# Habitat for Humanity Young Professionals
## Chapter Operations Manual

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1. What is Habitat for Humanity International?

Goal and mission
Habitat for Humanity International’s vision is a world where everyone has a decent place to live. Anchored by the conviction that safe and affordable housing provides a path out of poverty, since 1976 Habitat has helped more than 5 million people through home construction, rehabilitation and repairs and by increasing access to improved shelter through products and services. Habitat also advocates for improving access to decent and affordable shelter and supports a variety of housing support services that enable families with limited means to make needed improvements on their homes as their time and resources allow. As a nonprofit Christian housing organization, Habitat works in more than 70 countries and welcomes people of all races, religions and nationalities to partner in its mission.
2. What is a HYP chapter?

A Habitat Young Professionals chapter, or HYP, is an unincorporated, self-directed, professional-led organization that works cooperatively with its local Habitat partner — whether an affiliate or a state support organization — and Habitat for Humanity International. Through an annual covenant, chapters align their mission with their Habitat partner, including fundraising within the partner’s nonprofit status. HYP is an integral part of the support and development of young professionals and of the mission of Habitat for Humanity. HYP chapters can partner with state support organizations if an opportunity to work with a local affiliate is not available, or if a state-level chapter is the best option for creating a successful and supportive HYP chapter. Chapters work with their Habitat partners to perform five main functions:

1. Directly serving with partners and Habitat for Humanity International to help accomplish Habitat’s mission.
2. Educating chapter members, the local community and members’ networks about the work and mission of Habitat.
3. Advocating on behalf of people in need of decent shelter and for an end to poverty housing and homelessness.
4. Raising funds for the work of Habitat for Humanity.
5. Participating and creating space for transformational leadership and professional development.
Purpose
Habitat Young Professionals are grass-roots volunteers who work within their local chapter and alongside a Habitat partner to create change in their communities. HYP aims to inspire, mobilize and connect young professionals to Habitat’s mission of a world where everyone has a decent place to live. Through the diverse demographic of young professionals and their talents, chapters create unity in sharing the mission of Habitat nationally and globally.

The Habitat Young Professionals movement
Habitat for Humanity is on the forefront of fighting poverty housing. For years, young professionals have formed informal groups in their communities to serve the need of affordable housing. Habitat for Humanity International wants to connect, inspire and empower young professionals to play a greater role in this mission.

Habitat Young Professionals truly began when Habitat’s founder, Millard Fuller, and his wife, Linda, created the concept of Habitat for Humanity. Both in their late 20s at the time, the Fullers embodied the same characteristics of many young professionals today, including leadership, community activism, compassion for one’s neighbor and the hope that everyone in the world can have a decent place to live.

Young professionals provide an opportunity to bring a fresh perspective and insight to the work being done in their community. Chapters offer their Habitat partners a perception of different mindsets and can be innovative in their actions while also being solution-driven. Innovation in technology, community partnerships, networks and fundraising are areas where HYP members can be change-makers for their Habitat partners. As the national program grows, HYP chapters, with support and advice from one another and Habitat for Humanity International, can come together to share community innovation and create national impact.

HYP mobilizes young professionals as hearts, hands and voices to strengthen Habitat’s societal impact and inspire action to end poverty housing. Through a continuum of opportunities, HYP offers value to members through its opportunities for networking and relationship building; personal, leadership and professional development; and engagement over a lifetime of service.

“I think the Habitat group is important because it connects YPs together and back to the community. Personally, I wanted to meet people outside of work, and I love being involved in a group where everyone is committed to taking action and using their skills to make the community better. I also think the idea of being able to lift as you climb is important as a (young professional), so I wanted to be involved in a YP group that focused on service to others.”

— Heidi Voelker, Habitat for Humanity Young Professionals of Omaha, Nebraska
Starting a HYP chapter
A Habitat Young Professionals chapter leader should embody dedication, service and enthusiasm, and follow these steps:

- Check habitat.org/hyp or email hyp@habitat.org to see if a chapter is active in your area. If so, information will be provided so that you may contact the chapter directly and find out how you can become involved.
- If there’s no chapter in your geographic area, first review the HYP Chapter Establishment Guide. This explains what HYP is and offers tips for starting a strong HYP and engaging your local Habitat partner.
- Plan and host an informational meeting or two to bring local young professionals together. Informal gatherings at coffeehouses or donated meeting spaces are an inexpensive way to do this. These interested volunteers should be cultivated to become chapter leaders.
- Send an introductory email to the Habitat affiliate or state support organization in your area to schedule a meeting to discuss the possibility of creating a chapter and go over the requirements and expectations. You can find your local Habitat-affiliated organization's contact information at habitat.org/where-we-build/united-states-canada.
- Submit the Chapter Interest Form to start the process of creating a chapter in your area.
- An HFHI staff member will contact you within two weeks of your request with more information on how to move forward. HFHI will provide further training if needed before affiliation.
- You will be sent the HYP Operations Manual and Covenant agreement, which will be signed by the HYP chapter chair and the partner organization’s executive director or CEO and emailed to hyp@habitat.org to be signed by the HFHI staff. Once signed by all parties, the Covenant will serve as your chapter's official charter.
- Once the Covenant is submitted and reviewed, HFHI will send an official welcome packet.
- Work with chapter members and your Habitat partner to fulfill all requirements laid out in the Covenant, including making a donation to the partner at least once a year and planning at least one annual service event in support of the cause of affordable shelter.
- Submit an annual report consisting of questions that help us understand where chapters are thriving and where support is needed, pay dues that allow us to continue to serve the national Habitat Young Professionals program and that ensure your chapter’s seriousness and commitment to our department’s time and energy, and support your Habitat partner by joining in on projects in the community and always linking chapter activities to Habitat’s mission.

Building a chapter
The size of the city, local demographics, geographical location and proximity to the nearest Habitat affiliate or other partner are all factors that define and influence each chapter. HYP chapters typically experience frequent change and growth as the level of interest fluctuates, as individuals with different areas of expertise and interest come and go, and as the type and amount of available resources change. In addition, a wide range of external factors, such as the local economy and the environment, play a role in each group’s life. Despite the many variables that affect a chapter’s character, all HYP chapters must operate within the guidelines set forth in Habitat’s mission and the HYP Covenant (signed by the chapter, Habitat for Humanity International and the local Habitat partner).

Each year, HYP chapters are required to:

- Re-sign the HYP Covenant with their local Habitat partner and HFHI.
- Perform the five Habitat Young Professional functions.
- Pay $200 annual dues by July 15 (unless chartered after March 31 of the same year).
- Submit annual report by July 15.
**HYP: Leadership development**

HYP is charged with developing the future leaders of Habitat. HYP members are encouraged to progress into further leadership roles both within Habitat and in their communities. HYP members often move on to work directly with Habitat affiliates, state support organizations or national organizations as volunteers, fundraisers, donors and board members. With this in mind, managing a successful HYP group means always recruiting new members and looking for opportunities to work with a Habitat partner to make the transition from HYP to Habitat office intentional and smooth. HFHI will offer continual support, training and resources for HYP chapters to better find and develop leaders for Habitat’s work. The HYP Advisory Council is also available to provide guidance and share best practices. Requests for help can be sent to hyp@habitat.org. For more information on leadership and professional development, see Appendix 2.

**Legal and liability issues**

Areas of concern surrounding legal and liability issues for HYP chapters include working with Habitat partners locally or during build days or other service programs, organizing local building events, volunteering with organizations other than Habitat, and traveling to and from work projects. Every Habitat affiliate and HYP chapter is responsible for organizing its own risk-management program, which includes four components:

1. Safety training.
2. Emergency response.
3. Insurance.

This manual is only a guide. HYP leaders should discuss all program components with the Habitat partners they work with to determine what is required of participants to properly mitigate risk related to the four components listed above.

HFHI insurance would cover only HFHI-sponsored events, such as Global Village trips and nationally sponsored HYP events. Affiliate insurance may cover only events that are expressly sanctioned by a Habitat for Humanity affiliate.

When working with another community organization, HYP chapter leaders should discuss safety and liability issues with that organization before the event, as neither HFHI nor affiliate insurance is likely to cover the event. It is important that the organization has liability insurance for the activity that will take place. If it does not, the HYP chapter should discuss the situation with the local Habitat affiliate and ensure that risk is properly mitigated with other insurance, waivers of liability, and proper training.

Any time chapter activities involve travel, the organizer of the activity should determine rules and regulations that apply to the vehicles the group plans to use. If the chapter chooses to rent vehicles for ground transportation, follow all rules outlined in the loan agreement. This may include restricting driving privileges to registered drivers who have a current license and are of a certain age. If rules or regulations are not followed and an accident occurs, vehicle insurance may be nullified and individual chapter members or the chapter may be liable for damages. When using personal vehicles, make sure that drivers are covered by their own or the vehicle’s insurance. Consult someone knowledgeable about rental company rules and regulations and about state insurance laws.

“The movement of Habitat Young Professionals started as grass-roots, independent efforts in partnership with several affiliates across the county around the same time. These young professionals saw a need and mobilized to act on it. This epitomizes the energy and entrepreneurial spirit of the next generation. HYPAC is dedicated to providing resources and connection to this movement in order to accelerate its efforts to fight poverty housing in their communities and beyond.”

— Kristin Gasser, Habitat Young Professionals Advisory Council
3. Appendices

Appendix 1: Five functions

1. Service opportunities available to HYP
HYP groups have many opportunities to build with their local Habitat partner and engage in community development.

Although construction site volunteering is the most popular Habitat service, volunteering does not have to be limited to the build site. As Habitat for Humanity expands the ways that it serves families, we hope HYP chapters will also expand their roles to serve more people.

Serving with your Habitat partner
Habitat affiliates’ volunteer needs vary greatly. Some have a great need for volunteers, while others have an abundance of volunteers and need to schedule their service, sometimes weeks in advance. Building a relationship with your Habitat partner is the key to successful volunteering. Find a balance between the needs and desires of the Habitat partner and those of your group.

We strongly recommend you volunteer primarily with your Habitat partner. There may be opportunities to serve with a neighboring affiliate in need of volunteers. Please have open communications and be sensitive about any donations collected in your partner’s service area and where you are donating those funds. (See Section 2 of this appendix for more fundraising information.)
Habitat partner opportunities
The role of the volunteer has changed significantly. Here are a few ways a HYP group can serve its local affiliate or other Habitat partner:

- **New home construction:** From laying a foundation to landscaping, volunteers can sponsor a home or work with a home sponsor to complete construction.

- **Neighborhood Revitalization and A Brush with Kindness:** This can range from minor home repairs such as installing a wheelchair ramp or painting, to major rehabilitations, such as bathroom renovations.

- **ReStore:** Habitat for Humanity’s retail stores are in need of volunteers for a range of services, from sorting donations to skilled marketing and advertising.

- **Skills-based:** Using professional skills to assist the Habitat partner in day-to-day operations ranging from graphic design to helping write land deeds.

