



Habitat for Humanity Campus Chapter Application

Congratulations! You have taken the first step in joining the hundreds of campus chapters around the world that are actively taking part in Habitat's mission to end poverty housing from the face of the earth.

This application process is designed to educate your group about the campus chapter program. One educational piece we have created is the Prospective Campus Chapters Toolkit. **Please do not begin this application until you have carefully read through the [Prospective Campus Chapters Toolkit \(.pdf\)](#) and completed steps 1-6 as mentioned in the toolkit.** These steps are to:

- Determine if the campus chapter model is the best fit for your involvement in the ministry of Habitat for Humanity.
- Identify a core group of interested students.
- Talk to your school administration to find out what steps you must take to form a student group on your campus.
- Choose a campus chapter adviser.
- Take the online "Foundations of Habitat for Humanity" course from HabitatLearns (www.habitatlearns.org). By submitting this application, you are confirming that the main student leader has completed Vision and Mission and Overview of Mission Principles.
- Set up a meeting with your local Habitat for Humanity affiliate.

The Prospective Campus Chapter Toolkit provides critical information and will answer many of your questions. The toolkit is meant to be used as a step-by-step guide to becoming a campus chapter. It can be downloaded at <http://www.habitatyouthprograms.org/campuschapters>.

This application should be filled out **by a student** or group of students, except where adviser and affiliate input is necessary. Type your answers into the appropriate fields, print out a final copy of your application and obtain the necessary signatures. Please note that **original signatures** must be included.

Any questions or concerns can be directed to HFHI's Campus Chapters team. Please contact the Campus Chapter associates at 1-800-422-4828, Ext. 2412 or e-mail campuschapters@habitat.org.

Thank you for your interest in getting involved with Habitat for Humanity!

In partnership,

HFHI's Campus Chapters team

Primary Contact Information

The primary contact information must be filled out completely. This information is essential for maintaining regular contact between HFHI's Campus Chapters team and your group. Please note that a campus chapter is required to have one official adviser who is a member of your school's faculty, staff or administration.

Name of School:

Campus Chapter Mailing Address: [note: the first line must include a street address or P.O. Box]

City:

State:

Zip Code:

Main Student Contact:

Year in School:

Year of Graduation:

Telephone:

(home)

(work)

(cell)

(fax)

E-mail Address:

Chapter Adviser:

Campus position:

Telephone:

(home)

(work)

(cell)

(fax)

E-mail Address:

Local Affiliate:

Affiliate Address:

City:

State:

Zip Code:

Affiliate Executive Director/President:

Telephone:

(home)

(work)

(cell)

(fax)

E-mail Address:

Primary Affiliate Contact Person for Campus Chapter (if not executive director/president above):

Title:

Telephone:

(home)

(work)

(cell)

(fax)

E-mail Address:

Application Questions

1. How did you learn about Habitat for Humanity (e.g., television, newspapers, Collegiate Challenge, HFHI staff, Youth United, Learn and Build Experience, local Habitat affiliate)?
2. Please describe your school (i.e., size, ethnic makeup, gender ratio, etc.). What is your school's affiliation (i.e., public, private, HBCU, tribal, etc.)? What type of community is your school located in: urban, rural or suburban?
3. Why is a Habitat campus chapter needed on your campus? What are the goals, philosophies and beliefs that inspired your group to form a campus chapter? How will your chapter impact your school and local community?
4. The Four Functions of a campus chapter are building, fundraising, advocating for affordable housing, and educating about the work of Habitat for Humanity. In what ways will your group support Habitat's ministry and carry out each of these four functions? What are your goals for your first year? What activities will your group plan and how will these activities impact Habitat's mission?
5. Having a partnership with the local affiliate is vital to the success of your chapter. Please describe your group's current and potential relationship with your local affiliate. What involvement has your group had with the affiliate so far? How do you plan to partner with the local affiliate in the future with regard to the four functions of a campus chapter?
6. Please describe your current core leadership group, including what year each member is in school. How often have you met with each other, with your adviser, and with your local affiliate? How many students are involved in your group in addition to the core leadership group?
7. A campus chapter is required to have one faculty adviser. (Other faculty and staff may be involved in the campus chapter only if the chapter remains a student-run, student-led organization.) In what way will your adviser be involved in your chapter? What responsibilities will your adviser have?

