



ADOPT-A-HOME SPONSORSHIP
2017-2018



Introduction

By considering a Newnan-Coweta Habitat for Humanity, Inc. Adopt-A-Home project, your organization will be taking on an exciting task: raising money to finance a Habitat home, and building that home in partnership with the family who will purchase it. It is a task that will be both challenging and rewarding, and most importantly, it is a task that will make a real and lasting positive impact on our Coweta County community.

Founded as a Christian ministry, Newnan-Coweta Habitat for Humanity, Inc. works in partnership with God, and with people from all walks of life, to build and renovate homes for individuals and families in need. We fulfill our mission by constructing simple, decent, and affordable houses and then sell these houses at no profit and 0% interest to qualified homeowners. The mortgage payments obtained from these homes, contribute to the construction and renovation of future homes. The ministry aims to provide a way for sharing between the affluent and those in need, work in partnership with representative local leadership, and select families in greatest need first, without favoritism or discrimination.

On the following pages, you will see how your organization can accept the challenge of eliminating poverty housing in Coweta County, Georgia.

Should you have any questions or need more information, please contact:

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Adopt-A-Home Sponsorship Agreement

This agreement entered into this _____ day of _____, 2017, between Newnan-Coweta Habitat for Humanity, Inc. and (Insert Your Organization's Name Here). The parties agree to engage in a building project (or a portion of a building project) to construct a simple, decent, affordable home which will be purchased upon completion by a family in Coweta County, Georgia.

Newnan-Coweta Habitat for Humanity, Inc. Agrees To:

1. Provide a full developed building site, the necessary materials and tools, hire sub-contractors, and obtain the necessary building permits and inspections. Newnan-Coweta Habitat for Humanity, Inc. will also provide a qualified Habitat homeowner family.
2. Provide opportunities for volunteers from the sponsoring organization to participate in the building project, and provide a qualified Construction Manager to assist the partner's group during the project.
3. Provide financial management for the project.

(Insert Name of Organization) Agrees To:

1. Make a contribution of
 - a. \$_____ cash payment representing the full \$80,000 sponsorship fee for 2017-2018.
 - b. \$_____ cash payment representing a partial (_____%) sponsorship fee for 2017-2018.
 - c. \$_____ for in-kind donations of materials and/or services (as outlined on page ?)
 - d. \$_____ Total Contribution

One-half of the cash contribution amount committed above is payable six weeks before the scheduled volunteer construction start-date.

The balance is due immediately prior to commencement of volunteer construction.

In the event of a partial sponsorship, the Sponsor has the option of finding a Co-Sponsor(s) to complete the full sponsorship; or Newnan-Coweta Habitat for Humanity, Inc. will work to find a Co-Sponsor(s) to complete the sponsorship and schedule the start of volunteer construction at a mutually agreed upon schedule.

2. Organize and participate in the building project by providing volunteers on each assigned workday. Continue with the volunteer effort until the project is completed.
Sponsor expects volunteer work to commence in the (insert month/year here).
3. Work in cooperation and partnership with Newnan-Coweta Habitat for Humanity, Inc. staff and the future homeowner family to construct a well built, substantial home.
4. Support, within its organization and the community at large, the Habitat concept of eliminating substandard housing in Coweta County and throughout the world. This includes cooperating with Newnan-Coweta Habitat for Humanity, Inc. with any publicity and public relations activities associated with the project.

Accepted by (Insert Organization's Name) and Newnan-Coweta Habitat for Humanity, Inc. on _____, 2017.

Authorized Sponsor Signature _____

Signed By _____

Newnan-Coweta Habitat for Humanity, Inc.