- **Mentor young people/partner with youth programs:** Volunteers can partner with younger volunteers and homeowner youths to create projects such as writing letters to homeowners or building a flowerbox. The opportunity to mentor and partner with young people extends through college, as we want our young professionals to continue to bridge the gap of leading a service life after school and into a professional career.

International opportunities
- **Global Village:** Volunteer internationally to build decent, affordable shelter alongside members of the community. Learn about poverty housing, development challenges and Habitat’s ministry and mission to help eradicate them.

For additional domestic and international opportunities, check out habitat.org/getinv.

2. Fundraising as a HYP chapter
The ability to generate funds consistently plays a key role in Habitat’s mission to eliminate poverty housing. Each HYP chapter is expected to become involved in the full vision and mission of Habitat by fundraising with local affiliates and international organizations. HYP chapters have the opportunity to fundraise for the local affiliate, in support of HFHI, and to support HYP chapter operating costs. Chapters should work with their Habitat partners to develop fundraising opportunities and an annual fundraising target. Each year, chapters are expected to sign a letter of understanding with their Habitat partner that sets forth clear fundraising expectations from both parties, including mutual agreement on the types of fundraising events and activities the chapter will undertake in support of the partner, and the circumstances under which the chapter may fundraise for national HFHI campaigns.

Chapters should note that all funds raised are tied to the affiliate or other Habitat partner automatically as part of the partnership.

Financial management
HYP chapters are responsible for making sure that donor funds are used appropriately. Put a plan in place so that funds are not mismanaged or misused. In order to be good stewards of the resources entrusted to them, chapters must be intentional about establishing financial leadership.

Financial leadership
HYP chapters can foster financial leadership by first educating themselves and then ensuring that new leaders are educated in all things financial. It is essential that all board members are knowledgeable about the chapter bylaws, finances and fundraising policies. HYP leaders must also ensure that board members are aware of financial reporting and accounting practices.

Fundraising guidelines
The following guidelines have been established in order to ensure that HYP chapters are good stewards of the resources entrusted to them. Current chapter leaders and affiliate liaisons should set aside time to review these guidelines with incoming leaders, especially those involved with planning and leading fundraising events. They should also consult and fully comply with the fundraising conditions set forth in the Covenant.
Chapters are directly connected to a Habitat for Humanity affiliate or state support organization through the Covenant and therefore have nonprofit status via that partnership. Therefore, the chapter will receive tax exemption through the partner and maintain its finances through the partner’s bank account. The chapter will not maintain a separate bank account or obtain a separate employer identification number from the Internal Revenue Service. Chapters must comply with all requirements set forth by the partner.

Funds or in-kind donations received by the chapter must be used for Habitat-related purposes to provide decent housing for people in need. The funds or in-kind donations cannot be used in a manner that is contrary to the Habitat for Humanity mission, and cannot be used for the benefit of an individual. The chapter must hold, manage and disburse funds raised in accordance with the general mission of Habitat for Humanity.

Funds must be used for announced purposes. The chapter and Habitat partner should sign a letter of understanding at the beginning of each year that sets forth clear expectations as to fundraising details and purposes. Funds raised for a house sponsorship, for example, cannot be used to fund a Global Village trip, and vice versa. Funds raised for use by a Habitat affiliate or other Habitat partner must be donated to that partner. Funds raised for an international affiliate, a national HYP campaign through HFHI or for the support of Habitat’s general work must be donated to HFHI.

All fundraising in your community must be done in cooperation with your local affiliate or other Habitat partner. By working together, you and your affiliate will ensure that you will not make the mistake of approaching the same donor with a request for funds. In coordinating your efforts, you will have greater success in working with donors.

Funds raised in addition to dues should be designated for a specific Habitat-related purpose, such as a house sponsorship, Global Village trip or donation to HFHI’s HYP program or to your local affiliate or other Habitat partner. If funds are designated for a specific purpose, they should be used as soon as possible for that purpose. If funds are not designated for a specific purpose, they should be turned over to the local partner as a contribution to that partner’s tithe.

Chapters cannot establish endowments. An endowment is a large sum of money deposited in an interest-bearing account from which the interest is withdrawn and used to fund operations and projects. Although an endowment might allow for the construction of a greater number of houses in the long term, there are many families who have an immediate need for decent housing, and Habitat's philosophy is that their need should be met as soon as possible if the resources are available.

HYP chapters should not raise funds for other organizations or imply that another organization’s project is sponsored by Habitat for Humanity. When a HYP chapter raises funds for another organization in the name of Habitat for Humanity or announces that another organization’s project is sponsored by Habitat for Humanity, it may give the impression that the organization is endorsed or supported by HFHI. Habitat must retain the right to make those decisions in order to avoid confusing the public or potentially creating public relations issues.

Fundraising events should be appropriate to the identity of the organization and reflect well on Habitat for Humanity International. If you have questions about the appropriateness of an event, please contact hyp@habitat.org.

HYP chapters must keep accurate financial records and accurately report these records in the HYP annual report.

Seventy-six percent of Habitat for Humanity’s funds come from contributions, gifts and grants from individuals.
Budgeting
Planning a budget is a central part of your chapter’s success. HYP groups will need to work closely with their Habitat partner when creating a budget, as each partner might have a different timeframe for when budgets are due and when funds will flow through their accounts. To create a budget, you first must know what you are planning on doing. Begin with the goals you would like to accomplish. Break those goals down into specific tasks with timeframes, and assign resources, both monetary and other. The timeframes and monetary resources needed are your budget. Also consider that educational, advocacy, networking and building events may have expenses associated with them.

Accounting
HYP chapters have a tremendous responsibility to future Habitat homeowners and the mission of HFHI to be transparent in reporting their fundraising activities and use of funds. HYP chapters must have a documented process to authorize and track expenses and income through their Habitat partner. Your partner can guide you in creating and implementing this process using the proper accounting terms and practices. HFHI’s fiscal year ends June 30. HYP chapters will need to submit an annual report, including accounting information, for the previous 12 months ending June 30 to HFHI by July 15. Careful work throughout the year to track expenses and income will make completing this report easier.

Spending
HYP chapters should discuss procedures for all preferred spending with their Habitat partners. This may include the use of credit cards, checks, online accounts, etc. While there is no singular method of spending that must be used, it is important that both parties understand the intent for spending procedures, such as any guidelines the partner has for allowing the HYP chapter to use credit cards in its name. A Letter of Understanding (see template in Appendix 7) should describe proper usage and procedures that both entities agree to. Partners and chapters should discuss how to practice good stewardship with funds.

Reporting
HFHI’s Volunteer Mobilization and Innovation, or VMI, team provides HYP chapters with resources to help them report all of their income and expenses. Other nonfinancial metrics will also need to be tracked and submitted to HFHI. These other metrics may include membership, social media engagement, event information, etc. Having a system to track these metrics and reporting on them monthly or quarterly will make the job of submitting the chapter’s annual report much easier and will help chapters not to forget or miss information when reporting time comes around.

Grievance procedure
A grievance would be a claim by a HYP chapter that it was harmed by the misinterpretation or misapplication of funds given to the partner Habitat-affiliated organization, or of a policy agreement. This could also occur in reverse order, with a claim by the partner.

The first step in case of grievances is to discuss cases with leaders of the affiliate or other Habitat partner and then its board of directors. If grievances still need to be addressed, the following process is suggested for HYP chapters and their Habitat partners. Grievances should be brought to the attention of the Volunteer Mobilization and Innovation staff by emailing hyp@habitat.org, with a full explanation of the claim. At that point, a discussion will be scheduled with representatives from the HYP chapter, the Habitat partner and HFHI’s staff to identify possible outcomes or solutions.

“...Our local HYP chapter members serve as build site crew leaders, home/financial assessors for family services, architects for our home redesigns, presenters for our homeowner education workshops, and as our board of directors president. They are taking their skills and applying them to better serve their community. HYP is more than fundraising; it’s a way for this generation to give back.”

— Emily Fernald, Midlands Habitat for Humanity, Midland, Texas
3. Advocacy as a HYP chapter

Why should we advocate?
Hundreds of millions of people face a severe housing problem, living without adequate sanitation, with irregular or no electricity supply, and without adequate security. Habitat’s vision is of everyone having a decent place to live, but building alone will not let us reach this goal — there are systems and policies in place that make it impossible. These issues include ensuring that people have the right to their own land or that a community is zoned for housing.

Advocacy is about raising the urgency of the issue so that governing officials act to pass legislation to remedy the problem.

What is advocacy?
HFHI defines advocacy as changing systems, policies and attitudes to achieve decent housing for all. In determining what issues to advocate for, speak with your affiliate or other Habitat partner and add to the work it is doing. If your partner is not advocating, we recommend visiting habitat.org/gov and choosing one of the issues Habitat for Humanity is advocating for nationally or internationally.

Advocacy is typically a multistep process, moving from educating a broader audience to mobilizing them to speak out on a specific housing issue. The most common advocacy activities include meeting elected officials, writing letters, signing petitions and attending community meetings.

We suggest that chapters develop an annual advocacy plan, attend the annual Habitat on the Hill advocacy conference in Washington, D.C., and register online for Habitat’s Advocacy Action Center.

Rules of advocacy
HYP chapters are able to engage in most forms of advocacy. However, since they are acting on behalf of their Habitat partner or HFHI, there are some basic restrictions. These restrictions refer to actions made on behalf or in representation of the HYP chapter, affiliate or HFHI; they do not refer to actions taken while acting as a private citizen. Affiliated organizations are encouraged to dedicate efforts to advocacy, though it is not a requirement. For affiliates that choose to participate in advocacy, Habitat has a policy setting forth the requirements that apply to all such efforts, including certain legal requirements. Among them:

- Do not endorse a political candidate financially, verbally or promotionally.
- Do not align yourself with a political party; HFHI is a politically neutral organization.
- Do not endorse legislation unless it is first endorsed by HFHI or your local affiliate.
- Do not align yourself with another organization without checking with your affiliate and the national HYP program coordinator at hyp@habitat.org.

Please refer to the guidelines in the U.S. Advocacy Policy at my.habitat.org/3e10c for more specific information. (For more information about My.Habitat, see “Resources from Habitat for Humanity International” in Appendix 11.)

Integrating advocacy into the HYP structure
A HYP chapter should integrate advocacy into its mission and operations. Strategies for including advocacy in your mission include:

- Include advocacy in chapter standards of excellence.
- Appoint an officer or committee to work on advocacy activities.
- Join your local affiliate’s advocacy efforts.
- Work with other local groups that are doing advocacy around poverty housing. (Remember to consult your affiliate or other Habitat partner before working with other groups.)

Meetings, fundraisers, build days, membership recruitment, and team-building activities can all have elements of advocacy built into them.

4. Professional/leadership development with HYP

Habitat Young Professionals are part of the next generation of Habitat for Humanity’s leadership. Leadership is a vital part of the volunteer continuum of further engagement. Participating in a HYP chapter gives members the opportunity for professional development and voluntary leadership opportunities at a Habitat affiliate. Chapter leadership is a great way to promote leaders...
and use their skills. It also is a great way for innovative ideas to flourish in the group.

