



Prospective Campus Chapter Toolkit

Campus
Chapters

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Letter from the Director

Dear prospective campus chapter leaders,

The Campus Chapters team at Habitat for Humanity International is committed to providing you with the information you need to fully understand the Campus Chapters program. This toolkit will provide you with information about campus chapters, what is required of them and how they are an active part of Habitat's mission and work.

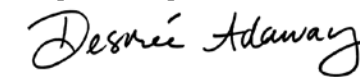
As an official HFH campus chapter, you will join hundreds of other campus chapters worldwide in the fight to eliminate substandard housing. In forming a campus chapter, your group will have the opportunity to affect your campus, your community, other communities around the United States and even communities in other countries! The Campus Chapters team is excited that your group is interested in being an active part of Habitat's mission.

Being a campus chapter is a great way to be an active part of Habitat's ministry, but it is also a great responsibility. Your group, once chartered, will be representing the entire organization of Habitat for Humanity. Because of this, there are certain requirements that all chapters must meet. Please take the time to review this toolkit completely, as it will help your group make an informed decision about whether becoming an official Habitat for Humanity campus chapter is the right avenue for your group to be involved in Habitat's ministry.

This toolkit also mentions several Habitat programs Habitat for Humanity International offers which you may not be familiar with. For more information on these programs, visit our Web site at www.habitatyouthprograms.org.

Whether your group chooses to apply to be a chapter or not, we truly appreciate the efforts you are making to support Habitat for Humanity! As young people, you are not only the future of this ministry, you are making strides today to bring about an end to substandard housing.

In partnership,



Desiree Adaway
Senior Director, Volunteer Mobilization department
Habitat for Humanity International



Contents

In this toolkit, the following topics will be covered:

- What is a campus chapter?
- What are the Four Functions of a campus chapter?
- What are the requirements of a campus chapter?
- What are the steps to forming a campus chapter?
- Where do I go for help?
- What's next?

Prospective campus chapter toolkit

What is a campus chapter?

A campus chapter is an unincorporated, student-run, student-led organization on a high school or college campus that partners with a local Habitat affiliate to perform four main functions: building, fundraising, educating, and advocating. Campus chapters are also required to have an adviser. A campus chapter adviser must be on the faculty or staff of your school. It is recommended that a chapter have a full-time, long-term member of the faculty or staff as your adviser. More information about campus chapter advisers can be found in the Appendix.

What are the Four Functions of a campus chapter?

1. **Building** is what most people think of when considering working with Habitat. Campus chapters can fulfill this function through working on local affiliate projects (building new homes and rehabilitating existing homes), sponsoring a home (supplying the necessary funds and labor) or participating in the Collegiate Challenge or Global Village programs (see the Appendix for a description of these programs). Building allows chapter members the opportunity to gain new skills, work on existing skills and physically contribute to the solution of ending poverty housing.



Four functions of a Campus Chapter

- Building
- Fundraising
- Advocating
- Educating

2. **Fundraising** makes the actual building possible. Chapters hold their own fundraisers, as well as participate in fundraisers organized by their partner affiliate. In either case, communication with the partner affiliate is crucial when raising funds. Fundraising not only raises needed resources, it also creates awareness, increases publicity, provides volunteer opportunities for campus chapter members, and helps recruit new members.

3. **Advocating** helps Habitat expand the impact it is able to make. To reach the goal of safe, decent, and affordable housing for all, we need to change systems, attitudes, policies and institutional behaviors that lead to inadequate housing and homelessness. While Habitat for Humanity works to partner with as many

families as possible to provide decent, affordable housing, the worldwide housing crisis remains huge. To address this need, Habitat for Humanity recently began to pair its successful building efforts with advocacy around housing issues. Through advocacy, Habitat for Humanity will work to change the systems that lead to poverty housing and give even more families a place to call home. Through events like Act! Speak! Build! Week, World Habitat Day and Habitat on the Hill, young people make their voices are heard and impact the availability of affordable housing.



