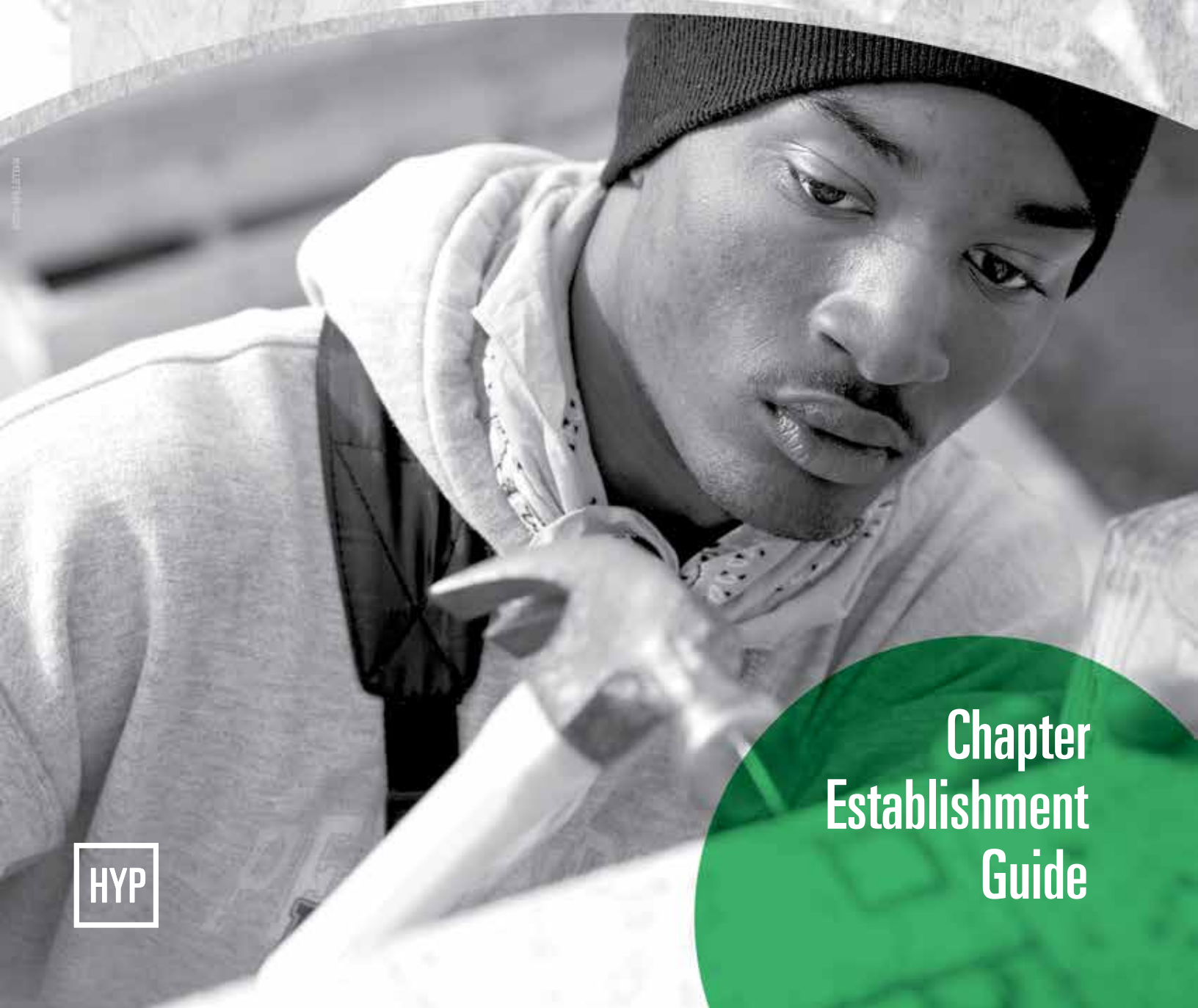




HABITAT
YOUNG PROFESSIONALS
BUILDING NETWORKS FOR GOOD



**Chapter
Establishment
Guide**



What is a Habitat Young Professionals chapter?

Young professionals can join the cause of affordable shelter by partnering with local Habitat affiliates through the national Habitat Young Professionals program, or HYP. Habitat Young Professionals chapters are unincorporated, self-directed, professional-led organizations that work cooperatively with local Habitat affiliates and Habitat for Humanity International through service, education, advocacy, fundraising, and professional and leadership development.

The five core functions of the HYP program				
SERVICE	EDUCATION	ADVOCACY	FUNDRAISING	PROFESSIONAL DEVELOPMENT
Serving the Habitat for Humanity mission directly and in capacities with Habitat affiliates.	Educating chapter members, the local community and members' networks about the work and mission of Habitat.	Advocating on behalf of people in need of decent shelter and for an end to poverty housing and homelessness.	Raising funds for Habitat's work and using networks to educate, activate, encourage and fundraise with peers.	Participating and creating space for transformational leadership and professional development.