Name Permission Request

This section is a request to use the “Habitat for Humanity” name in conjunction with your school name. The official name of your campus chapter must be in the following format: “[name of school] Habitat for Humanity Campus Chapter.” For legal purposes, you must use this exact format.

I represent a group of students at [name of school] who desire to form a Habitat for Humanity campus chapter. We are now ready to request permission to use the Habitat for Humanity name.

We would like to call ourselves _____, which includes permission to use “Habitat for Humanity.”

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

Sincerely,

_____ original signature of student leader
(name of student leader)

Tax Exemption Status

Gaining tax-exempt status is not necessary to become a campus chapter, but it is recommended. If you choose to become tax-exempt, your campus chapter will be given exemption as a nonprofit organization. This will make clear the tax-deductible status of contributions, allow the campus chapter to open bank accounts, and it will not require the chapter to pay tax on interest income. In some but not all states, tax exempt status would allow chapters to claim sales tax exemption on purchases. Please note that this status only applies to Federal Income Tax (IRS). To obtain tax-exempt status on the state level, please contact your local state tax board. Regardless of your choice, you will need to fill out the following tax-exempt status form. As a campus group, you should be able to go under the tax-exempt status of your school or your local affiliate.

Please check one of the following options to show the intentions of your group:

- We have filed to go under our school’s tax exempt status.*
- We have spoken to our local affiliate and will go under their tax exempt status.*
- None. We choose not to obtain tax-exempt status from any source. In doing so, our chapter will not be able to provide donors with tax deductions on contributions made to our campus chapter. We may need to pay tax on interest income earned from bank accounts opened in our chapter’s name and our chapter will not be able to claim sales tax exemption on purchases.
- Other. Please Explain:

***If you have chosen to function under your school’s or partner affiliate’s tax exemption, please obtain from the organization their Employer Identification Number (EIN) and insert it here: _____**

Suggested Bylaws

Campus chapters are required to submit a set of bylaws, also known as a constitution. These bylaws are extremely important, as they will determine how your chapter is set up and run (e.g., officer duties, committees, etc). Your chapter will be expected to work within the bylaws that you submit. Please take care when writing bylaws: they **MUST NOT** be worded in such a way that they contradict any language in the Covenant.

Below is a sample set of bylaws. Work with your chapter, your adviser and your partner affiliate to modify them for your purposes. These bylaws should be considered to be part of a “living document”; that is, they should be reviewed and revised regularly.

Bylaws of

[Insert name of official campus chapter]

Preamble

Habitat for Humanity International Inc. (“Habitat”), a Georgia nonprofit corporation, is an ecumenical Christian housing ministry that seeks to eliminate poverty housing from the world and to make decent shelter a matter of conscience and action. Habitat invites people from all walks of life to work together in partnership to help build houses with families in need.

The [name of school] campus chapter (the “chapter”) has been set up to assist Habitat by working with any local affiliate or with Habitat’s international headquarters in order to show the love and teachings of Jesus Christ:

- A. By working in cooperation with God’s people in need to create a better human habitat in which to live and work;
- B. By working with affiliate to determine collaboration efforts with other agencies and groups which have a kindred purpose;
- C. Through loving acts and the spoken and written word;
- D. By enabling a growing number of people from all walks of life to take part in this ministry.

The chapter is an unincorporated, student-run, student-led group. The four functions of this chapter shall be: 1) to educate the chapter members, campus and local community about the work and mission of Habitat for Humanity; 2) to advocate on behalf of people in need of decent shelter and for an end to poverty housing and homelessness; 3) to build and rehabilitate houses in partnership with Habitat for Humanity affiliates and homeowners; and 4) to raise funds for the work of Habitat for Humanity.

