

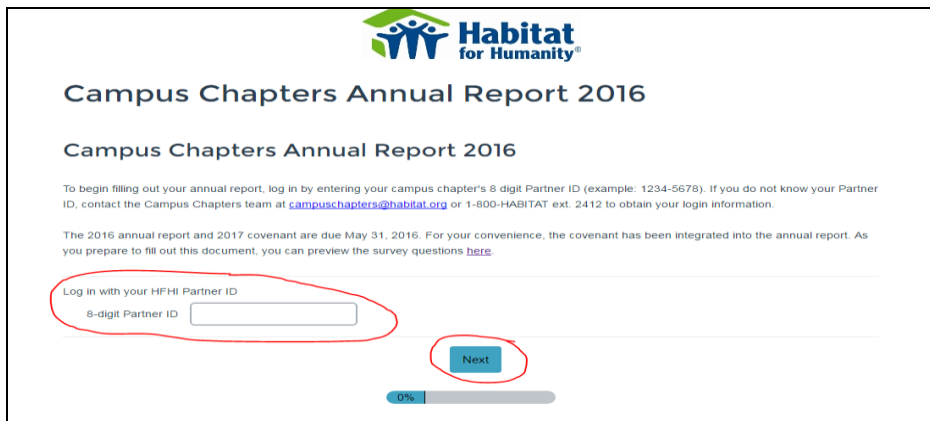
## Preparing for the Campus Chapters Annual Report


Note: This document is not the annual report. This document contains the information needed to complete the Annual Report and Covenant. The Annual Report and Covenant have now been integrated into a single report. When you are ready to begin, the Campus Chapters Annual Report can be accessed [here](#).

### Logging in to the Annual Report

You will need your chapter's 8-digit Partner ID to access the Annual Report. If you do not know your chapter's Partner ID, contact [campuschapters@habitat.org](mailto:campuschapters@habitat.org).

To log in to the report, enter your chapter's 8-digit Partner ID and click Next:



 **Habitat**  
for Humanity®

### Campus Chapters Annual Report 2016

**Campus Chapters Annual Report 2016**

To begin filling out your annual report, log in by entering your campus chapter's 8 digit Partner ID (example: 1234-5678). If you do not know your Partner ID, contact the Campus Chapters team at [campuschapters@habitat.org](mailto:campuschapters@habitat.org) or 1-800-HABITAT ext. 2412 to obtain your login information.

The 2016 annual report and 2017 covenant are due May 31, 2016. For your convenience, the covenant has been integrated into the annual report. As you prepare to fill out this document, you can preview the survey questions [here](#).

Log in with your HFHI Partner ID

8-digit Partner ID

0%

### Completing the Annual report

Below is a list of information required to complete the Annual Report:

#### Chapter contact information

##### Report submitter

- Name
- Telephone
- E-mail

##### Campus Chapter general contact information

- Partner ID

- Address
- City
- State
- Zip code
- Web site URL (if applicable)
- Facebook group (if applicable)
- Twitter account name (if applicable)

- Chapter e-mail

**Upcoming student leader**

- Name
- Telephone number
- E-mail address

**Upcoming adviser contact**

- Name
- Telephone number
- E-mail address

**Partner Affiliate**

- Affiliate name
- Affiliate Liaison name
- Affiliate Liaison telephone number
- Affiliate Liaison E-mail address

**Detailed financial data for June 1-May 31**

If there are required fields for which you have no financial data to enter, please enter "0" (zero). Amounts should be entered in both dollars and cents without commas or dollar signs (example: 200.29).

**Income**

Total funds raised for the year.  
Sources of income, including:

- Membership dues
- Event fund-raisers
- Corporate donations
- Individual donations
- Grants
- School funding
- Other income (Please explain)

**Expenses**

- Covenant affiliate donation

**Ending balance**

If the ending balance is \$2,500 or greater, please provide an explanation as to the purpose of holding these funds in your chapter's account and the date you expect to donate the funds.