BETH JONZAK

4. **Educating** is a crucial part of Habitat's ministry. As an affiliated partner of Habitat for Humanity International, campus chapters are expected to help educate their chapter, school and local communities about Habitat's mission and work. A successful chapter has members who are educated about Habitat for Humanity and its role in eliminating poverty housing, and who also are able to educate others.

These Four Functions should be completed in partnership with the chapter's partner affiliate.

What is an affiliate?

Habitat affiliates are the local branches of Habitat for Humanity International that exist in communities around the world. Affiliates are unincorporated, independent grass-roots organizations, comprised of concerned community members who partner with HFHI to eliminate poverty housing in their community. Campus chapters and their partner affiliates are asked to commit to forming a collaborative relationship. To read more about this partnership, consult "The three C's of chapter and affiliate partnership" in the Appendices.

Chapters and affiliates alike receive support from Habitat for Humanity International. HFHI does a lot of "behind the scenes" work to keep the organization running; HFHI departments include Communications/PR, Development and Disaster Response. Campus Chapter associates, who are responsible for supporting chapters are part of HFHI's Volunteer Mobilization department.

What are the requirements of a campus chapter?

Organizational structure

There are a number of ways that campus chapters can organize their leadership structure. At a minimum, all campus chapters must have a president and a treasurer. These two positions may not be filled by the same person. In the Appendices you will find a sample organizational chart that may be helpful in determining your chapter leadership structure.

Charter fees and dues

All chapters must pay annual dues of \$100 each fall, which help defray the cost of supporting the Campus Chapters program and allow more funds to be put toward home building. In addition, first-year chapters are offered one year of personalized support to help them start off on the right foot. Therefore, all new chapters are required to pay a one-time chartering fee of \$150 to help defray this expense. In total, first-year chapters will pay \$250 for their first year.

It is up to each chapter how they prefer to raise their annual dues. Some chapters may ask their members to cover the cost of annual dues or the charter fee. Other chapters may choose to pay their dues from their general fund-raising efforts. The charter fees and dues allow Habitat for Humanity International to provide services and benefits to campus chapters and their partner affiliates such as:

- Name permission, Habitat brand and logo resources.
- Online resources through the My.Habitat.
- Newsletters and other HFHI publications.
- Access to support from the U.S. Support Center, the main point of contact between HFHI and its affiliated groups.
- Eligibility for grant funding as available.
- Campus chapter training and informational conference calls.
- Conferences and trainings.
- Connection to a network of peers for support and knowledge sharing.
- Collegiate Challenge Spring Break early-bird registration for chapters that meet specific requirement deadlines.

Annual local affiliate and tithe donations

Chapters are required to raise funds for both Habitat for Humanity's local work and its work around the world. You can contribute to your local community through donations to your partner affiliate. Chapters and affiliates contribute to Habitat's global ministry through the Tithe program. There is no dollar amount requirement for these donations, but rather a spirit of participation in Habitat for Humanity's mission to eliminate substandard housing.



STEFFAN HACKER

Annual reporting

All chapters are required to submit an annual report to Habitat for Humanity International each year. This tool is used to monitor campus chapter activity and report on the accomplishments of campus chapters across the world. Corporate and institutional donors, as well as many individuals, have entrusted Habitat for Humanity with funds to carry out a program of house building and we all play a part in making sure that our generous donors get accurate reporting on how their donations were utilized. The annual report is due by May 31 each year; failure to submit the annual report on time subjects the chapter to disaffiliation.

Financial accountability

Upon becoming a campus chapter, you will receive a copy of the Financial Management for Campus Chapters resource. All Habitat for Humanity chapters and affiliates share the same Habitat for Humanity name, and protecting the name and reputation of Habitat for Humanity is the responsibility of every group. Here is a summary of the financial requirements:

- Chapters must gain nonprofit status through their local affiliate or school and comply with their local requirements.
- Chapters must hold, manage and disburse funds raised in accordance with the general purposes of Habitat for Humanity.
- Fundraising events should be appropriate to the Christian identity and ministry of Habitat for Humanity.
- Funds raised for a specific purpose must be used for that purpose.
- All fund raising in your community must be done in cooperation with your local affiliate.
- All money raised in the name of Habitat for Humanity must benefit Habitat for Humanity. It may not be donated to other charitable causes.
- All groups with nonprofit status must report annually to the IRS, regardless of how much they have raised. Please work closely with your school or affiliate, depending on who you have nonprofit status under, to review and fulfill these important requirements.
- Chapters must keep accurate financial records and accurately report these records on the campus chapter annual report.