Article I- Membership

Section 1- Eligibility

Any student, faculty member, administrator or staff person of _____ can become a member of the chapter.

Section 2- Dues

- A. Member dues for the chapter will be \$ _____ per term. [Note: Dues should not be a requirement for membership or otherwise limit membership in any way.]
- B. Campus chapter will pay dues of \$100 annually to Habitat for Humanity International.

Section 3- Meetings

The chapter will hold a meeting of its members at least _____ time(s) each month during the school term.

Article II-Executive Board

Section 1- General Powers

Unless otherwise stated in the bylaws, all chapter activities will be carried out by or under the authority of the executive board of the campus chapter. The board members of the chapter will always act as a board and may adopt such rules and regulations for the handling of their meetings and the management of the chapter as they see fit; but these bylaws must not conflict with the covenant agreement between Habitat and the chapter (the "Covenant"), the rules and regulations of the [name of school], and the laws of the State of .

Section 2- Number, Tenure and Qualifications

[The board must be made up of students and one faculty or staff person as the chapter adviser. Please give the number of students on the executive board.]

The executive board will be made up of [insert number] members, including the offices of president, vice president, secretary and treasurer, as well as the chairs of all committees. Each board member will hold office for a term of one year and until a successor has been elected and agreed upon. In order to be elected to the board, a board member must be a member of the chapter.

Section 3- Election

Elections will occur in [enter month] of each year. The executive board will be elected by [insert method of electing board members and explain process—e.g. nominations, applications, secret ballot, show of hands, etc.]. The preferred method is nominations and elections.

Section 4- Removal, Resignation and Vacancies

Any board member may be removed, with or without cause, by a two-thirds (2/3) vote of the chapter's executive board. Any board member who is absent from consecutive regular meetings of the board will be removed from the board, unless the chapter's executive board decides that there is an acceptable reason for the absences (this will be decided by a two-thirds (2/3) vote).

A board member may resign at any time by telling the board in writing; resignation can also be given to the president or secretary of the chapter. Unless otherwise stated in the notice, the resignation will take effect as soon as it is received; acceptance by the board will not be necessary to make it effective. The resigning officer must transfer all relevant information to the board and/or successor.

Whenever there is an open board member position, it can only be filled by a majority vote of the remaining elected and qualified board members of the chapter. A board member elected to fill such an opening will be elected to hold office for the rest of the previous member's term.

Section 5- Regular Meetings

The board will meet at least once a month and will hold one Annual Meeting.

Section 6- Quorum

A quorum is defined by the number of board members required to legally transact business. A quorum for any regular or special meeting of the board will consist of at least one-half (1/2) of the elected and qualified board members of the chapter. If less than a quorum is present at a regular or special meeting, then a majority of the board members present may adjourn the meeting.

Article III- Officers

Section 1- Number

The officers of the chapter will be president, vice president, secretary and treasurer, each of whom will be members of the board at the time of their election and service. All officers will be enrolled as either full-time or part-time students at [name of school]. Officers may be re-elected.

Section 2- Election and Tenure

The officers will be elected by a majority of the members of the chapter during the Annual Meeting. Each officer will hold office for one (1) year or until a successor has been elected.

Section 3- President

The president of the chapter will also be the chairperson of the board and will direct all meetings of the board and of the chapter. The president will have general supervision over the business, the officers and the agents of the chapter.

Section 4- Vice President

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

Section 5- 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 the college or by any related governmental law, rule or regulation.

The secretary will be custodian of the records of the chapter. 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 president, such as distributing information from HFHI (e.g. *Frameworks*, the YP monthly newsletter) and is responsible for the completion of the Annual Report.

Section 6- Treasurer

The treasurer will have general charge of the financial affairs of the chapter and will have, in general, 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 the president. The treasurer will be responsible for keeping proper financial records of the chapter; receive money due and payable to the chapter; deposit all money in the name of the chapter in such bank accounts as selected by the chapter; and make proper use of funds authorized to be paid by the chapter.

Section 7- Other Officers

Such other officers as may be elected or appointed by the board will have such powers and perform such duties as the board may decide from time to time.

