendix](#).
- Maintain a relationship and donate to your local Habitat affiliate. The affiliate is really the spearhead of Habitat's work in your community. We ask that each chapter contribute to the mission locally.
- Maintain a relationship with your school. Work with your adviser to ensure your chapter follows whatever guidelines your school has for official clubs. Make sure both your Habitat affiliate and school have a clear understanding of fundraising efforts.
- Send in an annual report sharing how the chapter has contributed to the mission of Habitat for Humanity. We ask you to share what activities you did, how many people you engaged, and how much funding you raised. We use this information as both a



check-in on the health of the chapter and as leverage for providing more support.

- Sign an annual covenant with the upcoming campus chapter president, the chapter adviser and the local Habitat to ensure the chapter is maintaining a strong relationship with all those involved in Habitat's efforts in the community.
- Because of financial regulations, we ask each campus chapter to partner with either its local Habitat or its school's nonprofit status for all financial matters. This means setting up banking and tax exemption under either your school or your local Habitat, ensuring transparency and accountability in fundraising, and keeping accurate financial information.

What's next?

You've read this tool kit and now understand what it means to be a campus chapter. You've met with your local Habitat, your adviser, the core team and the school, and everyone is on the same page. What do you do next?

If your student group would like to start the process of becoming a campus chapter, [complete the interest form](#).

If you have any questions, please speak with your local Habitat or feel free to contact Habitat for Humanity International's campus chapters team at campuschapters@habitat.org.

Appendix 1

Tips for setting up a meeting with the local Habitat

Start with who you know. Speak with the person who helped set up your volunteer experience. Let that person know you are interested in getting more involved, and ask who is the best person to speak with about starting a campus chapter.

Initial meeting

Suggested attendees: Student leaders, school adviser, designated campus chapter liaison from the Habitat affiliate.

Topics to cover: Introductions, expectations/goals, next steps.

Introductions:

- Have each person in the meeting share who they are, what brought them to Habitat and what engagement they have with the organization.
- Representatives from the Habitat affiliate share about Habitat's broader work in the community.
- Members of the school introduce the school.

Expectations/goals:

- 1) Habitat shares its annual goals.
- 2) Chapter members share any hopes that they have.
- 3) In what ways does the local Habitat see the campus chapter helping it achieve its goals in the community?
- 4) In what ways do the campus chapter members see Habitat helping the chapter achieve its motivations?
- 5) Campus chapters are asked to fulfill four functions: direct service, fundraising, educating and advocacy. Discuss any initial ideas as to how the chapter and Habitat can work together to fulfill these.

Additional or future questions:

- a. What volunteer opportunities are available through the local Habitat?
- b. How often does the school plan to volunteer with the local Habitat?
- c. Determine collective fundraising goals.
- d. Determine collective advocacy goals.
- e. Determine collective education goals.

Next steps:

- When will we meet next?
- What is our first step toward creating or meeting our collective goals?
- How will we know if we are on track to meet these goals?

Appendix 2

Campus chapter adviser info

Adviser: Someone who agrees to support the existence of the Habitat for Humanity campus chapter as a representative of the school, to maintain consistent contact with the chapter, to identify active members, to stay abreast of chapter activities, and to advise the group when necessary.

Roles of a campus chapter adviser:

- Attend general and officer meetings.
- Assist the chapter in building a strong relationship with the local Habitat for Humanity.
- Provide guidance and advice to the chapter.
- Work with the historian to maintain the archives or history of the chapter.
- Help with the student leadership transition.
- Assist the chapter in identifying campus and community resources.
- Be a consistent contact for the chapter.

FAQs

Why do chapters need an adviser?

Chapters must have an adviser to be chartered. You can be a great asset to your campus chapter in several ways. Being a member of your school's administration, faculty or staff provides connections and networking abilities that students may not normally access. Advisers can also help students navigate any challenges they may encounter while working within a college or high school system.

Who can be an adviser?

Any person who is employed by the high school, college or university as a member of the faculty, staff or administration can be an adviser.

What skills will I need to serve as adviser?

Good news: We don't require any previous experience with Habitat. Ideally, a faculty adviser carries an interest in Habitat for Humanity and in helping people build strength, stability and self-reliance through shelter. If you are eager to coach students' involvement in service and can commit to support the campus chapter throughout the school year, this role is most likely fit just for you.

How can the adviser help during a leadership transition?