What are the steps to forming a campus chapter?

Once you have read about and understand the Campus Chapters program, use the steps below to begin the application process.

1. Determine if the campus chapter model is the best fit for your involvement in the ministry of Habitat for Humanity.

It is important that student groups know the expectations and requirement of being an official Habitat partner before they become campus chapters. Please make sure your student group is as informed as possible by reviewing this toolkit carefully before completing the Campus Chapter application.



STEFAN HACKER

Remember that forming a campus chapter is not a requirement for participating in Collegiate Challenge or many of our other programs.

You can learn more about the programs for young people at our Web site, www.habitatyouthprograms.org.

If you need help in determining if a campus chapter is right for you, contact the campus chapters team at (800) HABITAT, ext. 2412.

2. Identify a core group of interested students.

Forming and running a campus chapter is a group effort. You will have to show your school's administration that a significant number of students committed to participating in the chapter. Getting others involved in the initial stages will help you reach out to more people, get different perspectives and assist in leadership transition once your chapter is in place.

3. Choose a campus chapter adviser.

All campus chapters are required to have an adult adviser who is a member of the faculty or staff of your school. Ask your partner affiliate if they have any recommendations for possible advisers. They may know faculty or staff at your school who are already involved with Habitat for Humanity. Take the time to find someone who cares about this cause and has time that they are willing to dedicate to your chapter. Refer to the campus chapter adviser resource in the Appendix for additional information on the requirements and responsibilities of an adviser. If you would like a copy of the Campus Chapter Adviser Guide, e-mail campuschapters@habitat.org.

4. Talk to your school administration to find out what steps you must take to form a student group on your campus.

Support from your school's administration is a critical component to your chapter's success. Bring them into the process early and use them as a resource.

5. Take the online Foundations of Habitat for Humanity course from Habitat Learns.

Habitat Learns is an online knowledge-sharing resource for the Habitat for Humanity community. One program offered by Habitat Learns is a set of online courses which walk you through different aspects of Habitat's history and mission, entitled "The Foundations of Habitat for Humanity." This is a suite of five courses: Beginnings, Vision and Mission, Organizational Structure, Applying the Mission Principles and HFHI Values. We encourage all chapter members to take these courses.

It is a requirement that the main student leader complete the first two courses (Beginnings, and Vision and Mission) prior to submitting a chapter application. In addition, we strongly encourage the adviser complete these courses as well. Each of these courses takes approximately 45 minutes to complete. To register for Habitat Learns and begin taking courses, visit <http://habitatlearns.org>.

6. Set up a meeting with your local Habitat for Humanity affiliate.

All campus chapters are required to partner with an existing affiliate. Use the online affiliate search engine at <http://www.habitat.org/local/> to find the contact information for the local Habitat affiliate nearest you. Contact the affiliate to set up a meeting with the executive director and any other affiliate staff the executive director thinks should attend.

At your meeting, get to know the staff at your affiliate and begin to build this important relationship. Determine together what your group can do to meet local affiliate goals and how they can support your group in its efforts. Use this meeting to determine if they are willing to act as the official affiliate sponsor for your campus chapter.

Note: If more than one affiliate is near you, you may need to contact them both to see which affiliate's service area you fall under. It is important that chapters only work with the affiliate in whose service area they reside. With questions on this subject, please contact your Campus Chapter associate at 1-800-422-4828, ext. 2412 or campus-chapters@habitat.org.

7. Complete and submit the Campus Chapter application.

Once you have completed steps one through six, download and complete the application. See page 10 for more information on this step. Please note that all six steps must be completed; incomplete applications will be returned to the applicant.



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8. Complete an interview with a Campus Chapter associate.