Chapters should meet with their Habitat partner on a regular or annual basis to outline opportunities for chapter members to participate in the organization’s leadership. This can vary among Habitat-affiliated organizations, but a few examples would be electing a chapter member to be a part of or report to the affiliate’s board of directors or having members as part of affiliate committees. The chapter should have a set plan for professional development tasks and activities and events. These opportunities could be developed through partner organizations such as another young professionals’ network.

HFHI also coordinates with the Habitat Young Professionals Advisory Council, which is made up of HYP chapter leaders from across the country who serve to guide the direction of the national HYP program. HYPAC members serve a two-year term and have an option to stay for a third year. To take part in this opportunity for professional and leadership development, please email hyp@habitat.org.

5. Educating the community about Habitat for Humanity’s mission
Educating chapter members, the local community and members’ networks about the work and mission of Habitat and the importance of eradicating poverty housing is vital to achieving our work. This is often a first step to involvement and has the potential to bring new volunteers to Habitat as they learn more about the affordable housing cause. Education and awareness raising are great volunteer opportunities, giving chapter members the opportunity to share within their networks information, facts and stories about Habitat in their community, nationwide and abroad.

Education examples:
- Carving out time in a HYP meeting to educate members. Allow time for discussion and possibly new ideas about how to address parts of housing issues.
- Using social media to share housing facts and stories.
- Holding events in community spaces, such as city festivals, block parties or town hall meetings.
- Mentoring young people and partnering with schools on career days to promote the ways Habitat service covers a broad spectrum of meaningful volunteer opportunities.

World Habitat Day
The United Nations has designated the first Monday of each October as World Habitat Day. On this day, we reaffirm that adequate shelter is a basic human right, focus on the conditions of cities and towns around the world, and call attention to the need for affordable housing. Visit habitat.org/getinv/events/whd/ to learn more.

“Sitting in a boardroom with an amazing group of community leaders and directly participating in the decision on the future plans of our affiliate was not my goal for involvement when I began volunteering with Habitat Omaha, but that is where I ended up. I knew I wanted to give back to the community, and when Habitat Omaha came asking my employer for volunteers to begin a young professional organization tied to Habitat Omaha, I jumped at the chance. I took on different leadership positions within the HYP chapter, and that eventually led me to a seat on the board of our affiliate. The experiences that I gained through those leadership positions are invaluable to me personally, and I certainly hope that I’ve been able to contribute along the way. Creating an environment to make decisions, experiment and grow with HYP is vital in developing leaders who will be advocates for change in their communities.”

— Kevin Fustos, Habitat Young Professionals Advisory Council chair and Habitat for Humanity of Omaha (Nebraska) board of directors member
Appendix 2: Leadership

Below are some recommendations for HYP chapter structure. See Appendix 7 for suggested organizational structure.

Defining leadership positions
The way a HYP group’s structure is defined will greatly influence the chapter’s ability to manage and develop its resources and achieve its goals. When creating its structure, a chapter must define leadership positions and the relationship of chapter leaders to one another and to other chapter members. The Volunteer Mobilization and Innovation department at HFHI has recommended structures and positions, but these should be individualized based on chapter size, age and growth rate. As part of the charter agreement process, chapters define officer and committee roles and relationships in their bylaws. Those roles should be based on the group’s needs and goals. HYP leaders should regularly assess the effectiveness of the group’s structure and make changes as needed.

Developing and communicating HYP roles
The HYP leadership must motivate members by regularly communicating with officers and chapter members:

- To share information.
- To determine accomplishments and set future goals.
- To ensure that the chapter follows a defined method of operations.
- To direct and develop the chapter’s vision, including coordinating planning efforts, mediating conflicts and celebrating achievements.
- To clearly define officer responsibilities and accountability.

Defining roles of leadership positions to fit each officer’s individual interests and skills can help to create a successful, well-run chapter. A clearly defined position will help officers train and develop future leaders and will be useful during the election process and the changing of leaders. The definition should include a description of the position and guidelines about how to achieve what is expected. For example:

- Attendance requirements for chapter meetings.
- Number and type of reports that must be submitted.
- Communication with other officers and chapter members.
- Length of term.

Questions to consider when defining structure

- What is the size of the core group?
- What is the level of Habitat experience among the members and the amount of time they can commit to the chapter?
- Is the core group diverse and representative of the community?
- Do core group members communicate and make decisions well?
- Are systems in place to develop and nurture leadership?
- Does the core group have ties to local ministries, volunteer programs and young professionals programs?
- What resources does the chapter possess?
- How is the group’s communication with the closest Habitat affiliate?
- Is the local community knowledgeable and supportive of Habitat?
Selecting officers and board members
Election methods and timing should be thoughtfully designed to meet individual chapter needs. Some chapters select officers through a nominating committee that identifies the most qualified people to run for office. There are several other effective methods of selecting chapter leaders; discuss with your Habitat affiliated organization partner which method is most effective for your chapter. For questions on best practices of selecting officers and board members, email hyp@habitat.org.

Delegating
As the HYP group’s size increases, failure to delegate responsibilities or tasks prevents new members from getting involved and promotes burnout as a job becomes too big for one person. Effective leaders enable others by providing adequate training and guidance while letting them take ownership of projects. This allows individuals the freedom to use their creativity and talents. As individuals demonstrate their abilities and learn about HYP, they will require less instruction and be capable of managing bigger projects. The HYP leader responsible for task or project completion should follow up regularly by checking in with the volunteer to determine how things are progressing and whether there are any questions or concerns. A publicity chairperson may delegate the responsibility of producing the chapter newsletter to one or two members, making sure to communicate expectations about format and deadlines, providing instructions about layouts, production and mailing procedures, and detailing essential information to include in any piece that is passed on. The fundraising committee chair may ask members to organize a small event or to solicit donations from certain individuals. Delegating guidance can be obtained from HFHI’s staff or the advisory council by contacting hyp@habitat.org.

Transitioning leaders
Successful, smooth leadership transition is the key to chapter longevity. The following suggestions will help chapters as they construct their leadership transition plans:

- Officers should maintain all records of their duties and of chapter activities. That information should then be assembled in a useful fashion.
- Bring together the new board with the former board. At a retreat or meeting, discuss what was successful and unsuccessful for the chapter the past term, and the vision for the future.
- Old and new officers also should meet individually to discuss roles and details specific to those roles.
- The new board should meet with an affiliate liaison to discuss annual goals.

Make sure to pass on:
- Plans or blueprints for any events you have planned, especially if the event is annual.
- Contact information for key leaders and contacts.
- My.Habitat ID and password.
- Partner ID number.
Appendix 3: General membership

Membership requirements
Some HYP chapters develop membership requirements to encourage participation in chapter events and to identify the number of active members. It is important to be able to communicate accurate membership numbers to supporters of the chapter. Some HYP chapters have annual dues for official members, some require volunteer hours, and some require a combination. As a committed volunteer, one should make an effort to do other tasks in addition to building, including participating in fundraising or educational events, setting up a visit with a local legislator to advocate for affordable housing in the community, or participating in a professional development workshop. If chapters choose to enforce membership requirements, they should be strict enough to increase participation in chapter events, but not so strict that potential members might be unable to fulfill them or are turned away.

Diversity
Habitat believes everyone has a part to play in the fight against poverty housing, regardless of sex, race, class, rank, physical ability or any other characteristic. HFHI expects our chapters to reflect this attitude as well and believes that there is strength in diversity. Your chapter is encouraged to recruit members who are a cross section of all walks of life in your community. Diversifying your chapter brings people together to make a difference and affords your whole chapter more rewarding and exciting experiences with Habitat.

Recruitment and retention: Stages of involvement
There are three main stages of member involvement:

• **Point-of-entry volunteer:** A volunteer “feels out” your chapter, with no commitment and no responsibility. This volunteer may attend a build day and one or two membership meetings. A point-of-entry event is designed to introduce volunteers to your organization. The event should be engaging and exciting, and allow you the opportunity to share HFHI’s mission and collect information from interested volunteers.

• **Active member:** Attends meetings regularly, takes an active role in special projects such as fundraisers, or serves on a committee. Potential active members are volunteers who have attended meetings regularly, participated in multiple build days or helped with a special event.

• **Chapter leader:** Takes an active role in the leadership of the chapter either as a committee chair or an officer.

Moving point-of-entry volunteers to active members

• Show the volunteers how skills are valuable to the sustainability of Habitat. Volunteers are more likely to volunteer repeatedly if they understand the long-term effects of their efforts.

• Match volunteers’ skills with the needs of your group.

• Personally ask people to be involved with a specific project.

• Explain why you decided to ask the person to help. What skills make him or her a good candidate for the task? For example: “You told me you enjoy doing artwork. Would you be interested in helping design our T-shirts?”

• Use written job descriptions that indicate how much time is required. Make sure committee members have the support and direction they need. Schedule a time to check in with them.

• If some of your point-of-entry volunteers do not have skills that match your needs, you can consider inviting them to take on a new project they are interested in leading.

• Recognize and thank committee members for their contribution.
Transitioning active members to HYP leaders
Volunteers who have successfully made the leap from point-of-entry to committee work should be considered for even greater involvement. They have made a commitment to HFHI beyond just signing up with their email.

- Invite a committee member to be in charge of a project or assist a current chapter leader with a project.
- Ask current leaders to explain their positions at a chapter meeting.
- Invite interested active members to attend officer or board meetings.
- Personally invite an active member to run for a position.
- Make sure all qualified committee members have fulfilling positions in your organization, whether they become chair or vice chair of the chapter, or the chair of a committee.
- Explain the benefits and resources that are available to them through HYP.

Volunteer recognition
Recognition is a vital part of any volunteer organization. When people donate their talents, skills, time and money, it is important that they are recognized for their contributions. Appropriate recognition also encourages volunteers to stay involved. HYP chapters are encouraged to organize volunteer recognition programs at the end of a big project or at another appropriate time. It is important to recognize the contributions of every volunteer. There are a number of ways to do this, including having a picnic or party, or sending a letter or certificate to each member. Even saying “thank you” can make people feel appreciated. Some chapters offer special gifts such as Habitat merchandise to recognize individuals who have made exceptional contributions. Another way to recognize members is by sharing their story, efforts and contributions through a blog, post or video.

Collaboration with Habitat programs and community organizations
HFHI recommends that HYP chapters reach out to local campus chapters, Habitat AmeriCorps Alumni Association groups and other local HYP chapters to partner with them in service to HFHI, the local affiliate and the community. Collaborating with these groups can increase the scope and reach of an event or fundraising campaign and can also lead to innovative opportunities. Chapters may also work with other community organizations that help alleviate the problems of inadequate housing or homelessness when Habitat’s local work is limited, or if a community organization needs volunteers. Any partnerships with other organizations should be discussed with your partner affiliate.
Appendix 4: Affiliate relationship

Developing relationships with Habitat affiliates and HFHI is essential to developing and sustaining a HYP chapter. To establish an effective partnership, you can work cooperatively with your partner affiliates by establishing regular, open communication and finding ways to create and define the relationship. You can work with HFHI to seek resources, answers to questions and assistance. A brief outline of these items is below. Further information can be found in the HYP Chapter Covenant in Appendix 6.

