

This Document is a step by step process explaining how you can start a Campus Chapter at your school.

1. Select Leaders

- a. Each Chapter should have a Faculty, Staff or Parent Advisor
- b. Each Chapter should have a Student Leader
- c. If you are looking to become an official Campus Chapter then you MUST have
 - i. A President
 - ii. A Treasurer
- d. The above roles are not necessary to be involved with our Habitat affiliate but they are to be recognized by Habitat International and an official Habitat for Humanity Campus Chapter.
- e. We will leave it up to the club to determine who has leadership roles. Other roles include...
 - i. Vice President
 - ii. Co-president
 - iii. Secretary

2. Contact the Volunteer and Family Services Department at the local Habitat affiliate and tell them you want to get a campus chapter started

- a. The best way to reach us is via e-mail: youth@habitat-mc.org

3. Meet with an HFH-MC staff member to develop a strategic plan for your chapter

- a. Normally the meetings will either be the summer before the school year begins or in September
- b. If you decide to start a campus chapter during the school year than contact Habitat to discuss a plan of action
- c. HFH-MC will be available when needed for help, support and resources
 - i. The chapter leader should feel free to ask for resources

4. Start publicizing the new club at your school and make sure other students are interested

- a. Start and E-mail list of students who are interested in becoming involved

5. Events you should expect to be involved with throughout the school year

- a. Holding two fundraisers
- b. One build day a semester, if available
- c. Volunteering in the ReStore
- d. Participation in Act Speak Build Week
 - i. Including planning and hosting an event at their school
- e. Participation in at least one of the Annual Habitat Events

Youth Resources!

HFHI's main: <http://www.habitat.org/>

HFHI's campus chapter: http://www.habitat.org/youthprograms/ages_14_25/default_campus_chapter.aspx

HFHI's youth programs: <http://www.habitat.org/youthprograms/>

HFHI's ASBW: http://www.habitat.org/youthprograms/ages_14_25/asbw_default.aspx

HFH-MC main: <http://habitat-mc.org/>

HFH-MC youth: http://habitat-mc.org/volunteer/youth_programs.html

youth@habitat-mc.org

(301) 990-0014 x15 – Jessica // (301) 990-0014 x18 – Molly

This Document is to help you understand what campus chapters do and what's expected of them.

- 1. Student leaders will meet with an HFH-MC Liaison to develop a strategic plan for the year at the start of each school year**
 - a. The meeting can either be the summer before the school year begins or in September
 - b. There the student leaders will sign a covenant of the plan for the year with the HFH-MC Liaison
- 2. Habitat MC will be available when needed for help, support and resources**
 - a. The chapter leader should feel free to ask for resources
- 3. The plan for each year will include...**
 - a. Holding two fundraisers
 - b. One build day a semester
 - c. Volunteer days in the ReStore
 - d. Participation in Act! Speak! Build! Week Events
 - i. Including planning and hosting an event at their school
 - e. Participation in at least one of the Annual Habitat Events
 - f. The sustainability and continuation of the club into each new school year
 - i. We don't want all club members to be in the same grade and graduate at the same time. The club should plan for new leadership positions each year
- 4. Leadership**
 - a. Each Chapter should have a Faculty, Staff or Parent Advisor
 - b. Each Chapter should have a Student Leader
 - c. If you are looking to become an official Campus Chapter than **MUST** have
 - i. A President
 - ii. A Treasurer
 - d. The above roles are not necessary to be involved with our Habitat affiliate but they are to be recognized by Habitat International and an official Habitat for Humanity Campus Chapter.
 - e. We will leave it up to the club to determine who has leadership roles. Other roles include...
 - i. Vice President
 - ii. Co-president
 - iii. Secretary
- 5. Donations**
 - a. \$100 minimum donation should be made each year by the Campus Chapter. One of the primary roles of the Campus Chapter is to fundraise so groups are encouraged to donate as much as they can to support the work of Habitat and offset the costs associated with on site build days.
 - b. We ask that at the end of the year any unused money raised by the students is donated to Habitat
- 6. Annual Habitat Events**
 - a. Potomac Day: October (Development)
 - b. Gaithersburg Day: October (ReStore)
 - c. Thanksgiving Day Parade: November (ReStore)
 - d. Act Speak Build Week: March -> October (Volunteer and Family Services)
 - e. Bethesda Big Train: Summer (Development)
- 7. Upcoming Events and Restaurant Nights**
 - a. Updated on a rolling basis