**General survey questions**

Number of campus chapter members  
Number of individuals engaged other than active members

Chapter participation in:

- Young Leaders Conference
- Act! Speak! Build! Week
- World Habitat Day
- Collegiate Challenge trip(s)
- Global Village trip(s)

Total hours served by the chapter

Rate how effective the chapter was in fulfilling the four functions of a Campus Chapter (build, fundraise, educate, advocate) and explain your rating

Rate your chapter's relationship with your partner affiliate and explain your rating

Ways the chapter supported your partner affiliate:

- ReStore volunteers
- Build site volunteers
- Helping with events or campaigns
- Hosting fundraisers
- Serving on affiliate committees
- Serving on the Board of Directors
- Internships
- State Farm recognition events
- Other (Please explain)

Additional comments

What was the Campus Chapter's most meaningful accomplishment this year? (Comment Box)

**About the Covenant**

The Covenant has now been integrated into the report. Please have the chapter student leader for the upcoming year, adviser and affiliate executive director or board president sign before submitting to Habitat for Humanity International. If the student leader and/or adviser for the upcoming year have not been selected, have the persons currently serving in these roles sign

the covenant. If needed, the covenant may be updated at a later date once these positions have been filled.

Each signer of the Annual Report should use the *Save and Continue* option located at the top of each page to forward the report to the next signer. A brief overview of the instructions for completing the covenant are included below. Full instructions for completing the Covenant are included in the Annual Report.

### Covenant

The campus chapter covenant is to be adopted as written in its entirety and should be re-signed by all parties by May 31 of each school year.

Please have the chapter student leader for the *upcoming* year, adviser and affiliate executive director or board president sign before submitting to Habitat for Humanity International. *If the student leader and/or adviser for the upcoming year have not been selected, have the persons currently serving in these roles sign the covenant. If needed, the covenant may be updated at a later date once these positions have been filled.*

To ensure the signatures of all parties either electronically sign together at the same time or use the **Save and Continue** later link at the top of this page and insert the next signee's email address (included below) to forward the covenant for them to sign. They should do the same until the covenant is complete.

If you are not the upcoming student leader for your chapter, please use the **Save and Continue** option located at the top of this page to save your progress and forward the survey to the student leader for signing. To do this, scroll to the top of this page, select the **Save and Continue** option, and enter the email address for the student leader as directed.

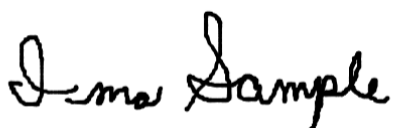
The email address for your upcoming student leader is: **samplestudent@mailinator.com**

Detailed instructions for completing the Covenant are included for each signer of the report. For example, these are the instructions for the student leader:

**Student leader:** Sign and date the covenant using the fields below. **After completing your signature and entering today's date, use the *Save and Continue* option at the top of this page to forward the survey to your chapter adviser for signing.** To do this, scroll to the top of this page, select the **Save and Continue** option, and enter the chapter adviser email as directed. Please make your adviser aware that an email will then be sent with a link allowing the adviser to sign. Once you have used the **Save and Continue** option, please close the survey.

Your chapter adviser's email address is: **sampleadviser@mailinator.com**

**Student leader signature \***



Sign name using mouse or touch pad

Signature of

14. Student leader signature date


## General Report Information

If the student leader and/or adviser has not yet been determined for the upcoming year, please check the box stating that this position has not yet been determined on the *Campus Chapters contact information* page of the Annual Report.

**Check below if student leader has not yet been determined.**


Student leader to be determined at later date.

Required fields are marked with a red asterisk (\*). If any required fields are left blank, you will get the following error message:

 There was an error on your page. Please correct any required fields and submit again. [Go to the first error](#)

### Campus Chapter contact information

Report Submitter \*

 This question is required

First name \*

If needed, you may save your progress and complete the report at a later time by using the *Save and Continue* option located at the top of your screen.

[Save and continue later](#)



## Campus Chapters Annual Report 2016

Covenant

Contact the Campus Chapter team at 1 (800) 422-4828 x2412 or [campuschapters@habitat.org](mailto:campuschapters@habitat.org) if there are questions about the Annual Report or Covenant.