Roles

- **Habitat for Humanity International**: HFHI is responsible for supporting affiliates and HYP chapters through research and development for capacity building resources, organizing HYP at the national level through network support, campaigns, event planning, national marketing and technical assistance.

- **Affiliate**: An affiliate is the incorporated, local, nonprofit Habitat for Humanity organization charged with carrying out Habitat's mission at the grass-roots level. Affiliates are responsible for providing resources and guidance to HYP chapters through a designated staff resource. They are a partner for HYP chapters and can assist in the development and growth of the chapter.

- **State support organization**: State support organizations are affiliated by a covenant between Habitat for Humanity International and representatives of Habitat for Humanity affiliates within a state. The mission of state support organizations is to serve the local needs of affiliates on a statewide level, to create better housing solutions and housing partnerships, to form stronger stakeholders, and to provide resources that would not otherwise be available to individual affiliates within their communities. Just like HYP chapters, a state support organization has a highly developed collaborative relationship with partners. HYP chapters can partner with state support organizations if an opportunity to work with a local affiliate is not available, or if a state-level chapter is the best option for creating a successful and supportive HYP chapter.

- **HYP chapter**: A HYP chapter is an unincorporated, self-directed, professional-led organization that partners directly with the local Habitat affiliate, state support organization and HFHI to perform five main functions: serving, fundraising, advocating, educating and professional/leadership development. HYP chapters will not file for a separate employer identification number with the Internal Revenue Service, will not maintain independent bank accounts, and will receive tax-exempt status through their relationship with the participating affiliate.
Collaboration
Regular, consistent communication is essential to every HYP chapter-affiliate relationship. It also is important for HYP chapters to discuss expectations and participate in strategic planning with their Habitat partner at the beginning of each calendar year or quarter. HYP chapter leaders can initiate the discussion by inviting the Habitat partner to a meeting arranged for this purpose. A general discussion about what HYP chapters and affiliates need from each other is a good starting point. Once goals have been set, the chapter's board of directors might wish to initiate a strategic planning session in which the chapter considers the planned projects.

Troubleshooting
If problems do occur, resolving them immediately helps strengthen the relationship. If an impasse is reached, the HYP chapter should call or email the HFHI Affiliate Support Center for assistance. Call toll-free 877-434-4435 from 8 a.m. to 8 p.m. EST Monday through Friday or email ussupportcenter@habitat.org. The support center staff is available to provide ideas and support, or to mediate in a conflict.

Creative ways to partner
There are many ways the HYP chapter and Habitat partner may work together besides building. Chapters provide a broad range of services, from assisting with an affiliate's fundraising or special event to providing day care for prospective homeowners or working in the affiliate office. HYP members often have specialized skills, resources and energy that can be matched with these services. Some members have committed themselves to tutoring homeowner children or helping the affiliate's volunteer coordinator host out-of-town volunteers. Find out the skills and passions of your HYP chapter members to see how they can be directed to helping Habitat for Humanity.

Working with other affiliates
If chapters want to work with local affiliates or Habitat organizations other than their partner affiliates, they should first speak with their partner. Working with other affiliates or young professionals groups allows your HYP chapter to brainstorm ideas for future events and increase the visibility of the overall HYP program.

Chapters that are working with multiple affiliates or organizations should be careful to keep all the organizations informed of the chapter's activities and cultivate relationships with each affiliate. Transparency and communication are important so that affiliates are aware of the expectations, commitments and efforts of the chapter with the various affiliates the chapter is working with. Chapters should be careful that their work for one affiliate does not disadvantage another nearby affiliate in any way. For example, if chapters are raising funds for one affiliate, they should be careful not to approach businesses that are located in the service area of a different affiliate. If chapters raise funds that are designated for a specific affiliate, they should always donate the funds to the affiliate for which the funds were raised, and never to a different affiliate. Just as affiliates must only fundraise in their service area, so must chapters.

Chapters can volunteer to build at one affiliate and serve on a committee for a different affiliate. Chapter leaders should contact HFHI if they need any support related to working with multiple affiliates.
Appendix 5: HFHI branding, communication and public relations guidelines

Value of the Habitat name
HFHI has worked diligently to build a trusted brand. Organizations that have a relationship with Habitat have the responsibility to operate in a manner that builds the public’s trust of the Habitat name. Affiliates and HYP chapters have helped build this brand through the work they do every day in communities around the world. Habitat is consistently rated one of the most trusted and well-known nonprofit organizations in the United States.

HFHI’s global logo helps us present both the organization and our efforts in a clear, cohesive manner. The consistent use of this logo helps ensure the strength, stability and awareness of the Habitat brand worldwide, enabling us to reach more people with Habitat’s message and build more houses with families in need of simple, decent places to live. Subject to the conditions set forth in the Name Permission Request (included in the Covenant), chapters can get a custom logo for their groups, along with logo tools and guidelines, through the Resource Warehouse on My.Habitat. (See “Resources from Habitat for Humanity International” in Appendix 12 for more information on the Resource Warehouse.) If you have any questions about creating or using the logo, please email hyp@habitat.org.

Chapter naming structure
Naming is essential to the branding of the chapter’s online identity. Therefore, aligning your affiliate or partner organization’s name with the Habitat Young Professionals name in the title is incredibly important. An example is Twin Cities Habitat Young Professionals. The abbreviation for the association is still HYP. (Pronounced “hype.”)

Example:

Communication and social media

Getting started: Gmail, Google Docs and social media
If your affiliate or Habitat partner organization is unable to create an email address for your HYP chapter from its domain with remote access for chapter leadership to manage correspondence, consider setting up an email account through Gmail. The Gmail address must match the official chapter name. Your Google account can then be used to register for social media sites, and Google Docs can be used to store important chapter information. You can create a Google document to store the entire chapter’s account information for different sites and share that document with the rest of the communications staff. Someone can take responsibility for filling out the profiles for the chapter’s various social media pages with relevant information. The best part about this process is that it takes little to no time and is completely free.
Recommended communication tools

- **Facebook**: Habitat Young Professionals highly suggests creating a Facebook page (facebook.com) for your local chapter to create an online community and share news and events. Many volunteers are active on Facebook. Pages are a simple and quick way to create a presence and drive traffic back to affiliate events. Volunteers who search for your chapter’s Facebook page are more likely to find it if you use your official chapter name (as described above in the “Chapter Naming Structure” section) as your Facebook page’s name. Facebook is also a great tool for recruiting new members and advocating for affordable housing.

- **MeetUp**: MeetUp (meetup.com) is another useful tool for organizing members and driving events. Chapters can create a group for HYP members to join, and advertise events to the community. Some chapters even request to post their events on other groups’ calendars. Doing so expands your market reach.

- **LinkedIn** (linkedin.com) is a great tool to provide your members with professional development opportunities, e.g., posting local and national Habitat jobs, job fairs, and tips for resume building and professional networking. It’s also a great way to recruit chapter leaders. If your chapter chooses to create a LinkedIn profile, please check with your affiliate or Habitat partner about creating an extension of its company page, i.e., a showcase page. This creates continuity between the affiliate and chapter while giving the chapter the ability to interact with its members.

- **Other social media platforms** are great ways to engage young professionals. Feel free to explore and use the tools that connect the most with your members. We encourage groups to create a hashtag representing the chapter and an event to keep communications consistent across all platforms, regardless of whether the chapter has existing accounts.

Publicity and media relations

We encourage HYP chapters to reach out to local media outlets and invite them to events that showcase one of the five functions of service with Habitat. Those who wish to draw media attention to an event should first contact their local affiliate for assistance in coordinating with the Public and Media Relations department. If the HYP chapter is working on an independent project that does not have the direct involvement of a local affiliate, then the chapter is welcome to coordinate with the media or gain guidance through HFHI.

Coordinating publicity efforts with local Habitat affiliates is also essential because of the limited number of media opportunities in any area. Affiliates and HYP chapters are partners in the same mission of eliminating poverty housing from the world. If a HYP chapter and its Habitat partner are duplicating efforts, one or both might not receive coverage. It is vital to communicate public relations goals and strategies with the partner before contacting the media so that both groups are likely to receive publicity and be seen as one organization. Additionally, the partner will likely have contacts and connections with the local media and experience working with them.

HFHI training and conferences

HFHI is committed to making sure HYP chapters have the tools they need to be as effective as possible. This is accomplished through direct support and training. A brief outline of these items is below.

- **Direct support**: HFHI’s staff offers support to chapters in development, guiding them through the application process and helping them start off as chapters in good standing. The staff provides ongoing support for chapters and partner affiliates.

- **Training**: HFHI’s staff and the HYP Advisory Council offer a wide variety of training to chapters and work to integrate HYP chapter education tracks in U.S. training events and conferences. Chapters can participate in state support organization trainings offered by HFHI’s staff and can talk to their local affiliate about training opportunities. Such opportunities may include conference calls, webinars or in-person conferences. Training topics could include, but are not limited to, fundraising techniques, advocacy and civic engagement, and leadership skills and development.

Habitat conferences are valuable sources for training and educational opportunities. Scholarships may be available for conferences.

Members are encouraged to check habitat.org for more information. More training resources are available on HabitatLearns.org and the Knowledge Center on My.Habitat.
Appendix 6: HYP Chapter Covenant

The chapter Covenant is to be adopted as written in its entirety and should be re-signed and emailed to hyp@habitat.org by all parties by July 15 each year.

- Please ensure that the HYP chapter and partner Habitat-affiliated organization names are entered into the relevant spaces as noted; names may be typed or printed.
- Signatures cannot be typed.
- Please have the HYP chapter president and the executive director or board president of the affiliate or other Habitat partner sign before submitting to Habitat for Humanity International. Signatures must all be on one page. We cannot accept multiple signature pages.

Covenants can be returned by:
- Emailing a scanned version to hyp@habitat.org.

Mission vision
A world where everyone has a decent place to live.

Mission statement
Seeking to put God’s love into action, Habitat for Humanity brings people together to build homes, communities and hope.
Preface
Habitat for Humanity International, Inc. ("HFHI"), and [Chapter Name] (the "HYP chapter" or "chapter") and your local Habitat for Humanity affiliate ("affiliate") are partners in the nonprofit, ecumenical Christian housing ministry of Habitat for Humanity. The HYP chapter is an unincorporated, volunteer-run and young professional organizations that works cooperatively with its partner affiliate (defined as the local, nonprofit Habitat for Humanity organizations charged with carrying out the mission at the grassroots level) and HFHI.