Within two weeks of receiving your application, you will be contacted via e-mail by your Campus Chapter associate to set up a conference call with you, your adviser and your partner affiliate contact person. This interview is a critical component of the application process. From the time you receive your e-mail notification that your application has been received, you will have four weeks to complete this interview. If the interview is not completed, the application will be considered incomplete and will be sent back to the applicant.



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9. Pay your charter fee and first year annual dues.

After completion of any action items identified during the interview, your chapter will be sent an e-mail instructing you how to pay the \$150 one-time charter fee and the first-year annual dues of \$100.

10. Charter goes to the Youth Engagement director at HFHI.

After receiving your payment for charter fees and annual dues, your charter will be submitted to HFHI's director of youth volunteer engagement for final approval. You will be notified via mail once your charter is complete.

Congratulations! Your campus chapter is officially chartered.

Where do I go for help?

Your partner affiliate

Your partner affiliate will be a great source of information and support for you as you explore the possibility of becoming a campus chapter. In most cases, affiliates have existed in the community for years and will have a great deal of insight as to how Habitat can have an effective presence. As a chartered campus chapter, the relationship with your partner affiliate will be vital to your success; starting to forge that relationship now will put your chapter in a good place.

HFHI's Campus Chapters team

In addition to the primary support you receive from your affiliate, your campus chapter associate will continue to be available to help as needed during your first year as a campus chapter. Your coordinator will also act as a resource to you and your affiliate to help guide you through your first year as a Habitat for Humanity campus chapter.



Where to go for information:

- Your partner affiliate;
- Campus Chapter associate at Habitat for Humanity International, (800) HABITAT, ext. 2412 or campuschapters@habitat.org

What's next?

You've read this toolkit and now understand what it means to be a campus chapter. You've met with your school and your affiliate and everyone is on the same page. What do you do next?

If your student group would like to start the process to become a campus chapter...

Complete the Campus Chapter application. You can download the Campus Chapter application at www.habitatyouthprograms.org/campuschapters. More information about the application, including instructions for filling it out, is on the Web site and in the application itself.

If your student group has decided that the Campus Chapters program is not the best fit for you...

Research other volunteer opportunities with Habitat. There are still plenty of ways that your group can be involved in Habitat for Humanity! Visit www.habitatyouthprograms.org to learn about the other programs HFHI offers that do not require participating groups to have campus chapter status, such as:

- Collegiate Challenge
- Act! Speak! Build! Week
- Youth United
- Global Village

Also, visit www.habitat.org to learn about other Habitat programs in which youth can get involved, such as:

- Jimmy and Rosalynn Carter Work Project
- Women Build
- AmeriCorps positions with Habitat for Humanity

For more information on how you can get involved in Habitat for Humanity without becoming a campus chapter, send an e-mail to youthprograms@habitat.org.



STEFAN HACKER

Appendix 1

Key Habitat terms

(What every campus chapter should know)

Act! Speak! Build! Week—Worldwide student-initiated weeks of advocating for affordable housing. Visit <http://www.habitatyouthprograms.org/actspeakbuild> for more information.

Affiliate—An independent nonprofit organization that operates within a specific service area and within the framework of the Habitat U.S. Affiliate Agreement. Habitat affiliates are local, grass-roots organizations. Concerned citizens come together to address the problem of poverty housing in their community.

Annual Report—The report that each chapter submits at the end of the school year, notifying HFHI about the building, fund raising, advocating and educating activities that took place that year. All campus chapters are required to submit their annual report by May 31 each year.

Blitz Build—A community event where an affiliate completes a house in a short amount of time. A blitz build is commonly one or two weeks long. The purposes for these events are to create a sense of community, attract volunteers and to create publicity for the Habitat mission.

Campus Chapter—An unincorporated, student-run, student-led organization that partners with a local Habitat affiliate to perform four main functions: building, fundraising, educating and advocating (see Four Functions).

Campus Chapter Covenant—The document that defines the relationship between Habitat for Humanity International and campus chapters. The covenant outlines important regulations for campus chapters.

