



New Chapter Toolkit

Starting a new HFH chapter is a 4-step process:

1. Request a temporary chapter number from the chapter coordinator at the World Headquarters.
2. Sign up 10+ World Changers. Special regional circumstances, geographic or geopolitical, may allow for a charter for a local chapter being granted by a petition of 5 world changers, if approved by the Board of Directors. Contact the chapter coordinator to determine charter requirements.
3. Send a New Chapter Petition to the chapter coordinator with the 10 (or 5) world changers listed by name. All charter members must be current, verified active members of Hustle For Humanity. The petition must be signed by a charter member who will serve as the initial chapter contact.
4. Send the petition to the World Headquarters along with a copy of each membership dues or other qualifying documentation. All documents should be mailed to the attention of the HFH chapter coordinator.

Each member of the chapter agrees to the following rules:

1. Adhere to the bylaws governing HFH's non-profit status, including the Statement of Purpose.
2. Pay annual dues to Hustle For Humanity, or a one-time lifetime membership.

Board Approval

Upon receiving the New Chapter Petition, the chapter coordinator will submit the paperwork to the HFH board of directors for chapter approval. The board meets monthly and acts on petitions at the meeting nearest to the date when the petition was submitted. The chapter coordinator will notify chapter leaders when the petition has been approved, and will send them a Chapter Charter documenting and assigning the chapter's number and (if applied for) chapter name. The World Headquarters will formally announce the new chapter to the membership through email, website, social media, and published newsletter.

Chapters may begin holding meetings before Board approval of the chapter; however, organized activities, campaigns and projects cannot begin until after the board approves the new chapter status petition and recognizes the chapter as a bona-fide HFH chapter.

The chapter coordinator will send a New Chapter Packet to the chapter contact upon board approval of the new chapter. The New Chapter Welcome Kit contains the following items:

- ✓ Welcome letter from the HFH Board
- ✓ Official Chapter Charter
- ✓ HFH flag
- ✓ HFH printed materials and brochures
- ✓ Copy of HFH 501(c)(3) letter from the IRS certifying tax exemption status
- ✓ HFH Official Bylaws



Chapter Name

Chapter names using personal names fall into one of two categories: historical names or non-historical names. Historical names, such as “Thomas Paine” Chapter, must be approved by the Board of Directors.

Procedures for Non-Historic Individual Names

- **Living persons** will give their own approval for the use of their name by a chapter.
- **For deceased (non-historical) individuals**, the chapter will contact all immediate family members for approval to use their loved one’s name (parents, children, siblings, spouse). After approval from the family, the Chapter Name Change Request may be submitted to the World Headquarters for the Board of Directors. If possible, a letter of family approval will accompany the Chapter Name Change Request. (If there is any question of approval, the name shall not be used.)

When the name change is approved by the Board of Directors, the World Headquarters will prepare a Certificate of Acknowledgement for the family. We recommend a public event be held and the framed Certificate of Acknowledgement be awarded by the Chapter to a family member along with a descriptive press release.

Global Membership Dues

Every chapter member is expected to help sustain the HFH organization by paying annual dues:

- Basic Membership Dues: \$50-\$500 depending on tier (annual payment)
- Student Membership Dues: \$35-\$250 depending on tier (annual discounted payment)
- Free membership: temporary hardship (no annual dues for first year)
- Free membership: ongoing hardship (recurring annually)
- Lifetime Membership Dues: \$1,500 (one-time payment for life; can be paid in one lump sum or in allotments for up to one year)

Local Chapter Membership Dues

Some chapters have dues, which are collected from chapter members at the local level. Global dues are independent of chapter dues and must be paid annually for members to stay in good standing as an HFH member. All HFH members must pay annual dues or the Lifetime Membership fee directly to the World Headquarters.

Chapters are encouraged to assist members who want to join HFH but are not able to pay the global dues, either by paying for or supplementing their global membership dues. In extreme hardship cases, when a chapter is not able to assist world changers in joining HFH, World Headquarters may be able to provide scholarships to enable world changers to join the organization.