Section 8- Special Appointments

If an officer is absent or unable to perform his/her duties, or in the event of a vacancy in any office, the board may choose any person to fill the office.

Article IV- Committees of the Board

Section 1- Committees, Meetings and Action

The board will have standing and ad hoc committees. The standing committees of the board will include the following: Fund Raising, Building, Advocacy and Education. Other committees (i.e. ad hoc) may be created and disbanded as required.

The standing committees will meet at the call of the committee chair, who will give members of the committee at least forty-eight (48) hours written notice of the date, time, place and purpose of the meeting. The chair will ensure that the discussions and actions of the committee are properly recorded and promptly distributed to its members and to the board. Each chair will make sure that the committee is thoroughly familiar with the policies, procedures and jobs/roles of the committee members and members of the board, and will oversee proper management and implementation of its policies and programs. The committees may take action in any manner the board is allowed to use under the bylaws.

Section 2- Fund Raising Committee

The Fund Raising Committee is responsible for the fund-raising 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 fund-raising programs and other volunteer activities. The committee will have the power to create new fund-raising projects and organize volunteers to carry them out.

Section 3- Building 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(s), non-local 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.

Section 4- Advocacy Committee

The Advocacy Committee is responsible for both educational and political advocacy. The committee takes primary responsibility for educating the chapter members, the campus 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 their local Habitat affiliate in efforts to affect local and national legislation on the elimination of substandard housing in coordination with the HFHI Office of Government Relations, Public Policy and Strategic Alliances.

Section 5- Habitat Education Committee

The Education Committee is responsible for educating chapter members, the campus and the greater community about Habitat for Humanity's mission and its work globally and locally. This committee takes primary responsibility for educating others on the history of Habitat, statistics and information on the local Habitat affiliate and national and international Habitat statistics and information.

Article V- Chapter Adviser

The chapter will have one official chapter adviser who is a faculty or staff member of the school and who will be appointed and approved unanimously by the board.

The chapter adviser will support the life of the chapter as a representative of the school, be a regular contact for the chapter with the ability to identify active members, have a general idea about chapter events and activities and be available to give advice.

Article VI- Fiscal Policies

Section 1- Receipt of Funds and Revenues

All funds received as gifts (whether designated or undesignated), such as contributions or grants from individuals, private or public corporations or foundations, will be deposited in appropriate banking accounts maintained by the chapter and used according to the policies and procedures determined by the board and according to these bylaws, the Covenant, the rules and regulations of the school and all related governmental laws, rules and regulations, including Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"). Receipts are provided upon

request and will be dated with a description of the gift. Campus Chapter will include the authorized Tax Identification Number provided by their school or partner affiliate.

Section 2- Fiscal Year

[A fiscal year is a full 12 month calendar year. The HFHI fiscal year is July 1 through June 30.]

The fiscal year of the chapter will begin on _____ of each year and end on the following _____ .

Section 3- Checks, Drafts, Etc.

All checks, drafts and other orders for the payment of invoices or bills sent in the name of the chapter will be signed by officers or designated agents of the chapter according to official policies and procedures.

Article VII- Amendment

The board will have the power to change, amend or cancel these bylaws, or take up new bylaws by a two-thirds (2/3) vote of directors of the chapter, provided that the bylaws at no time conflict with the Covenant, the rules and regulations of the school and any related governmental law, rule or regulation, including Section 501(c)(3) of the Code.

Covenant

This covenant is to be adopted as written in its entirety and should be re-signed by all parties in the fall of each school year. Please note that the covenant requires the original signatures of the chapter leader, affiliate executive director or affiliate president and the director of HFHI Volunteer Mobilization.

Covenant between Habitat for Humanity International, Inc. and

[Campus chapter name] and

[Habitat for Humanity affiliate name]

Preface

Habitat for Humanity International and [campus chapter] are partners in the nonprofit, ecumenical Christian housing ministry of Habitat for Humanity, whose goal is to eliminate poverty housing from the world. The campus chapter is an unincorporated, autonomous student organization that works cooperatively with Habitat for Humanity and its affiliates (defined as the local, nonprofit Habitat for Humanity organizations charged with carrying out the mission at the grassroots level).

