



A promising practice sample document

Board of Directors Engagement Guidelines

Source: [Habitat for Humanity Buffalo](#)

The following document is an example that illustrates a promising practice in board fundraising and engagement. We encourage you to use this example to inform the creation of your own materials. Please note that Habitat for Humanity International did not produce, does not own and is not responsible for updating the content of this document.

For more promising practice samples from the Resource Development Expertise Hub, visit the Affiliate Sample Library on MyHabitat.

Revision/review history

Date	Explanation
June 2020	First publication on MyHabitat.
March 2023	Reviewed by the Resource Development Expertise Hub.
December 2024	Reviewed by the Resource Development Expertise Hub.
August 2025	Updated to meet Habitat for Humanity's updated brand guidelines. No content was changed.



Annual Board of Directors Engagement Guidelines



Habitat for Humanity Buffalo expects all Members of the Board of Directors to demonstrate personal leadership in their service to Habitat Buffalo, and to actively participate in fundraising and supporter cultivation. This includes setting an example by contributing time, talent, and treasure to the best of their ability.

Give

Members of the Board of Directors are encouraged to give generously to Habitat Buffalo each fiscal year, making a personally meaning gift that is appropriate to his/her financial means. It is our hope that Habitat Buffalo is one of the top priorities in each of the Board Members charitable contribution budget. Board Members are also encouraged to promote corporate giving through their respective employers.

Volunteer

It is important for Board Members to stay connected to Habitat Buffalo's mission, and the families who are served through this important work. Board Members are encouraged to volunteer in each aspect of the organization: Family Services, Construction, ReStore, and Administrative.

Thank

Engaging volunteers and donors is essential to the long-term sustainability of Habitat Buffalo. All Board Members are asked to engage with supporters in-person, by phone, and/or by mail. Board Members should attend Habitat Buffalo fundraising and build events to thank attendees, and may also express appreciation by supporting the Development Department in making personal donor calls and writing letters.

Share

Board Members are Habitat Buffalo's most influential ambassadors. Board Members are asked to help build support and advocate on behalf of Habitat Buffalo. This may include identifying new donors, soliciting volunteer and/or fundraising support, or connecting Habitat Buffalo's staff to speaking opportunities in the community. When sharing Habitat Buffalo's mission, Board Members may seek notes/talking points from the Development Manager.

Board Member Commitment

Every Board Member is asked to support Habitat Buffalo in each category for every year of service – Give, Volunteer, Thank, and Share. Please indicate your personal commitment to Habitat Buffalo for the 2022 calendar year, and return your signed form to Habitat Buffalo's Development & Communications Manager, Stephanie Lawson, by April 15, 2022.

Board Member Contact Information

Please update your contact information. Habitat Buffalo updates, volunteer opportunities, and all relevant Board of Directors materials will be communicated/sent using this information.

Name: _____

Company: _____

Spouse/Partner's Name: _____

Birthday (optional): _____

Home Address: _____

Work Address: _____

Phone: _____

Email: _____

2022 Board of Directors Engagement Commitment



Give	X In order to achieve 100% giving of the Board, I will make an annual pledge of \$ _____
	<input type="checkbox"/> For my personal annual gift, I would prefer to make one payment.
	<input type="checkbox"/> For my personal annual gift, I would prefer to make quarterly payments.
	<input type="checkbox"/> For my personal annual gift, I would prefer to join Carpenters Club.
	____ (Optional) My company and/or I will contribute in the following ways this year:
	<input type="checkbox"/> Sponsor <i>The House Beer Built</i> (sponsorships from \$500 to \$10,000) \$ _____
	<input type="checkbox"/> Sponsor <i>Leaders Build</i> (sponsorships from \$500 to \$5,000) \$ _____
	<input type="checkbox"/> Sponsor <i>Women Build Week</i> (sponsorships from \$500 to \$5,000) \$ _____
	<input type="checkbox"/> Provide in-kind materials/services _____

Volunteer	I will seek to understand and support Habitat Buffalo's mission by volunteering in each area of the affiliate.
	Working alongside the people who support the affiliate provides a valuable insight to our mission, the impact we have on our community, and the families we serve. Understanding staff roles and responsibilities will help you guide the affiliate on its path forward.
	<input type="checkbox"/> Construction (Staff and Volunteers)
	<input type="checkbox"/> ReStore Operations (Staff and Volunteers)
	<input type="checkbox"/> Families (Applicants, Program members, Homeowners)
	<input type="checkbox"/> Office Operations (Staff and Volunteers)
	<input type="checkbox"/> Development (Staff, Supporters, and Volunteers)
	A list of volunteer opportunities will be made available on a regular basis.

Thank	I will help with friend and donor engagement by:
	<input type="checkbox"/> Making thank-you calls to donors monthly (from home, office, or Habitat Buffalo office), as directed by the
	<input type="checkbox"/> Development Department
	<input type="checkbox"/> Writing personal notes to donors, as directed by the Development Department
	<input type="checkbox"/> Attending a Habitat Buffalo event to thank donors, attendees, and volunteers (such as The ReStore Find &
	<input type="checkbox"/> Flip, Hammers & Ales, and Home for the Holidays Volunteer Appreciation Dinner)
	<input type="checkbox"/> Attending special build events to thank donors and volunteers

Share	I will help spread the word about Habitat Buffalo by:
	<input type="checkbox"/> Inviting Habitat Buffalo to speak to your company and/or at your place of worship
	<input type="checkbox"/> Inviting colleagues, friends, and family to take a tour of a Habitat Buffalo project/neighborhood
	<input type="checkbox"/> Bringing colleagues, friends, and family to fundraising events
	<input type="checkbox"/> Bringing my company to volunteer at the ReStore or on a construction site
	<input type="checkbox"/> Becoming a member of Habitat Buffalo's Speakers Bureau
	<input type="checkbox"/> Being a social media ambassador and sharing posts from our Facebook, Instagram, and Twitter pages at least once per month (@HabitatBuffalo and @BuffaloReStore)
	<input type="checkbox"/> Adding five or more names to our mailing list as potential donors or volunteers

As a Board Member, I understand that I have a fiduciary obligation to support the mission of Habitat Buffalo and to always act in its best interest. I will review and abide by its Bylaws, Conflict of Interest Policy, and any other policy adopted by the Board. I will attend at least two-thirds of its Board meetings, and will uphold the commitments described in this document.

signature

date

month/year term ends