Collegiate Challenge—A week long service program for high school and college students that allows groups to spend their school breaks building with a Habitat affiliate somewhere in the United States. Visit www.habitatyouthprograms.org/colchal for more information on this program.

Four Functions—The four main functions that every campus chapter is expected to fulfill; they are building and rehabilitating houses in partnership with Habitat for Humanity affiliate and homeowners; fund raising for the work of Habitat; advocating on behalf of people in need of decent shelter and for an end to poverty housing; and educating the chapter members, campus and local community about the work and mission of Habitat for Humanity.

Global Village (GV)—A short-term volunteer program, coordinated by Habitat for Humanity International, in which teams of volunteers travel to another country to work alongside members of the host community, raising awareness of the burden of poverty housing and building decent, affordable housing worldwide. Participants pay their own way (or fund raise to cover their expenses) and most trips are about two weeks long. Participants can apply as an individual or coordinate a “closed” trip for a set group of people. Find out more about Global Village trips at www.habitat.org/gv.

Habitat for Humanity International (HFHI)—The founding organization of Habitat for Humanity, located in Americus, Ga., which provides support for affiliates, campus chapters, and other Habitat organizations around the world.

Jimmy and Rosalynn Carter Work Project (JRCWP)—An annual blitz build held in which hundreds of homes are built in a matter of weeks. The JRCWP alternates each year between building in the United States and internationally. Thousands of volunteers come from around the world to build a large number of houses at one time. President Jimmy Carter and his wife Rosalynn are usually in attendance.

My.Habitat—The Web-based information distribution and sharing network only for affiliates and campus chapters. My.Habitat is your one-stop shop for campus chapter information and resources. Upon becoming a campus chapter, you will be given the opportunity to register for this site.

National Youth Awards—Awards distributed annually to outstanding chapters, Collegiate Challenge groups and others. Some come with financial prizes to further the work of the group or local affiliate. Matching grants may also be available to chapters and other groups. The Youth Programs Update and chapter mailings will provide the most current grant and award information.

Sweat Equity—The unpaid labor invested by homeowner partners while working on their houses and those of others. These non-paid work hours are a requirement for Habitat homeownership.

Tithe—Traditionally, giving 10 percent of funds raised towards Habitat for Humanity’s building efforts in other countries. Campus chapters are required to make one tithe contribution each year. Tithe contributions can be any amount and are a great way to participate in Habitat’s global ministry.

Youth Programs Update—A monthly e-newsletter with up to date information about opportunities for you people to engage in Habitat’s mission. Visit www.habitat.youthprograms.org/newsletter to subscribe.

Appendix 2

Three C’s of chapter and affiliate partnership

The campus chapters team recommends that all affiliates and chapters build a collaborative relationship with each other. The collaborative relationship is a goal to work toward. It is not expected that you will be at this stage at the beginning of your relationship.

On the road to this collaborative relationship there are two preceding steps which are coordination and cooperation. You can use the following to help determine what stage or stages your relationship is in. In practice the stages look like this:

Coordination

- Periodic check-in regarding chapter’s plans.
- Chapter sets goals, checks with affiliate.
- Affiliate educates chapter about Habitat for Humanity.
- Affiliate has a staff person or volunteer as liaison to chapter to serve in support role.
- Affiliate validates chapter’s fund raising for national and international HFH purposes, in addition to local fundraising.

Cooperation

- Affiliate and chapter work together on fund raising, public relations, education and advocacy.
- Affiliate assists chapter in goal-setting process and ensures that chapter goals are in alignment with affiliate goals.
- Affiliate helps to orient new chapter leaders.