Mission statement of HFHI's youth programs

The mission of the HFHI's youth programs is to capture the imagination, energy and hope of young people ages 5 to 25 in order to productively and responsibly involve them in the work of Habitat for Humanity. Habitat for Humanity is a nonprofit, ecumenical Christian housing ministry that seeks to eliminate poverty housing from the world and to make decent shelter a matter of conscience and action.

Function of campus chapters

Campus chapters have four main functions: 1) educating the chapter members, campus and local community about the work and mission of Habitat for Humanity; 2) advocating on behalf of people in need of decent shelter and for an end to poverty housing and homelessness 3) building and rehabilitating houses in partnership with Habitat for Humanity affiliates and homeowners and 4) raising funds for the work of Habitat for Humanity.

Foundational principles

1. Habitat for Humanity seeks to demonstrate the love and teachings of Jesus Christ to all people. While Habitat is a Christian organization, it invites and welcomes the participation of chapter members, volunteers and donors from other faiths actively committed to Habitat for Humanity's mission and principles.
2. Habitat for Humanity is a people-to-people partnership drawing families and communities in need along with volunteers and resources to build decent, affordable housing. Habitat is committed to the development and uplifting of families and communities, not only to the building of houses.
3. Habitat for Humanity builds, renovates and repairs simple, decent and affordable housing with people who are living in inadequate housing and who are unable to secure adequate housing by usual means.
4. Habitat for Humanity selects homeowner families without discriminating on the basis of race, creed or ethnic background. All homeowners put in "sweat-equity": they work as partners with the affiliate and other volunteers to carry out Habitat's mission, both locally and worldwide.
5. Habitat for Humanity sells houses to selected families for no profit and with no interest added. House payments are used for the construction or renovation of additional affordable housing.
6. Habitat for Humanity is a global partnership and works with families in need of decent housing around the world. Habitat for Humanity strives to be borderless in its vision and outreach.

Campus chapter commitments

1. The chapter will hold and manage money, funds and property received by it in agreement with the general purposes of Habitat. Such money, funds and property will not be used in any way that results in the benefit to a private person or that is contrary to the purposes of Habitat. The chapter may choose to defer maintaining their own bank account if their partner affiliate is willing to handle their finances as a line item of the affiliate budget.
2. 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, then the money, funds or property will be sent or transferred promptly to Habitat for Humanity International.
3. The chapter will not accumulate funds, money or property (in excess of dues collected) for purposes other than those the chapter has announced or stated and that are in agreement with the purposes of Habitat for Humanity. The chapter will also not set up or accept an endowment of any kind.
4. At least once a year, the chapter will make both a donation to their partner affiliate and to Habitat's international work through the tithe program.
5. At the beginning of the school year the chapter will resign the covenant with its partner affiliate and submit it to the campus chapter department.
6. HabitatLearns (www.habitatlearns.org) is an online knowledge-sharing resource for the Habitat for Humanity community. One program HabitatLearns offers is a set of online courses which walk you through different aspects of Habitat's history and mission, "The Foundations of Habitat for Humanity." Each year, all chapter members are encouraged to take these courses. It is a requirement that the main student leader complete the first three courses ("Beginnings," "Vision and Mission," and "Overview of Mission Principles") prior to signing and submitting this covenant. Take the online Foundations of Habitat for Humanity course from HabitatLearns at www.habitatlearns.org.
7. Membership in the chapter must be open to all students, faculty, administrators and staff on a nondiscriminatory basis, and the chapter must obey all related local, state and federal antidiscrimination laws.
8. Because a chapter is not incorporated, it must work together 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 gaining and ownership of land and materials, family selection, mortgages, insurance and other issues, as well as all legal liabilities resulting from the project.
9. The chapter is student-run with guidance and support from faculty and staff. Each chapter requires one faculty adviser.
10. Each chapter is required to submit an annual report by the set due date along with the required annual dues paid to Habitat for Humanity's Youth Programs department. Chapters failing to complete either of these requirements may be disaffiliated