Mission of Habitat Young Professionals
The mission of the Habitat Young Professionals program is to capture the imagination, energy and hope of young people ages 21 to 40 in order to productively and responsibly involve them in the work of Habitat for Humanity. Habitat for Humanity is a nonprofit organization that seeks to eliminate poverty housing from the world and to make decent shelter a matter of conscience and action.

Function of chapters
Chapters have five main functions:
1. Directly serving with partner affiliates and Habitat for Humanity International on efforts to reach goals and in capacities that help accomplish Habitat's mission.
2. Educating chapter members, the local community and members' networks about the work and mission of Habitat.
3. Advocating on behalf of people in need of decent shelter and for an end to poverty housing and homelessness.
4. Raising funds for the work of Habitat for Humanity.
5. Participating and creating space for transformational leadership and professional development.

Chapters commitments
1. The chapter will follow all processes, fundraising guidelines and other requirements as outlined in this Covenant and those established in conjunction with its partner affiliate. The chapter will be covered under tax exemption through its partner affiliate and maintain its finances through the affiliate's bank account and as a line item of the affiliate's budget. The chapter will not maintain a separate bank account or obtain a separate employer identification number from the Internal Revenue Service.

Covenant between Habitat for Humanity International Inc. and

[Enter HYP Chapter Name]

and

[Enter Habitat for Humanity Partner Affiliate Name]
2. Fundraising:
   - Money, funds and property received by the chapter will be used in support of the general mission of Habitat for Humanity. Such money, funds and property will not be used in any way that results in a benefit to a private person or that is contrary to the mission of Habitat for Humanity.
   - All money, funds or property collected or raised for a specified or announced purpose will be used by the chapter for that purpose. For example, if money has been set aside for the use by or benefit of a Habitat affiliate, then the money will be sent promptly to such affiliate. If such money, funds or property have been set aside for the use by or benefit of an international affiliate or for the general work of Habitat for Humanity, then the money, funds or property will be sent or transferred promptly to HFHI.
   - The chapter will work with the partner affiliate and HFHI to accurately record donations during all fundraising events.
   - The chapter will not accumulate funds, money or property for purposes other than those the chapter has announced or stated and that are in agreement with the purposes of Habitat for Humanity and all letters of understanding executed with the affiliate (as discussed below). The chapter will also not set up or accept an endowment of any kind.
   - The chapter will complete a letter of understanding with the affiliate annually that sets forth clear fundraising expectations from both parties for the year. The letter of understanding must address general plans for expected fundraising activities, including but not limited to mutual agreement on:
     » Types of fundraising events and activities.
     » Chapter responsibilities for the events.
     » Purposes and restrictions (if any) for all funds collected.
     » Fund collection methods.
     » Insurance coverage if needed beyond the affiliate's general liability policy.

   The letter of understanding should also address the circumstances in which the chapter will be fundraising directly for HFHI (e.g., national HYP social media fundraisers or Global Village trips).

3. At least once a year, the chapter is required to both authorize a donation to its partner affiliate and plan at least one annual service event in support of the cause of affordable shelter.

4. The chapter will work to carry out the mission and core documents of Habitat for Humanity and to fulfill the five functions of a chapter.

5. HabitatLearns is an online knowledge-sharing resource for the Habitat for Humanity community. One program HabitatLearns offers is a set of online courses that walk through different aspects of Habitat’s history and mission, titled “The Foundations of Habitat for Humanity.” Each year, all chapter members are encouraged to take these courses. It is a requirement that the main chapter leader complete the first three courses (“Beginnings,” “Vision and Mission,” and “Overview of Mission Principles”) before signing and submitting this Covenant. Take the online “Foundations of Habitat for Humanity” course at habitatlearns.org.

6. Membership in the chapter must be open to all interested participants on a nondiscriminatory basis, and the chapter must obey all related local, state and federal antidiscrimination laws. Members should be in a career with the target age group of 21-40 years old.

7. The chapter must work with a Habitat for Humanity affiliate when building or renovating a Habitat house. The affiliate is responsible for all legal issues connected with such building or renovations. This includes the procurement and ownership of land and materials, homeowner selection, mortgages, insurance and other issues, along with all legal liabilities resulting from the project.

8. The chapter is volunteer-run with guidance, support, and oversight from the affiliate’s staff, the Volunteer Mobilization and Innovation department at HFHI, and the HYP Advisory Council.

9. No later than July 15 of each year, the chapter must resign the Covenant with its partner affiliate and submit it to HFHI.

10. The chapter is required to meet all Habitat for Humanity logo and name use standards and comply with all branding guidelines adopted by HFHI.

11. The chapter must fill out and submit with the Covenant the Name Permission Request Form found at the end of the Covenant. The Name Permission Request Form should be submitted to HFHI with the first Covenant and resubmitted only if the chapter wishes to amend its chapter name or logo within allowable guidelines.
12. HFHI grants to the chapter a limited, non-exclusive, revocable, non-assignable, non-transferable license to the Habitat for Humanity name and design marks (the “HFHI marks”) to be used in a format as determined by HFHI. The chapter understands and agrees that HFHI retains all right, title and interest in and to the HFHI marks, all of which shall remain the exclusive property of HFHI. The chapter shall not transfer, sublicense or assign the rights to use the HFHI marks. The chapter will present any alterations to the HFHI marks to HFHI for its approval before printing, distribution, publication, display or use. Such materials must state that the HFHI marks are registered trademarks of HFHI and must be of a high quality consistent with and as provided by the HFHI branding guidelines. At its sole discretion, HFHI may require the removal of the HFHI marks from any promotional materials.

13. The chapter is required to submit to HFHI an annual report by July 15 of each year. The annual report must include a report of all funds raised and where funding was allocated, along with membership, social media engagement and event information. HFHI reserves the right to require additional information in the annual report with 30 days’ advanced notice to the chapter.

14. The chapter is required to pay annual dues of $200 by July 15 of each year.

15. The chapter agrees to comply with the grievance procedure set forth in the operations manual.

16. The chapter is required to comply with all requirements and policies established by HFHI regarding the activities of HYP chapters, including without limitation policies regarding fundraising and special events.

17. The chapter understands that failure to comply with any of the conditions or requirements listed above may result in the revocation of the chapter’s charter at HFHI’s discretion.

Role of the local Habitat affiliate

1. The local Habitat affiliate is responsible for creating a young leader-friendly environment where a partnership between the chapter and affiliate will be strengthened.

2. The affiliate is responsible for regularly working together with the chapter on providing space and opportunities to build, fundraise, advocate and hold education events. In addition, the affiliate will be proactive in its efforts to work with the chapter to coordinate community outreach and resource development efforts.

3. The affiliate will regularly meet with the chapter to review the chapter’s programmatic and financial activities and related records. The affiliate will maintain the chapter’s finances through the affiliate’s bank account and include the chapter’s financial activity in the affiliate’s financial statements and in the affiliate’s annual report to the IRS.

4. The affiliate will provide oversight of the chapter, act as a resource for the chapter, and seek to connect the chapter to the mission of Habitat for Humanity.

5. The affiliate will seek to build a collaborative partnership with the chapter through coordination and cooperation. Through mutual goal setting and shared plans for fundraising, public relations, education and advocacy efforts, both the affiliate and the chapter will benefit and grow from a stronger partnership.

6. The affiliate will sign the Covenant with its partner chapter no later than July 15 of each calendar year.

7. The affiliate will sign a letter of understanding with the chapter annually that sets forth clear fundraising expectations from both parties for the year.

8. The affiliate board of directors will decide to either give permission to the HYP chapter to sign any legal document that pertains to the function of the chapter or decide that an affiliate representative must sign all legal documents, which decision will be documented in a letter of understanding.

9. The affiliate will designate a staff member or volunteer to act as a liaison to the chapter.

10. The affiliate agrees to comply with the grievance procedure set forth in the operations manual.

Role of the HFHI Volunteer Mobilization and Innovation team

1. The VMI staff is a part of HFHI’s Volunteer and Institutional Engagement division. The team is responsible for organizing the chapter’s program and providing ongoing support to the chapter through resources, training and special programs. In addition, the team is responsible for organizing all national and regional chapter activities sponsored by HFHI. The team is also the link between individual chapters, the HYP advisory council, and other HFHI departments.

2. HFHI may revoke the chapter’s charter and terminate this Covenant if the chapter fails to comply with this Covenant or if HFHI determines, in its sole discretion, that termination is in the best interests of its mission.
Agreement to Covenant
We understand and agree with the mission and principles of Habitat for Humanity and the HYP Chapters program and the conditions set forth in this Covenant and do hereby commit ourselves to work together toward the successful formation and continued operation of the chapter.

Name of Chapter: [Click here to enter text]
Name of Affiliate: [Click here to enter text]

Chapter leader (i.e., president)
(Signature) ___________________________________________ Date __________________________
(Printed) Click here to enter name ________________________________________________________________________
(Email) Click here to enter email _________________________________________________________________________

Affiliate Staff Liaison
(Signature) ___________________________________________ Date __________________________
(Printed) Click here to enter name ________________________________________________________________________
(Email) Click here to enter email _________________________________________________________________________

To the affiliate executive director/president:
As the executive director/president of the [affiliate name] affiliate, I have met with the group of volunteers who are forming a Habitat for Humanity HYP chapter in [region]. I acknowledge the importance of young adult involvement in Habitat for Humanity's mission of eliminating substandard housing and agree to the conditions set forth in this Covenant. Furthermore, our affiliate will support this chapter in its desires to partner with Habitat for Humanity and to create a lasting relationship with our affiliate. I have presented the partnership to our organization's Board of Directors who have reviewed the general terms of HYP functions and the covenant and has determined that it is in the best interest of the Habitat organization to partner with a HYP chapter; and therefore, the Board of Directors of this Habitat affiliated organization does hereby approve and authorize a HYP chapter partnership; I acknowledge that HYP chapters are a part of an independent program of Habitat for Humanity International and that the partnership between our affiliate and the chapter is integral to the work of Habitat for Humanity.

Executive director or president, local affiliate
(Signature) ___________________________________________ Date __________________________
(Printed) Click here to enter name ________________________________________________________________________
(For Habitat for Humanity International to complete)

Habitat for Humanity International, Inc.
Manager-Volunteer Mobilization and Innovation
(Signature) ___________________________________________ Date __________________________
(Printed) Click here to enter name ________________________________________________________________________

1. Signatures must be written by hand. A fax or scan of the document is acceptable, but typed signatures are not accepted.
Name Permission Request Form

This form is a request to Habitat for Humanity International, Inc. (“HFHI”) to use the “HABITAT FOR HUMANITY” name mark and design marks (the “HFHI marks”) in conjunction with your chapter name. The official name of your HYP chapter must be in the following format: “[Affiliate name] Habitat Young Professionals” For legal purposes, you must use this exact format.

I represent a group of young professionals in [the service areas of affiliate name] who desire to form a Habitat Young Professionals (HYP) chapter. We are now ready to request permission to use the Habitat for Humanity name, understanding that in doing so we are representing Habitat for Humanity and will conduct our group accordingly.