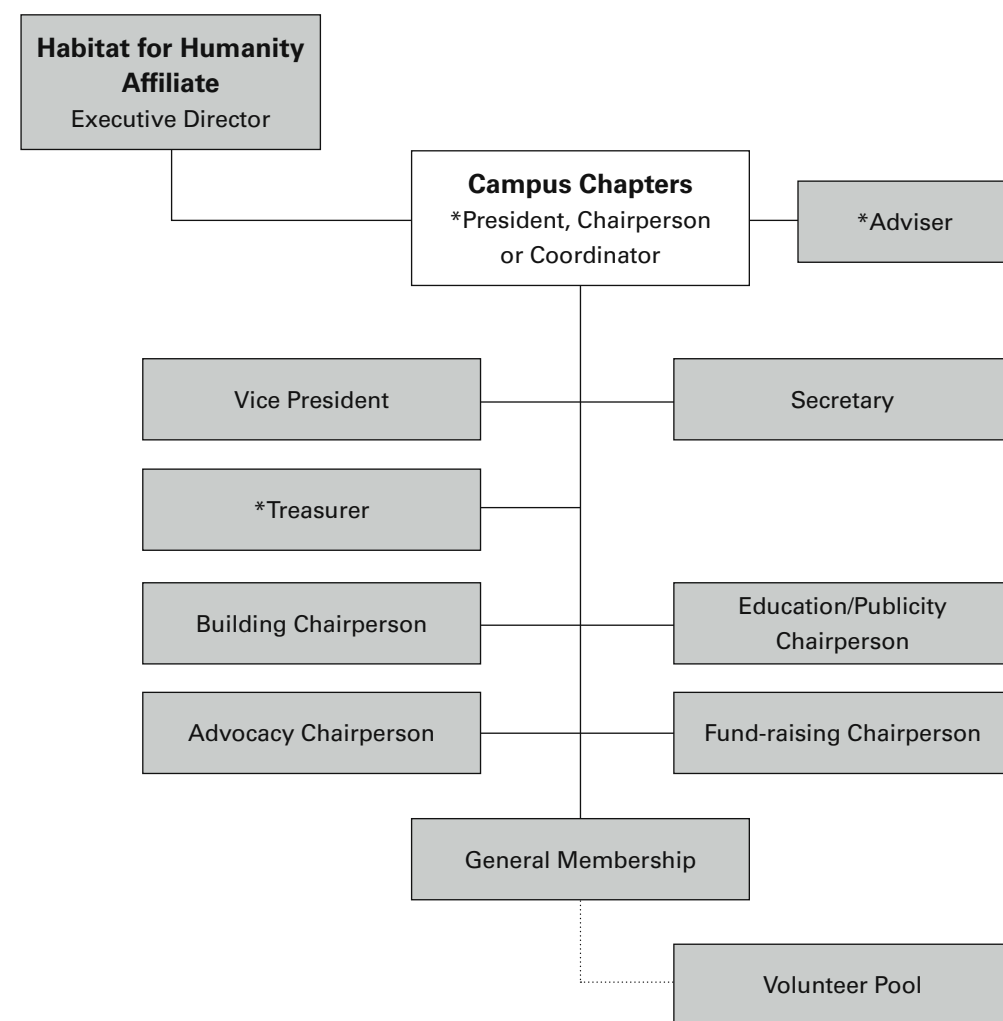
Collaboration

- Chapter and affiliate create one joint plan for fund raising, public relations, education and advocacy.
- Chapter and affiliate set goals together.
- Committee members from chapter sit on corresponding committee of affiliate.
- Affiliate has a role in chapter’s leadership transition process.

Appendix 3

Basic organizational chart for campus chapters

Positions required by HFHI's Campus Chapters program are designated with an asterisk (*).



Appendix 4

Campus chapter adviser

(Description for student leader)

One of the requirements to becoming an official Habitat for Humanity campus chapter is to have an adviser. An adviser can be a great asset to your chapter. As a member of your school's administration, faculty or staff, your adviser will have connections and networking abilities to which you would not normally have access. He or she may also have ways to cut through "red tape" that your campus chapter may run into from time to time while working within a college, university or high school system.

Your adviser must be employed by your school and cannot be a graduate student. This is for reasons of consistency and connection to the college or university system. It would be beneficial to your chapter to have a full-time, long-term member of the faculty or staff as your adviser.

Role of a campus chapter adviser:

- Attend general and officer meetings.
- Provide guidance and advise chapter, especially in goal setting and event planning.
- Help with student leadership transition.
- Be a consistent contact for the chapter.
- Work with historian on maintaining archives or history of the chapter.
- Assist chapter in locating campus/community resources.