Role of the local Habitat affiliate

The local Habitat affiliate is responsible for creating a youth-friendly environment where a partnership between the campus chapter and affiliate will be strengthened. The affiliate is responsible for regularly working together with the campus chapter on building, fund raising, advocacy and education events. In addition, the affiliate will be proactive in efforts to work with the campus chapter to coordinate community outreach and resource development efforts. The affiliate will act as a resource and link for the campus chapter to Habitat for Humanity. The affiliate will seek to build a collaborative partnership with the campus chapter through coordination and cooperation. Through mutual goal setting and shared plans for fundraising, public relations, education and advocacy efforts both affiliate and campus chapters will benefit and grow from a stronger partnership. The affiliate will sign the covenant with their partner campus chapter at the beginning of each school year.

Role of HFHI's Campus Chapters team and Volunteer Mobilization department

HFHI's Campus Chapters associated are a part of the Volunteer Mobilization department. Habitat for Humanity International is responsible for organizing the Campus Chapters program, providing ongoing support to the chapters through resources, training and special programs. In addition, the department is responsible for organizing all national and regional campus chapter activities. The Campus Chapters

team is also the link between individual chapters and other Habitat for Humanity International departments.

Agreement to covenant

We understand and agree with the mission and principles of Habitat for Humanity and the Campus 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 campus chapter

Name of affiliate

Campus chapter leader (i.e., president)

(Signature) _____ Date _____

(Printed) _____

Campus chapter adviser

(Signature) _____ Date _____

(Printed) _____

To the affiliate executive director/president:

As the executive director/president of the _____ affiliate, I have met with the group of students who are forming a Habitat for Humanity campus chapter at _____ [name of school]. I acknowledge the importance of youth involvement in Habitat's mission of eliminating substandard housing. Furthermore, our affiliate will support this chapter in its desires to partner with Habitat and to create a lasting relationship with our affiliate. I acknowledge that campus chapters are a part of an independent program of Habitat for Humanity International and that the partnership between our affiliate and the campus chapter is integral to the work of Habitat.

Executive director or president, local affiliate

(Signature) _____ Date _____

(Printed) _____

**Habitat for Humanity International, Inc.
Director, Volunteer Mobilization**

(Signature) _____ Date _____

(Printed) _____

Application Checklist

Before submitting your application, use the checklist on page one to verify that steps 1-6 have been completed as described in the Prospective Campus Chapter Toolkit (available at www.habitatyouthprograms.org/campuschapters). Applications that do not indicate that steps 1-6 have been completed will be not be considered.

Please initial the line below to verify:

___ Our chapter has completed steps 1-6 as detailed in the Prospective Campus Chapter Toolkit.

Next, please use the checklist below to ensure that your application is complete. Applications must be complete and contain original signatures to be processed.

Make sure the application contains:

- Primary Contact Information** completed
- Application Questions** completed
- Name Permission Request** completed with *original signature* of student leader
- Tax-Exemption Status** completed with one option chosen
 - Include EIN if chapter opts for affiliate or school tax exemption
- Chapter Bylaws** completed, with special attention to:
 - Article II - Board of Directors
 - Article III - Officers
 - Article IV – Committees of the Board
- Covenant** adopted in its entirety with *original signatures* of:
 - Campus chapter student leader
 - Adviser
 - Affiliate Executive Director/President

To submit your application

Make two photocopies of your original application

- Mail the **original application to:**
 - Campus Chapters
 - Habitat for Humanity International
 - 121 Habitat Street
 - Americus, GA 31709
- Give one copy to your affiliate
- Keep one copy on record for the chapter

Once your application is received by a Campus Chapters associate, you will receive a confirmation e-mail within two weeks. If you do not hear from HFHI within three weeks from posting your application, please contact us at (800) 422-4828, Ext. 2412 or campuschapters@habitat.org.