We would like to call ourselves [Affiliate name] Habitat Young Professionals, which includes permission to use “Habitat for Humanity.”

We understand that this request seeks only permission to use the Habitat for Humanity name and does not indicate that our group is now an official Habitat Young Professionals chapter. We agree not to use the Habitat for Humanity name until our chapter has been chartered.

We further agree to the following terms:

We agree and understand that HFHI retains all right, title and interest in and to the HFHI marks, all of which shall remain the exclusive property of HFHI. We shall not transfer, sublicense or assign the rights to use the HFHI marks. If approved, HFHI will provide a limited, non-exclusive, revocable, non-assignable, non-transferable license to the HFHI marks to be used in a format as determined by HFHI.

The chapter will use only the provided approved HFHI marks on any materials that are printed, distributed, published or displayed. Such materials must state that the HFHI marks are registered trademarks of HFHI and must be of a high quality consistent with and as provided by the HFHI branding guidelines. At its sole discretion, HFHI may require the removal of the HFHI marks from any promotional materials.

Sincerely,

Name of chapter leader: ________________________________________________________________

Original or electronic signature of chapter leader: __________________________________________
Appendix 7: Letter of Understanding Template

LETTER OF UNDERSTANDING

THIS LETTER OF UNDERSTANDING (the “Annual LOU”) is entered into as of [date] for Fiscal Year July 1, 20__ to June 30, 20__ (“Fiscal Year 20__”),

BETWEEN [AFFILIATE NAME] defined as the local, nonprofit Habitat for Humanity organization charged with carrying out the mission at the grassroots level, [AFFILIATE ADDRESS],

AND [HABITAT YOUNG PROFESSIONAL CHAPTER NAME], an unincorporated, self-directed, chapter partner with [AFFILIATE NAME] and Habitat for Humanity International.

From now, these two entities are defined as Partners for the purposes of this document when referring to both parties.

INTRODUCTION

HABITAT FOR HUMANITY [CHAPTER NAME] AND THE LOCAL PARTNER AFFILIATE [HABITAT FOR HUMANITY AFFILIATE NAME] ARE PARTNERS IN THE NONPROFIT, ECUMENICAL CHRISTIAN HOUSING MINISTRY OF HABITAT FOR HUMANITY. THE HYP CHAPTER IS AN UNINCORPORATED, VOLUNTEER-RUN AND YOUNG PROFESSIONAL ORGANIZATION THAT WORKS COOPERATIVELY WITH A PARTNER AFFILIATE.

AGREEMENTS BETWEEN [AFFILIATE] AND [HYP CHAPTER]

The purpose of this LOU is to provide the framework for any agreements regarding financial accountability, fundraising plans and intentions of donations that have not been disclosed fully in the Habitat Young Professional Covenant agreement.

The Partners of this LOU acknowledge that no contractual relationship is created between them by this document, but agree to work together in the true spirit of partnership to ensure that there is a united visible and responsive leadership to the relationship and to demonstrate commitment to the understanding outlined below.

1. **Financial accountability.** Spending procedures for expenses relating to HYP chapter events should be discussed and documented including, but not limited to the following areas:
   - Payment type
   - Payment authorization
   - Accounting procedures
   - Reporting and receipt procedures

2. **Fundraising.** Review, set and document clear expectations on funds raised that addresses plans for expected fundraising activities, including but not limited to mutual agreement on:
   - Types of fundraising events and activities
   - Chapter responsibilities for the events
   - Purposes and restrictions (if any) for all funds collected
   - Fund collection methods
   - Insurance coverage if needed beyond the affiliate’s general liability policy
   - Any circumstances in which the chapter plans to raise funds directly for HFHI
3. **Review of Proposals.** It is mutually agreed upon and understood by and among the Partners of this LOU that:
   » Each Partner will work together in a coordinated manner to fulfill the terms discussed in this document.
   » To the extent possible, each Partner will participate in the development of the letter.
   » This LOU is not intended to supersede or take place of the Habitat for Humanity International, Habitat Young Professionals Covenant.
   » This LOU will be effective upon the signature of both Partners.
   » Partners should consult the Grievance section in the HYP Operations Manual for any claims against the understanding set in this document by either Partner.

**By Authorized Signatory:**

Name: ____________________________________________
Title: Executive Director
Date: _______________________________________________________________________________________

HABITAT FOR HUMANITY AFFILIATE NAME: ____________________________________________

**By Authorized Signatory:**

Name: ____________________________________________
Title: HYP Chair/President
Date: _______________________________________________________________________________________

HABITAT YOUNG PROFESSIONALS CHAPTER NAME: ____________________________________________
Attachment 1
Agreements (Optional)

Programmatic and Operational Assistance:
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Learning Opportunities and Professional Development:
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Other Obligations:
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
Appendix 8: Basic organizational template for HYP chapters

Habitat for Humanity International

HYP Advisory Council  HYP Chapter (*President, Chairperson)  Affiliate Staff Liaison

Habitat for Humanity Affiliate(s)

Secretary  Vice Chair  Treasurer

Volunteer Chairperson  Education/Publicity Chairperson  Fundraising Chairperson  Advocacy Chairperson

HYP Membership Base

HYP Volunteer Pool (Nonmembers)
Appendix 9: HYP position and committee descriptions

Chapter structure and organization
Having structure and organization is critical to developing and sustaining a HYP chapter. Start-up chapters are required to have a chapter leader/chair and a secretary/treasurer. More established chapters are recommended to also have a vice chair and to separate the roles of secretary and treasurer. It is suggested that chapters have a Membership/Networking Committee, a Building/Service Committee, an Advocacy Committee, a Professional/Leadership Development Committee and a Fundraising Committee. Descriptions of these positions and committees are below. Actual descriptions vary from chapter to chapter, but it is important that chapter leaders have written expectations of their responsibilities. Chapters can reference Robert's Rules of Order for help on officer descriptions, roles and meeting protocol.

Officers
Chair
The chair of the chapter will also be the chairperson of the board and will direct all meetings of the board and of the chapter. The chair will have general supervision over the business, the officers and the agents of the chapter and serve as ex-officio member of all committees. This position is responsible for understanding and communicating Habitat’s mission and vision, providing vision and motivation for the chapter, working with the board and members to set chapter goals, delegating responsibilities, and liaising with HFHI and the partner Habitat-affiliated organization.

Vice chair
In the absence of the chair, or in the event of a vacancy in the office of the chair, the vice chair will take on the duties of the office of the chair. He or she will have all of the powers of and be subject to all the restrictions upon the chair. The vice chair will have such powers and perform whatever duties may be set by the board or the chair. The vice chair is responsible for the board election process.

Secretary
The secretary will be responsible for preparing, recording and keeping the official minutes of the proceedings of the board and of the members; for keeping the records of the chapter; for keeping an official roster of all members; and for making sure that all notices are given by any related governmental law, rule or regulation.

The secretary will be custodian of the records of the chapter and will authenticate or certify all records. The secretary will generally have all the powers and perform all the duties of the office of the secretary and such other duties as may, from time to time, be set by the board or the chair, such as distributing information from HFHI (e.g., chapter mailings, monthly newsletters) and completing the annual report. The secretary also will ensure that all necessary forms and permissions from the affiliate, city or county for chapter activities are obtained and documented.

Treasurer
The treasurer will have general charge of the financial affairs of the chapter and will, in general, have all the powers and perform all the duties of the office of treasurer and such other duties as may, from time to time, be set by the board or chair. The treasurer will be responsible for keeping proper financial records of the chapter, receiving money due and payable to the chapter, submitting all funds raised to the affiliate or Habitat partner for further handling, and making proper use of funds authorized to be paid by the chapter. In addition to being responsible for the financial collection and analysis of the chapter, the position requires proper disclosure of all financial documents to the Habitat partner and HFHI as necessary (suggested quarterly and required annually).
**Committees**

**Membership/Networking Committee**
This committee is responsible for disseminating information and holding events to encourage new members to join the chapter through a wide variety of creative methods (including email, social media, information tables, presentations, etc.) and for following up with new and potential members. The committee should help orient new members and ensure there are opportunities for new members to become engaged in the chapter. In some chapters, this committee also works to provide members with networking opportunities, including networking with other members, affiliate staff members and volunteers, local young professionals groups, community groups, and local nonprofit organizations.

**Building/Service Committee**
The Building Committee is responsible for planning volunteer building opportunities and putting them into practice for members of the chapter with the local affiliate, other affiliates and sponsored projects of Habitat. The committee takes primary responsibility for organizing all building activities, including scheduling volunteers, transportation and all other related tasks. This committee will also organize other service opportunities, either by designing HYP-specific service projects, partnering with local affiliates and community organizations, or organizing participation in HFHI and National Service events.

**Advocacy/Education Committee**
The Advocacy Committee is responsible for both education and political advocacy. The committee takes primary responsibility for educating the chapter members and greater community about local, national and international poverty and the need for simple, decent, affordable housing. The committee also takes primary responsibility for working with the local Habitat affiliate or other Habitat partner in efforts to affect local and national legislation on the elimination of substandard housing in coordination with the HFHI Office of Government Relations and Advocacy.

**Leadership/Professional Development Committee**
This committee is responsible for providing resources and opportunities for members to pursue leadership and professional development. The committee will familiarize itself with opportunities and partnerships both inside and outside of HFHI and will ensure members are aware of these opportunities. The committee can arrange local opportunities for professional development, such as speakers and trainings.

**Fundraising Committee**
The Fundraising Committee is responsible for the fundraising programs of the chapter and other volunteer activities provided to local affiliates of Habitat and other sponsored projects of Habitat. The committee takes primary responsibility for developing and making sure that there is proper management and implementation of the chapter’s fundraising programs, and arranges necessary coordination with the local affiliate or other Habitat partner. The committee will have the power to create new fundraising projects and organize volunteers.
Appendix 10: Standards of Excellence

Standards of Excellence
Habitat has been building houses and supporting volunteers for over 38 years. In that time, we have found what effectively works in fighting poverty housing, and we want to share that with you. We have developed Standards of Excellence to help guide your group to more impactful activities. It is expected that all chapters meet the minimum standards to be effective in their work. The Standard of Excellence evaluation document is below.

STANDARDS OF EXCELLENCE
Habitat Young Professionals chapters

The Standards of Excellence for Habitat Young Professionals Chapters is a set of criteria provided by Habitat for Humanity International by which chapters can assess their operations and activity levels. The Standards of Excellence may also be used by Habitat for Humanity International as a means of evaluating a chapter's operations and determining how best to support a chapter.

The Standards of Excellence are divided into eight main categories, each containing criteria outlining the minimum standards, acceptable practices, and best practices in that category. The first five categories are Service, Education, Advocacy, Fundraising and Professional/Leadership Development, corresponding to the five functions of a HYP chapter. The remaining categories are Organizational Structure, Affiliate Partnership and Relationship with Habitat for Humanity International. These sections detail practices that Habitat for Humanity considers integral to a chapter's longevity and to its success in performing the five functions.