Executive Director's Signature _____

Date _____



Sponsorship Opportunities

Indicate yes or no next to the sponsorship level you wish to purchase.

| | Sponsorship Level | Amount |
|------------------------|-----------------------------------|-----------------|
| Indicate Yes/No | Diamond Sponsorship Level | |
| | Framing Package | |
| | Grading & Clearing of Land | |
| | Plumbing Sub-Contract | |
| | HVAC Sub-Contract | |
| | Masonry/Block Assembly | |
| | Concrete/Continuous Footing | |
| | Electrical Sub-Contract | |
| | Diamond Total Cost | \$40,000 |
| | | |
| Indicate Yes/No | Platinum Sponsorship Level | |
| | Drywall (Labor & Material) | |
| | Trusses | |
| | Siding & Cornice Sub-Contract | |
| | Roof (Materials only) | |
| | Cabinets | |
| | Flooring | |
| | Insulation | |
| | Windows & Exterior Doors | |
| | Platinum Total Cost | \$20,000 |
| | | |
| Indicate Yes/No | Gold Sponsorship Level | |
| | Material Tax | |
| | Building Permit | |
| | Interior Doors | |
| | Utility Shed | |
| | Appliances | |
| | Deck Material | |
| | Landscaping | |
| | Gold Total Cost | \$10,000 |
| | | |
| | | |

| Indicate Yes/No | Silver Sponsorship Level | |
|------------------------|-------------------------------------|----------------|
| | Roof | \$750 |
| | Connection of Water & Sewer | \$500 |
| | Light Fixtures | \$500 |
| | Nail Fasteners | \$500 |
| | Stucco Foundation | \$500 |
| | Surveying | \$500 |
| | Trim Material | \$500 |
| | Silver Total Cost | \$5,000 |
| | | |
| | | |
| Indicate Yes/No | Bronze Level | |
| | Closet Shelving | \$400 |
| | Door Hardware | \$400 |
| | Interior Paint | \$350 |
| | Energy Audit | \$300 |
| | Bronze Total Cost | \$3,500 |
| | | |
| | | |
| Indicate Yes/No | Friend of Habitat Level | |
| | Energy Audit | \$300 |
| | Columns | \$200 |
| | Bath Accessories | \$200 |
| | Friend of Habitat Total Cost | \$1,500 |
| | | |



Overview of the Adopt-A-Home Process

1. Make the Decision.

- Will the members of your group support the project with their time, talents and money?
- Do we have the approval and support of your leadership?
- Are there people within your group who have the skills *and* the time available to lead your project?
- Can your organization raise the sponsorship fee?

2. Submit Your Sponsorship Agreement

- Once a decision has been made to proceed with the Adopt-A-House project, the Sponsorship Agreement on pages 3 and 4, must be completed and returned to Newnan-Coweta Habitat for Humanity, Inc. Next, our Community Outreach Coordinator will work closely with your group to discuss your build schedule days and number of volunteers needed.

3. Raise the Funds

- Once your group is committed, you will need to determine how you will raise your funds. Sources of funding often include things such as special events, individual campaigns, and in kind donations of services and materials.

4. Plan the Project

- Meet with Newnan-Coweta Habitat for Humanity's Construction Manager and Homeowner & Volunteer Services Manager to set a start date and construction schedule.
- Recruit and organize volunteers.
- Plan for training of your House and Task Leaders, as needed.
- Plan for snacks and lunches.
- Prepare publicity, if desired.
- Sign up volunteers for specific tasks.

5. Build the House

- Newnan-Coweta Habitat for Humanity's construction staff is responsible for preparing your building site, laying the foundation, constructing the floor system and arranging for all building materials, sub-contractors and building inspections.
- Your group of volunteers is responsible for framing, siding, painting (interior and exterior), installing hardware, landscaping and more! Habitat's construction staff will provide direction and guidance for your team.
- After you are finished, final inspections are completed, carpet and appliances are installed and the family can move in. Our goal is to have homeowners move in within 45-days of the final volunteer construction day.

6. Work Alongside the Homeowner Family

- Newnan-Coweta Habitat for Humanity, Inc. will introduce you to the homeowner family during construction of their home. In many cases, you will be working alongside a family member during your volunteer efforts. This enables you to meet the homeowner family and get to know them well throughout the construction process.

7. Home Dedication

- The dedication ceremony is a celebratory service that takes place inside the newly completed Habitat home. During this time, Newnan-Coweta Habitat for Humanity, Inc., recognizes all volunteers, your organization and any other contributions to the home. We provide the homeowner with offerings, prayer and well wishes in their home.