Habitat has the effective organizational structure and deep understanding of housing policy issues around the world to effect change at a global level, but we need volunteers like you to meet our full potential. Young professionals age 21-40 offer a wealth of capacity to serve the mission as leaders, volunteers, advocates and donors.

What value does HYP offer?

- Permission to use the Habitat name, brand and logo resources.
- Ongoing services and support from Habitat for Humanity International.
- Training opportunities and biennial Young Leader's Summit.
- Funding and scholarship opportunities.
- Networking and relationship building.
- Personal, leadership and professional development.
- Engagement over a lifetime of service.
- HYP specialty events and international build trips.

What are the requirements for HYP chapters?

- Submit annual dues to Habitat for Humanity International.
- Sign a covenant agreement with your partner affiliate and Habitat for Humanity International.
- Submit an annual report.
- Meet standards and branding guidelines for use of the Habitat for Humanity logo and name.
- Work toward sustaining the local chapter by actively recruiting and engaging HYP members.
- Once a year, donate to your partner affiliate and plan at least one service event in support of the cause of affordable shelter.



Steps for starting an HYP chapter

A Habitat Young Professionals chapter leader should embody dedication, service and enthusiasm, and follow these steps:

1. Check habitat.org/hyp or email hyp@habitat.org to see if a chapter is active in your area. If there is one, contact information will be provided so that you may find out how you can become involved.
2. If there's no chapter in your area, first review this document, which explains what HYP is and offers tips for starting a strong HYP chapter and engaging your local affiliate.
3. Research the potential partners in your geographic area. These include:
 - » AmeriCorps Alums (americorpsalums.org).
 - » Habitat AmeriCorps Alumni Association (habitat.org/ameri-corps/alums).
 - » Young Nonprofit Professionals Network (ynpn.org).
 - » Chamber of Commerce.
 - » Rotary Club.
4. 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.
5. Send an introductory email to the local Habitat affiliate 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 affiliate's contact information at habitat.org/where-we-build/united-states-canada.
6. Submit the [Habitat Young Professionals Interest Form](#) online to start the process of creating a chapter in your area.
7. A Habitat for Humanity International staff member will contact you within two weeks of your request with more information on how to move forward. Habitat for Humanity International will provide further training if needed before affiliation.
8. Have the HYP chapter chair and the affiliate's president or CEO sign the Covenant agreement, and email it to hyp@habitat.org to be signed by the Habitat for Humanity International staff. Once signed by all parties, the Covenant will serve as your chapter's official charter.
9. Once the Covenant is submitted and reviewed, Habitat for Humanity International will send an official charter welcome packet that will include information on a mentoring opportunity with an HYP Advisory Council member to support you in building a strong chapter.

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Scheduling a meeting with your potential partner affiliate

The purpose of this meeting is to help determine whether partnership with your affiliate as an official HYP chapter is the most effective way to be involved and what that relationship would look like.

Discussion items:

- Historical overview of the affiliate and its efforts in your community.
- The motivation for starting a Habitat Young Professionals chapter.
- Overview of the five functions of the HYP program.
- Opportunities for a potential HYP chapter to support the affiliate.
- Expectations for the partnership between the HYP chapter and the affiliate.
- Strategies for finding the target audience, outreach, fundraising and engagement.

You might need additional time to weigh partnership options. If so, choose a time for a second meeting. If both parties agree that HYP provides the best model to partner, submit the HYP interest form, and an HFHI staff member will contact your group within two weeks with the next steps.

Suggested Habitat Young Professionals engagement opportunities

Learn how you can be an affiliate ambassador:

- **Support with community presentations.** Be available to partner with an affiliate staff member to tell the story and learn more about your affiliate.
- **Collaborate on fundraising.** Plan joint fundraisers with your affiliate.
- **Advocate.** Be a Habitat advocate at your workplace, church, social gatherings, professional organizations and civic clubs; be an “Internal Champion” to advance our cause.
- **Support your ReStore.** Help spread the word and solicit material donations for the ReStore.
- **Tell the Habitat story.** Know the affiliate story and be ready with a one-minute “elevator speech.” Pass out brochures and information when you are in the community.

HYP initial engagement options:

- Host an information or volunteer sign-up booth at your town’s street festival or similar gathering.
- Get tech-savvy. Recruit potential members through social media such as LinkedIn, Facebook and Twitter.
- Brainstorm ways to make membership attractive:
 - » Create a membership outreach letter.
 - » Plan themed meetups, builds and events.
 - » Outline incentives and benefits for active participants.
 - » Offer an array of leadership opportunities matched to various skills and expertise.
 - » Establish connections with other local young professionals groups.
- Host a lunchtime meet and greet. Invite young professionals, university alumni and colleagues to a lunch where they can learn more about getting involved.

For more information or support in getting HYP started in your area, email the Habitat for Humanity International Volunteer Mobilization and Innovation team at hyp@habitat.org.



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