The minimum standards define the minimum level of activity that a chapter must reach in order to maintain its charter. Chapters failing to meet all minimum standards are subject to disaffiliation.

The acceptable practice standards denote the basic activity level for all chapters, at which chapters are considered fully functional. Habitat for Humanity International encourages all chapters to operate at least at the acceptable level. An acceptable chapter is one that meets all minimum standards and all acceptable practice standards in all seven categories.

The best practice standards provide a benchmark for chapters aspiring to operate above acceptable practice levels. A chapter is considered to be operating at a best practice level if it meets all minimum and acceptable practice standards in all categories and at least half of the best practice standards in four or more categories.

Chapters are encouraged to use the Standards of Excellence to assess their current operations and to set both short-term and long-term goals. Reviewing the Standards of Excellence can help a HYP chapter establish a road map for meeting best practice standards in all areas.

For more information or for assistance in using the Standards of Excellence, please contact hyp@habitat.org.
### Chapter information

This information is for chapter planning and records. This document does not need to be submitted to HFHI.

<table>
<thead>
<tr>
<th>HYP chapter name/location:</th>
<th>Position with chapter:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main contact person:</td>
<td>Date completed:</td>
</tr>
<tr>
<td>Contact email:</td>
<td></td>
</tr>
</tbody>
</table>

### Building/volunteering

<table>
<thead>
<tr>
<th>□ Chapter proactively seeks building/volunteering opportunities by contacting its partner affiliate.</th>
<th>Minimum standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Chapter participates in two or more building/volunteering activities per year (e.g., A Brush with Kindness, Women Build, home repair and weatherization, building with a Habitat affiliate or like-minded organization, volunteering at a ReStore, etc.).</td>
<td>Acceptable practice</td>
</tr>
<tr>
<td>□ Chapter members participate in regular build/volunteer activities (at least once a quarter) with their partner affiliate (this is the Habitat organization with whom the chapter signs its Covenant).</td>
<td>Best practice</td>
</tr>
<tr>
<td>□ Chapter members participate in a Global Village trip or contribute a tithe to Habitat’s international work.</td>
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<tr>
<td>□ Chapter sponsors (provides the majority of the leadership, funds and labor) or co-sponsors a house or Neighborhood Revitalization project during the year.</td>
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<tr>
<td>□ Chapter members take on leadership at the work site. (For example, a member serves as a crew leader for a specific stage of construction.)</td>
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</table>

Comments:

### Fundraising

<table>
<thead>
<tr>
<th>□ Chapter raises funds each year and follows the fundraising guidelines laid out by Habitat for Humanity International in the Chapter Covenant. Chapter participates in at least one fundraiser organized by the affiliate.</th>
<th>Minimum standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Chapter conducts two or more fundraising activities each year. (This could include individual and business solicitations, events, grant writing, etc.).</td>
<td>Acceptable practice</td>
</tr>
<tr>
<td>□ Chapter sets fundraising goals annually or each semester and plans fundraising activities to meet its goals.</td>
<td></td>
</tr>
<tr>
<td>□ Chapter establishes an annual fundraising event (an event that has been repeated at least once).</td>
<td>Best practice</td>
</tr>
<tr>
<td>□ Chapter builds a donor base by identifying prospects and conducting individual solicitations in coordination with its partner affiliate.</td>
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<tr>
<td>□ Chapter collaborates with its partner affiliate to jointly set goals and conduct fundraising activities.</td>
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<tr>
<td>□ Chapter raises funds from a variety of sources: individuals, businesses, events, grant funding, etc.</td>
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</tbody>
</table>

Comments:
### Advocating

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Minimum Standard</th>
<th>Acceptable Practice</th>
<th>Best Practice</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter fully understands the definitions of advocacy. (Advocacy is communicating with public officials or the general public in an effort to affect legislation and public policy.)</td>
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<tr>
<td>Chapter consults with partner affiliate before participating in advocacy activities.</td>
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<tr>
<td>Chapter holds one or more advocacy activities per year.</td>
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<tr>
<td>Chapter sets goals and establishes an advocacy plan at least once a year.</td>
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<tr>
<td>Chapter establishes an annual advocacy event (an event that has been repeated at least once).</td>
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<tr>
<td>Chapter includes educational advocacy in all appropriate chapter activities.</td>
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<tr>
<td>Chapter participates in advocacy efforts for Act! Speak! Build! Week, the Habitat on the Hill conference or World Habitat Day.</td>
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<tr>
<td>Chapter organizes and implements advocacy activities.</td>
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<tr>
<td>Chapter members are encouraged to sign up as HFHI online advocates at habitat.org/gov.</td>
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Comments:

### Educating

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Minimum Standard</th>
<th>Acceptable Practice</th>
<th>Best Practice</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>The president has completed the three required HabitatLearns courses from the “Foundations of Habitat for Humanity” suite (“Beginnings,” “Vision and Mission,” “Overview of Mission and Principles”).</td>
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<tr>
<td>Chapter members have a basic understanding of Habitat’s mission and goals.</td>
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<tr>
<td>Chapter leaders are familiar with My.Habitat and HabitatLearns, and use these tools to educate themselves, their chapter and their community.</td>
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<tr>
<td>Chapter holds one or more educational activities per year or includes an educational component in one of its other activities.</td>
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<tr>
<td>Chapter sets goals and establishes an education plan at least once a year to raise awareness of Habitat’s mission in the community.</td>
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<tr>
<td>Chapter holds an annual education event (an event that has been repeated at least once).</td>
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<tr>
<td>Chapter includes an educational component in all chapter activities.</td>
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<tr>
<td>Chapter uses public relations tools such as a website, newsletter or brochure.</td>
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Comments:
### Professional/leadership development

- **Minimum standard**
  - Chapter leadership leads or provides at least one planned professional/leadership development opportunity for chapter members.
- **Acceptable practice**
  - Chapter leadership develops leadership opportunities for chapter members to take on for different events, projects, advocacy or community outreach sessions.
  - Chapter leadership provides at least two professional/leadership development opportunities for chapter members.
  - Chapter leadership provides quarterly professional/leadership development opportunities for chapter members.
  - Chapter engages affiliate staff members, volunteers and partner families in professional/leadership development activity.
  - Chapter presents or hosts a workshop or training on professional/leadership development to community or national young professionals groups.

**Comments:**

### Organizational structure

- **Minimum standard**
  - Chapter has at least two leaders (president and secretary/treasurer).
  - Chapter sets and evaluates short-term goals (goals for the current year).
  - Chapter has a leadership transition plan in place (new officers shadowing old, new officer trainings, transfer of information, etc.).
  - Chapter has leadership for the five functions: building, fundraising, professional/leadership development, education and advocating.
  - Chapter holds regular leadership meetings and general membership meetings.
  - Chapter holds elections or has another established system for selecting officers.
- **Acceptable practice**
  - Chapter governs in accordance with the chapter bylaws.
  - Chapter has executive board/officers.
  - Chapter sets and evaluates long-term goals (goals extending beyond the current year).

**Best practice**

**Comments:**
## Affiliate partnership

| □ Chapter re-signs Chapter Covenant with its partner affiliate and submits it to HFHI each year. | Minimum standard |
| □ Chapter makes at least one monetary donation to its partner affiliate and HFHI each year. |
| □ Chapter has regular communication with partner affiliate (informing affiliate about meetings, events, fundraisers, etc.). |
| □ Chapter invites partner affiliate to attend chapter meetings/events. |
| □ Partner affiliate is on chapter mailing or email list. |
| □ Chapter is on partner affiliate mailing list or email list. |
| □ Chapter is familiar with statistics of its partner affiliate (affiliate history, number of houses built, average house cost, etc.) and local poverty statistics. | Acceptable practice |
| □ Chapter and partner affiliate Web pages are linked. |
| □ Chapter has a representative who is a member of the affiliate board (voting or nonvoting). |
| □ Chapter has a representative who is a member of a partner affiliate committee. |
| □ Chapter and partner affiliate work together to set and evaluate goals. |
| □ Chapter participates in work, events or projects with affiliate in addition to building on site. |
| □ Committee members from chapter sit on corresponding committee of partner affiliate. |
| □ Chapter and partner affiliate work together on fundraising, PR, education and advocacy. |
| □ Chapter submits meeting minutes to partner affiliate. | Best practice |

Comments:

## Relationship with HFHI

| □ Chapter submits annual report to HFHI by July 15 each year. | Minimum standard |
| □ Chapter adheres to the Chapter Covenant. |
| □ Chapter pays annual dues to HFHI on time. |
| □ Chapter supports Habitat's international work through monetary contributions to the Tithe program on at least an annual basis (recommended). |
| □ Chapter is proactive in informing HFHI of contact information updates or questions. |
| □ Chapter is responsive to requests from HFHI for information about chapter activities. |
| □ Chapter submits current member roster to HFHI upon request. | Acceptable practice |
| □ Chapter sponsors a Habitat house internationally. |
| □ Chapter attends Habitat conferences and training opportunities or participates in training conference calls. |
| □ Chapter participates in other HFHI activities (Global Village, Build-a-Thon, Jimmy & Rosalynn Carter Work Project, Women Build, etc.) | Best practice |

Comments:
Appendix 11: Basic Habitat information

Key Habitat terms

**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 Affiliate Covenant. Habitat affiliates are local, grassroots organizations through which concerned citizens come together to address the problem of poverty housing in their community.

**Annual report:** A required report submitted at the end of the fiscal year by every HYP chapter. Items to be reported on include the chapter’s activities and a financial statement.

**Blitz build:** A community event in which a Habitat affiliate completes a house in a short amount of time. A blitz build is commonly one or two weeks long. The purpose of these events is to create a sense of community, to 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, fundraising, educating and advocating.

**Global Village:** An HFHI program that sends teams to other countries or domestic locations to build with Habitat for Humanity. Participants pay their own way or raise funds to cover their expenses. Most trips are one to two weeks long. Find out more about Global Village trips at habitat.org/gv.

**Habitat for Humanity International:** The founding organization of Habitat for Humanity, which provides support for affiliates, campus chapters and other Habitat organizations around the world.

**Habitat Young Professionals:** A group of young professionals, age 21–40, who volunteer, fundraise, donate and educate to make a difference in their community.

**HYP Chapter Covenant:** This document defines the relationship among HFHI, a HYP chapter, and the chapter’s Habitat-affiliated partner organization. It must be re-signed by all three parties annually. Please see Appendix 6 for a copy of the Covenant.

**Jimmy & Rosalynn Carter Work Project:** An annual blitz build in which hundreds of homes are built in a matter of weeks. The Carter project usually alternates each year between building in the United States and internationally. Thousands of volunteers come from around the world to build a large number of houses at one time. Former U.S. President Jimmy Carter and his wife, Rosalynn, join in the building.

**My.Habitat:** The Web-based information distribution and sharing network only for Habitat-affiliated organizations and chapters. My.Habitat is your one-stop shop for chapter information and resources. Chapters can visit my.habitat.org to register and explore.