General Adopt-A-Home Project Guidelines

Building Schedule

Newnan-Coweta Habitat for Humanity, Inc., usually constructs a home over a three-month period. Our schedule includes one to two days during the week and every Saturday. Our days begin at 8 am and end by 5 pm.

Fund Raising

The challenge of raising the sponsorship fee may leave your group a little intimidated. However, Newnan-Coweta Habitat for Humanity can help your group to think creatively about ways to meet your goal. Funds have been raised through barbecues, golf tournaments, raffles, athletic events, individual campaigns, customer contributions, and, as part of capital campaigns. Your group can also lower the cash requirement by asking subcontractors to contribute their services. We also recommend partnering with a local church, organization or business who is interested in eliminating poverty housing in Coweta County, Georgia.

A Day Onsite

On the construction site, the House Leader is the captain. At the beginning of each work day, he/she should gather everyone and begin with introductions, safety instructions, an outline of the work to be done, an opening prayer and training for inexperienced crew members. Individuals present should then be divided up into smaller groups to work on specific jobs. It is often said that an effective House or Task Leader never picks up a hammer, as his/her main focuses are safety, quality of workmanship, instruction and planning so that everyone always has a job to do.

Volunteers at the Building Site

There is an optimum number of volunteers that can work effectively on any given day. This number will be determined by the skill level of the volunteers and the quality of the leadership provided by the Task Leaders and Crew Leaders. You will find a suggested number included with the typical volunteer schedule but your group will have to decide exactly how many individuals to recruit.

Volunteers will generally have a more enjoyable experience when everyone onsite feels busy and productive. The day will also go better if each person has a basic set of tools, is dressed appropriately for the task and weather, and has experienced and trained leaders. Of course, there will be times where there will be lulls for volunteers on the job site. Encourage your group to think of these times as an opportunity to step back and take pride in their accomplishments,

and to get to know each other and the homeowner better. Remember, the process is just as important as the finished product.

Age Limitation

No one under the age of 16 will be permitted on a building site while work is being done. No one under the age of 18 will be allowed to use any power equipment, work on the roof or at a height above 6 feet or participate in any hazardous activity. In this instance, we are required to follow Georgia's wage and hour guidelines, the policies of Habitat for Humanity International and our insurance carrier. Volunteers under the age of 18 and their parent/legal guardian are required to complete and sign a special "Minor's Release and Waiver of Liability" form. If your group has members younger than 16, we encourage them to participate in non-construction activities, such as landscaping, volunteering in our ReStore, administrative offices, etc.

Release and Waiver of Liability

Everyone working on a Habitat construction site is required to complete and sign a "Release and Waiver of Liability" form before they can begin work on the site. Each person should carefully read the form before signing as there is an inherent danger associated with a construction site. Emphasize to your members that safety is everyone's concern and everyone should point out unsafe working conditions.

Tools & Equipment

Newnan-Coweta Habitat for Humanity, Inc. will provide the tools and equipment needed for onsite construction.

Food and Beverages

Many sponsors provide lunch and snacks for volunteers at the work site. At a minimum, you should have a supply of fresh drinking water and cups at the building site each day you are planning to work. We encourage you to assign a specific employee with this responsibility. This is a great way to get individuals under the age of 16 involved with your project.

Working in Partnership with the Homeowner

The relationship you build with your homeowner family is just as important as the house you construct. Make sure that the homeowner is an integral part of the building process. We encourage you to assign a specific employee to work beside the homeowner to ensure that the homeowner is integrated into the group each day you are working.

Newnan-Coweta Habitat for Humanity's policy is that large gifts are not to be presented to the homeowner family, however a home warming gift such as you would give any friend is appropriate. Thought you may want to donate a refrigerator or furniture, remember that the sense of pride that sweat equity and a mortgage provides can be endangered when well-meaning friends shower the family with extras. In addition, it is unfair to other Habitat families whose homes are not sponsored.

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