

ANNUAL CIVIC FUND

GUIDELINES FOR FUNDS USE AND PROJECT PARTICIPATION

1. Each interested club in the district hosting the State Convention shall complete the Club Request Form for Annual Civic Funds and submit to the District Director by November 1 of that year. The form is available on the website.
2. The District shall determine the distribution of funds.
3. Funds may be used statewide for:
 - a. Garden-related restoration efforts as a result of disasters, such as floods, tornadoes, earthquakes, hurricanes, wildfires, ice storms.
 - b. Increasing access to safe drinking water in areas where water is obtained from rivers, ponds, or other sources subject to contamination.
 - c. Gardening, landscaping, beautification and/or restoration of local civic areas. Please note: Neighborhood association type projects are not eligible.
 - d. Landscaping to beautify Habitat for Humanity properties.
4. If possible, encourage scouts or school groups to take part in the planting. Other community groups might be able to assist with in-kind or monetary donations.
5. The club may explore other options of funding, such as in-kind or corporate donations.
6. The club should encourage publicity of their involvement.
7. Prior to each Board meeting, participating clubs should submit to the District Director a report of expenditures to date.
8. Clubs considering a Habitat for Humanity project should:
 - a. Contact the local HFH affiliate or the Habitat for Humanity Headquarters.
 - b. When talking with the HFH Affiliate, introduce yourself as the representative of your club, and determine the landscaping need in your community.
 - c. Take this information back to your club and decide with them the scope of your involvement.
 - d. Meet with the homeowner and involve them with the planning and planting around the house. Educate them as to type of plant material that would be suitable for their area and type of care their plantings will need.
 - e. After work is completed, provide the homeowner with guidance on care of the plants. This can be done with a simple, easy-to-follow manual and/or telephone numbers of members in your club who are willing to provide information the homeowners may need.