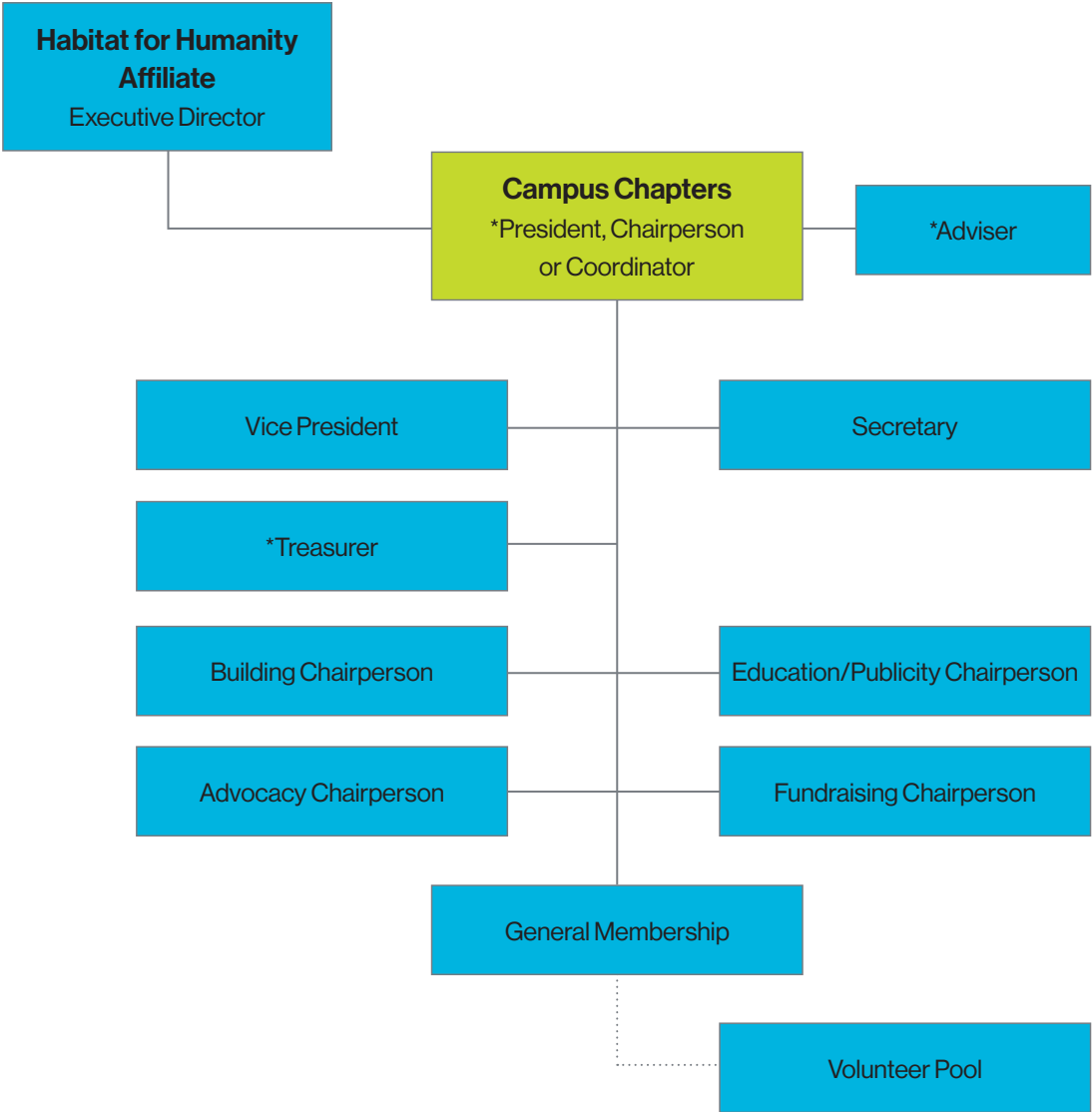
Assisting in a leadership transition is an important role of the adviser. Officers should maintain all records of their duties and of the chapter's activities. The adviser ensures that all important information is passed on, including campus chapter login/password info, the chapter's eight-digit Partner ID, and plans for all chapter-sponsored activities and events.

Thanks in advance for your support of student involvement with Habitat for Humanity! If you have questions, contact **1 (800) 422-4828, ext. 2412**, or email campuschapters@habitat.org.

Appendix 3

Basic organizational chart for campus chapters

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





every
hand
makes a difference



ADMINISTRATIVE HEADQUARTERS: 270 Peachtree St. NW, Suite 1300, Atlanta, GA 30303
INTERNATIONAL HEADQUARTERS: 121 Habitat St., Americus, GA 31709-3498 USA
(800) 422-4828 fax (229) 924-6541 publicinfo@habitat.org habitat.org

16-51595/PDF/VIE/08-2016