It is important to remember that campus chapters are student-run, student-led organizations. An adviser should not serve as the leader of the chapter.

A chapter should only have one adviser. This will help ensure that your chapter is a student-run, student-led organization. Do not let this fact discourage you from inviting other faculty and staff members from your school to be involved with your chapter.

Appendix 5

Campus chapter adviser*

(Description for adviser)

Thank you for considering the decision to become an adviser for your students' Habitat for Humanity campus chapter!

Campus chapters are unincorporated, student-run, student-led organizations that perform four main functions: building, fundraising, educating, and advocating in partnership with the local affiliate.

One of the requirements to chartering a campus chapter is to have an adviser employed by the chapter's school. An adviser can be anyone employed by the school as a member of the faculty, staff or administration, with the exception of graduate students—this for reasons of consistency and connection to the college or university system. Advisers are beneficial to chapters when they are a full-time, long-term member of the faculty or staff.

It is important to remember that campus chapters are student-run, student-led organizations. An adviser should not serve as the leader of the chapter. Rather, as a campus chapter adviser, you will be an important resource and contact for your chapter.

An adviser's role can be defined as follows:

- Attend general and officer meetings.
- Provide guidance and advise chapter, especially in goal setting and event planning.
- Help with student leadership transition.
- Be a consistent contact for the chapter.
- Work with historian on maintaining archives or history of the chapter.
- Assist chapter in locating campus/community resources.

A chapter should have only one adviser. This will help ensure that the chapter is a student-run, student-led organization. HFHI encourages chapters to invite other members of the faculty and staff to be involved with the chapter.

For more information about the adviser's role and information advisors should know, please get the Campus Chapters Adviser Guide by emailing campuschapters@habitat.org.

****Please print out and give this information to your prospective adviser.***

Appendix 6

Sample agenda for meeting with prospective partner affiliate

Purpose:

To determine whether a campus chapter-affiliate relationship is the most effective way for the student group to partner with the local affiliate and what that relationship would look like.

1. Introductions
 - a. Suggested attendees
 - i. Student leader(s)
 - ii. School adviser
 - iii. Executive director or board president
 - iv. Designated campus chapter liaison
2. Affiliate overview
 - a. Brief history of the affiliate
 - b. Current state of the affiliate
3. School overview
 - a. Brief history of the school's involvement in Habitat
 - b. Why the school has chosen to start a campus chapter
4. Overview of the Four Functions of a campus chapter (Make sure that all parties understand the scope of a campus chapter.)
 - a. Building
 - b. Fundraising
 - c. Advocating
 - d. Educating
5. Preview the "Three C's" document in the Prospective Campus Chapters Toolkit
6. Expectations of the school: How much direct involvement will the affiliate have in running chapter programs and events?
 - a. How often does the school plan to volunteer with the affiliate?
 - b. How often does the school want to build with the affiliate?
 - c. What does the school plan to do in terms of fund raising?
 - d. What does the school plan to do in terms of advocacy?
 - e. What does the school plan to do in terms of education?

7. Expectations of the affiliate
 - a. What volunteer opportunities does the affiliate have, including building and non-building opportunities?
 - b. What are the affiliate's current financial needs and how can the chapter contribute?
 - c. What is the affiliate currently doing in terms of advocacy?
 - d. What is the affiliate currently doing in terms of educating?

8. Next steps: Do both the school and the affiliate think that the campus chapter model is a good fit?
 - a. If either party decides they need more time to weigh partnership options, choose a time for a second meeting.
 - b. If both parties decide to move forward on the campus chapter application process, choose a time when the affiliate can sign the application.
 - c. If both parties decide to move forward on the campus chapter application process, the student leader will be contacting all parties to set up a conference call with a Campus Chapter coordinator after the application has been submitted.



CAMPUS CHAPTERS: 121 Habitat St. Americus, GA 31709-3498 USA
(800) HABITAT, Ext. 2412 fax (229) 928-3408 campuschapters@habitat.org www.habitatyouthprograms.org