



# Campus Chapter Covenant

The campus chapter covenant is to be adopted as written in its entirety and should be re-signed by all parties by **October 31<sup>st</sup>** of each school year.

- Please ensure that the chapter, school and affiliate names are entered into the blanks as noted; names may be typed or printed.
- *Signatures cannot be typed.*
- Please have the chapter leader, advisor and affiliate executive director or board president sign before submitting to Habitat International. Signatures must all be on one page. We cannot accept multiple signature pages.

Covenants can be returned by:

- E-mailing a scanned version to [chapter\\_covenants@sharepoint.habitat.org](mailto:chapter_covenants@sharepoint.habitat.org),
- Faxing the covenant to 229-410-7406, or
- Mailing the covenant to:  
Campus Chapters  
Habitat for Humanity International  
121 Habitat Street  
Americus, GA 31709

## Habitat for Humanity Core Documents

### 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.

### Mission Principles

1. Demonstrate the love of Jesus Christ.
2. Focus on shelter.
3. Advocate for affordable housing.
4. Promote dignity and hope.
5. Support sustainable and transformational development.



**Chapter Name:** Habitat for Humanity Campus Chapter  
**Eight-digit Code:** 1614-3442  
**State:** Tennessee

## **Covenant between Habitat for Humanity International, Inc. and Habitat for Humanity Campus Chapter and Knoxville Habitat for Humanity**

### **Preface**

Habitat for Humanity International, Inc., and the Habitat for Humanity Campus Chapter and your local Habitat for Humanity affiliate are partners in the nonprofit, ecumenical Christian housing ministry of Habitat for Humanity. The campus chapter is an unincorporated, student-run and student-led organization that works cooperatively with Habitat for Humanity International and its affiliates (defined as the local, nonprofit Habitat for Humanity organizations charged with carrying out the mission at the grassroots level).

### **Mission of Habitat's youth programs**

The mission of Habitat'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.

### **Campus Chapters Commitments**

1. The chapter will receive 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. If use of the affiliate's tax exemption is not possible, the chapter will receive its tax exemption through its school and maintain its finances through the school's bank account and as a line item of the school's budget. **The chapter will not maintain a separate bank account or obtain a separate employer identification number from the Internal Revenue Service.**
2. Fundraising
  - a. Money, funds and property received by the chapter will be used in support of the general purposes of Habitat. 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 purposes of Habitat.
  - b. 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.
  - c. The chapter will work with the partner affiliate and/or school to accurately record donations during all fund raising events.
  - d. 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. The chapter will also not set up or accept an endowment of any kind. Chapters should not have an ending balance of more than \$2,500 in their affiliate- or school-controlled bank account at the end of each school year. If the funds are not designated for a specific purpose, they should be turned over to the local affiliate or donated to Habitat for Humanity International as tithe.

3. At least once a year, the chapter is expected to make both a donation to their partner affiliate and to Habitat's international work through the tithe program.
4. The chapter will work to carry out the mission and core documents of Habitat for Humanity and to fulfill the four functions of a campus 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 which walk through different aspects of Habitat's history and mission, entitled 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 at [habitatlearns.org](http://habitatlearns.org).
6. Membership in the chapter must be open to all students, and faculty/staff members where appropriate, regardless of race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status, and the chapter must obey all related local, state and federal antidiscrimination laws.
7. The chapter 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 procurement and ownership of land and materials, family selection, mortgages, insurance and other issues, as well as all legal liabilities resulting from the project.
8. The chapter is student-run with guidance and support from faculty and staff and oversight by the chapter's partner affiliate. Each chapter must have at least one faculty adviser.
9. At the beginning of the school year and no later than October 31, the chapter will re-sign the covenant with its partner affiliate and submit it to the campus chapter department. Failure to do so may result in disaffiliation.
10. Each chapter is required to meet all Habitat for Humanity logo and name use standards. Chapters failing to comply may be disaffiliated.
11. Each chapter is required to submit an annual report by May 31 along with the required annual dues paid to Habitat for Humanity International, Inc. by October 31. Chapters failing to complete either of these requirements may be disaffiliated.

#### **Role of the local Habitat affiliate**

1. The local Habitat affiliate is responsible for creating a youth-friendly environment where a partnership between the campus chapter and affiliate will be strengthened.
2. 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.
3. The affiliate will regularly meet with the campus chapter to review the chapter's programmatic and financial activities and related records. If the chapter receives tax exemption through the affiliate, 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. If the chapter does not receive tax exemption through the affiliate, the affiliate will seek reasonable assurance from the chapter that it is under the tax exemption of the school and maintains its finances through the school.
4. The affiliate will provide oversight of the campus chapter, act as a resource for the campus chapter, and seek to connect the campus chapter to the mission of Habitat for Humanity.
5. 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 the affiliate and the campus chapter will benefit and grow from a stronger partnership.
6. The affiliate will sign the covenant with its partner campus chapter at the beginning of each school year and no later than October 31.
7. The affiliate will designate a staff member or volunteer to act as a liaison to the chapter.

#### **Role of the Campus Chapters team**

Campus Chapters staff are a part of Habitat for Humanity International's Youth Programs. The team is responsible for organizing the Campus Chapters program, providing ongoing support to the chapters through resources, training and special programs. In addition, the team is responsible for organizing all national and regional campus chapter activities sponsored by Habitat for Humanity International. The team is also the link between individual chapters and other Habitat for Humanity International departments.

Chapter Name: Habitat for Humanity Campus Chapter  
Eight-digit Code: 1614-3442  
State: Tennessee

**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: Habitat for Humanity Campus Chapter  
Name of affiliate: Knoxville Habitat for Humanity

**Campus chapter leader (i.e., president)**

(Signature) Daniel Garza

Date 5/19/16

(Printed) Daniel Garza

(Email) dgarza2@vols.utk.edu

**Campus chapter adviser**

(Signature) Randy Brewton

Date 5-13-2016

(Printed) RANDY BREWTON

(Email) rbrewton@utk.edu

**To the affiliate executive director/president:**

As the Executive Director/President of the Knoxville Habitat for Humanity affiliate, I have met with the group of students who are forming a Habitat for Humanity campus chapter at The University of Tennessee. I acknowledge the importance of youth involvement in Habitat'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 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) Kene Shultz

Date 5/19/16

(Printed) Kene Shultz

-----  
(For Habitat for Humanity International to complete)

**Habitat for Humanity International, Inc.  
Manager-Youth Volunteer Engagement**

(Signature) \_\_\_\_\_

Date \_\_\_\_\_

(Printed) \_\_\_\_\_