**State support organizations:** Confederations of affiliates that pursue common goals in advocacy, fundraising, public relations, etc. Chapters should find out if their state has one and how they can participate in their meetings and trainings.

**Sweat equity:** The unpaid labor invested by prospective homeowners 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 work in other countries. Tithe contributions can be any amount and are a great way to participate in Habitat’s global ministry.

**Women Build:** A program for women who want to learn construction skills and build homes and communities. This program brings together women from all walks of life to address the housing crisis facing millions of women and children worldwide.

**World Habitat Day:** The United Nations has designated the first Monday of each October as World Habitat Day. On this day, we reaffirm that adequate shelter is a basic human right, focus on the conditions of cities and towns around the world, and call attention to the need for affordable housing. Visit habitat.org/getinv/events/whd/ to learn more.
A brief history of Habitat

**Koinonia Farm and the Fund for Humanity**
The concept that grew into HFHI was born at Koinonia Farm, a small, interracial, Christian farming community founded in 1942 outside of Americus, Georgia, by farmer and biblical scholar Clarence Jordan. Millard and Linda Fuller first visited Koinonia in 1965, having recently left a successful business in Montgomery, Alabama, and all the trappings of an affluent lifestyle to begin a new life of Christian service. At Koinonia, Jordan and Fuller developed the concept of “partnership housing,” in which those in need of adequate shelter would work side by side with volunteers to build simple, decent houses. The houses would be built with no profit added and no interest charged. Building would be financed by a revolving “Fund for Humanity.” The fund’s money would come from the new homeowners’ house payments, donations and no-profit loans provided by supporters and money earned by fundraising activities. The money in the Fund for Humanity would be used to build more houses. In 1968, Koinonia laid out 42 half-acre house sites with four acres reserved as a community park and recreational area. Capital was donated from around the country to start the work. Homes were built and sold to families in need at no profit and no interest. The basic model of Habitat for Humanity had begun.

**Zaire**
In 1973, the Fullers decided to apply the Fund for Humanity concept in developing countries. The Fuller family moved to Mbandaka, Zaire (now the Democratic Republic of Congo). The Fullers’ goal was to offer affordable yet adequate shelter to 2,000 people. After three years of hard work to launch a successful house-building program, the Fullers returned to the United States.

**Habitat for Humanity International**
In September 1976, Millard and Linda Fuller called together a group of supporters to discuss the future of their dream. HFHI as an organization was born at this meeting. The eight years that followed proved that the vision of a housing ministry was workable.

**Jimmy Carter**
In 1984, former U.S. President Jimmy Carter and his wife, Rosalynn, took their first Habitat work trip, the Jimmy Carter Work Project, to New York City. Their personal involvement in Habitat’s ministry brought the organization national visibility and sparked interest in Habitat’s work across the nation. Habitat experienced a dramatic increase in the number of new affiliates around the country.

**Basics of Habitat for Humanity**

**How does it work?**
Through volunteer labor and tax-deductible donations of money and materials, Habitat builds and rehabilitates houses with the help of the homeowner (partner) families. Houses are sold to partner families at no profit and financed with affordable loans. The homeowners’ monthly mortgage payments enter a revolving “Fund for Humanity,” which is used by local affiliates to further the mission of Habitat. Habitat is not a giveaway program; it is a joint venture in which those who benefit from the housing ministry are involved in the work at various levels. In addition to a down payment and monthly mortgage payments, each homeowner family invests hundreds of hours of their own labor — sweat equity — into the building of their house and the houses of others. This reduces the cost of the house and increases the pride of ownership among family members.

**What is a Habitat for Humanity affiliate?**
Habitat for Humanity is a movement that is operated at the local level by affiliates. Affiliates are independent nonprofit organizations composed of concerned citizens who are responsible for directing Habitat house-building work in their communities. Fundraising, house building, family selection and other key decisions are carried out by the local affiliates. There are more than 1,500 active affiliates in more than 70 countries.
What does a Habitat house cost?
The cost of Habitat houses varies throughout the world, but all Habitat houses are kept affordable for low-income families because there is no profit included in the sale price. Worldwide, mortgage length varies from seven to 30 years.

How are the partner families selected?
Families in need of decent shelter apply to local Habitat affiliates. The affiliate’s family selection committee chooses homeowners based on their level of need, their willingness to become partners in the program and their ability to repay the loan. Every affiliate follows a nondiscriminatory policy of family selection. Neither race nor religion is a factor in choosing the families who receive Habitat houses.

How are donations distributed and used?
Donations, whether to a local Habitat affiliate or to HFHI, are used as designated by the donor. Gifts received by HFHI that are designated to a specific affiliate or project are forwarded to that affiliate or project. Undesignated gifts are used where most needed and for administrative expenses. HFHI’s most recent audited financial statement is available online.

Who operates and manages Habitat for Humanity International?
An ecumenical board of directors determines policies and oversees and guides Habitat’s mission. Board members are dedicated volunteers who are deeply concerned about the problems of poverty housing around the world. The Habitat for Humanity International headquarters office operates with an administrative staff, assisted by a core group of professional and support employees who are supplemented by volunteers. Each Habitat for Humanity affiliate is managed by its own local volunteer board.

Habitat’s mission principles

Demonstrate the love of Jesus Christ.
We undertake our work to demonstrate the love and teachings of Jesus, acting in all ways in accord with the belief that God’s love and grace abound for all, and that we must be “hands and feet” of that love and grace in our world. We believe that, through faith, the minuscule can be multiplied to accomplish the magnificent, and that, in faith, respectful relationships can grow among all people.

Focus on shelter.
We have chosen, as our means of manifesting God’s love, to create opportunities for all people to live in decent, durable shelter. We put faith into action by helping to build, renovate or preserve homes, and by partnering with others to accelerate and broaden access to affordable housing as a foundation for breaking the cycle of poverty.

Advocate for affordable housing.
In response to the prophet Micah’s call to do justice, to love mercy and to walk humbly with God, we promote decent, affordable housing for all, and we support the global community’s commitment to housing as a basic human right. We will advocate for just and fair housing policy to eliminate the constraints that contribute to poverty housing. And, in all of our work, we will seek to put shelter on hearts and minds in such powerful ways that poverty housing becomes socially, politically and religiously unacceptable.

Promote dignity and hope.
We believe that no one lives in dignity until everyone can live in dignity. We believe that every person has something to contribute and something to gain from creating communities in which all people have decent, affordable places to live. We believe that dignity and hope are best achieved through equitable, accountable partnerships.

Support sustainable and transformational development.
We view our work as successful when it transforms lives and promotes positive and lasting social, economic and spiritual change within a community; when it is based on mutual trust and fully shared accomplishment; and when it demonstrates responsible stewardship of all resources entrusted to us.

The Volunteer Mobilization and Innovation department
Habitat for Humanity volunteers, who put love into action every day, are central to Habitat’s work. The VMI department is dedicated to mobilizing the next generation of Habitat leaders by supporting and creating programs and initiatives that engage them in Habitat’s mission to provide simple, decent and affordable homes. The department seeks to be a catalyst for excellence in volunteer mobilization.

Habitat for Humanity’s impact has become so vast and wide that over 5 million people around the world have now been served and 1,700 new people sleep in decent, affordable housing each night; however, for Habitat to continue changing lives at this scale, the organization must effectively cultivate its future leaders today.
Habitat Young Professionals members have the ability to expand Habitat’s volunteer base and engage new generations of volunteers to increase their global impact. As Habitat’s baby boomers prepare to pass the torch, HYP members must be ready to grasp the challenge and continue the mission. If emerging leaders are not engaged today, they will develop relationships with other organizations that are not as well-positioned as Habitat to end poverty housing. With an effective organizational infrastructure, deep understanding of housing policy issues around the world, key on-the-ground relationships and renowned credibility in over 70 countries, a powerful brand valued at $1.8 billion, a rank as one of the largest homebuilders in the United States, and its standing as one of the most well-known charities in the nation, Habitat is uniquely positioned to provide a powerful outlet to transform the charitable intentions of the next generations into life-changing results for millions around the globe.

Habitat’s Volunteer and Institutional Engagement division is involved in a strategic redesign that will orient the work of Habitat toward building a continuum of volunteer opportunities. This pipeline is designed to cultivate individuals into life-changing volunteers, starting as youths, continuing through young adulthood through programs such as HYP, and throughout the rest of their lives. As Habitat’s current generation of core volunteers reaches retirement, the success or failure of Habitat’s mission to end poverty housing hinges on the ability to engage young leaders and provide this continuum to keep individuals engaged for a lifetime of service.

HYP’s relationship with Volunteer Mobilization and Innovation
HYP chapters are part of the VMI department at HFHI. A national HYP Advisory Council has been created to inform, support and develop the program. Developing relationships with HFHI and Habitat-affiliated organizations is central to developing and sustaining each HYP chapter. To establish an effective partnership, you can work cooperatively with HFHI’s VMI department to receive training and support. It is also important to understand roles, establish regular communication, and find ways to create and define the relationship. Further information can be found in the HYP Chapter Covenant.
Appendix 12: Resources from Habitat for Humanity International

Affiliate Support Center
The Affiliate Support Center is Habitat’s first line of support for HYP groups. The support center exists to provide resources and support to all Habitat-affiliated organizations in the U.S. It provides foundational support to and serves as the primary link between all affiliated organizations and HFHI, ensuring everyone has the information and connectedness required for success. The support center staff has been trained to answer your questions, help you locate resources and connect you with other Habitat staff members when appropriate.

Contact the Affiliate Support Center between 8 a.m. and 8 p.m. EST at 877-434-4435 or USSupportCenter@habitat.org.

My.Habitat
My.Habitat is Habitat for Humanity’s extranet site, reserved for official affiliated partners of Habitat for Humanity, including HYP chapters. Each chapter chair can also chat with other chapter leaders in the discussion board and get its logo and branded items in the Resource Warehouse. You will need to create a login ID and password to access My.Habitat. We suggest creating a general ID for your chapter that can be handed down through leadership transition. To learn more, or to register or access My.Habitat, visit my.habitat.org. You will not be able to find this page using a search engine, so we recommend that you bookmark it.

HabitatLearns
HabitatLearns was created as a means of overcoming geographical and technological hurdles to provide accessible pathways to knowledge. Visit habitatlearns.org to access this site. HabitatLearns will provide learning opportunities, facilitate knowledge-sharing and actively assist in leadership development to end poverty housing throughout the world. There are a variety of useful courses for Habitat staff members, volunteers and supporters, covering everything from leadership to construction techniques. HFHI recommends that all HYP chapter leaders take the “Foundations of Habitat” course on the HabitatLearns website. This course offers a good base of knowledge about Habitat for any new leader in the organization. HabitatLearns offers many different types of programs and products to assist you in your learning and research efforts, and has assembled these items into a comprehensive catalog listing. To see the listing, log on to habitatlearns.org.