

## SAMPLE DOCUMENT ONLY

### HOUSE SPONSORSHIP AGREEMENT

This House Sponsorship Agreement (this "Agreement") is entered into as of December 2, 2011 between Habitat for Humanity International, Inc. ("HFHI"), a Georgia nonprofit corporation and «Affiliate\_Name» (the "Affiliate") for the construction or rehabilitation of «Written\_of\_Homes\_Approved» residential unit(s) as described below (the "Sponsored Houses").

#### WITNESSETH:

**WHEREAS**, HFHI is a Christian housing organization dedicated to building low cost housing with low-income families; and

**WHEREAS**, the Affiliate is a Christian housing organization dedicated to building low cost housing with low-income families in accordance with guiding principles developed by HFHI; and

**WHEREAS**, Thrivent Financial for Lutherans (the "Sponsor") has entered into an agreement with HFHI to provide sponsorship funds towards the construction of sponsored houses by HFHI Affiliates; and

**WHEREAS**, the Affiliate submitted a grant application to HFHI to receive and use the Sponsorship Funds in the construction of the Sponsored Houses dated as of October 7, 2011 (the "Application").

**NOW, THEREFORE**, HFHI and Affiliate hereby agree as follows:

1. FUNDING.

(a) HFHI will provide to the Affiliate funds in the amount of U.S. «mmAmount».00 (the "Sponsorship Funds") for the construction or rehabilitation of «Written\_of\_Homes\_Approved» Sponsored Houses, according to the Sponsor's current regional office designation system. The individual Sponsored Funds amounts shall be Fifty-Five percent (55%) of the total Sponsored House cost, as identified on the Application, which shall be subject to HFHI's final approval. The specific Sponsorship Funds for each Sponsored House shall be distributed to the Affiliate as follows:

- (i) One third (33.3%) of the Sponsorship Funds for each Sponsored House shall be distributed to the Affiliate upon HFHI's receipt of all items listed in Section 1(f) below;
- (ii) Another one third (33.3%) of the Sponsorship Funds for each Sponsored House shall be distributed to the Affiliate upon HFHI's receipt of all items listed in Section 1(g) below; and

- (iii) The remaining one third (33.3%) of the Sponsorship Funds for a Sponsored House shall be distributed to the Affiliate once the Affiliate has supplied all the items listed in Section 1(h) below.
  
- (b) The Sponsor has agreed that the Sponsorship Funds shall be used to cover the direct cost of construction of the Sponsored Houses and may be used to cover other items such as administrative costs and site acquisition and development, as defined in HFHI's current House Pricing policy.
  
- (c) The Affiliate shall be responsible for all costs incurred in connection with the construction of the Sponsored Houses that are not covered by the Sponsorship Funds.
  
- (d) The parties recognize that the final House Cost (the "Final House Cost") determined after completion of the Sponsored House may vary from the initial House Cost provided in the Affiliate's application (the "Initial House Cost"). In the event that the Final House Cost of a Sponsored House is less than ninety percent (95%) of the Initial House Cost, the Affiliate and HFHI agree to reduce the House Cost for the purposes of calculating the Sponsorship Funds allocated to such Sponsored House. This adjustment will be reflected in the Affiliate's final one third payment.

*For the purposes of example only, if the Affiliate submitted an application with an Initial House Cost of \$100,000.00, then the amount of Sponsorship Funds allocated for that Sponsored House would be \$55,000.00. If the Final House Cost is later determined to be \$85,000.00 (or 85%, and therefore less than 95% of the Initial House Cost), then the amount of Sponsorship Funds would be reduced to \$46,750, which is 55% of the Final House Cost. Thus, the final one third payment would be reduced so that the sum of all one third payments equals the revised Sponsorship Funds.*

- (e) While acquisition of materials by HFHI or the Sponsor are not a primary focus of this program, in the event that the Sponsor or HFHI secures donations of product for the construction of the Sponsored Houses, the Affiliate will utilize the donated product, to the best of its ability, in the construction of the Sponsored Houses, as directed by HFHI.
  
- (f) Notwithstanding any other provisions of this Agreement, no Sponsorship Funds will be made available to the Affiliate until HFHI has received the documentation listed below from the Affiliate. *Items 1(f)(i), 1(f)(ii), 1(f)(iii), and 1(f)(iv)* as shown below are to be sent to the contact indicated in Section 7 below. One copy of the insurance information is adequate for all builds during the term of this Agreement. *Items 1(f)(v) and 1(f)(vi)* as shown below are to be sent to the Affiliate's assigned HFHI Organizational Development Consultant -- Thrivent Builds (ODC-T). The Affiliate will complete the following items on or before March 1, 2012. Items to be received by HFHI are as follows:
  - (i) Appropriate demonstration that the Affiliate owns land on which the Sponsored House(s) will be built (the "Project Sites"), or in the case of a third party land trust, demonstration that the Affiliate has the long-term right to occupy, develop and transfer the land subject to a leasehold

mortgage. A copy of a Warranty Deed, or local equivalent conveying title to the property to the Affiliate will serve as this appropriate demonstration. For the purposes of this Agreement, the local equivalent may include without limitation Bargain and Sale Deeds, Quitclaim Deeds with Covenants, or other similar deeds warranting good title (either in a limited or general sense). However, a Quitclaim Deed without a covenant or warranty of title shall be insufficient for satisfying this requirement;

- (ii) Certificate of Insurance evidencing coverage in the amounts shown below. Any insurance coverage obtained by the Affiliate shall be with a carrier acceptable to HFHI. If the Affiliate is not required to carry worker's compensation insurance, then it will provide HFHI with notice of this and the reason why coverage is not required in writing in place of the documentation showing worker's compensation insurance. Insurance policies and limits are as follows:
  - A. General liability coverage in the amount of not less than \$1 million per occurrence, which shall include employer's liability or "EPLI" insurance, if applicable. Such coverage shall name "Habitat for Humanity International" and "Thrivent Financial for Lutherans" as additional named insureds under the policy.
  - B. Volunteer Accident coverage in the amount of not less than \$250,000 per accident, or otherwise through the Habitat for Humanity Insurance program;
  - C. Automobile liability insurance coverage for any vehicles maintained by the Affiliate in an amount at least equal to \$1 million; and
  - D. Worker's compensation coverage with medical and disability coverage in an amount equal to the statutory limits. Affiliates are otherwise required to follow all state and applicable law. With respect to the State of Texas, the Affiliate must choose to be privately insured (unless eligible for the state insurance fund);
- (iii) Completed ACH Set Up form, attached as Exhibit A;
- (iv) Any other documentation as may be reasonably required by HFHI;
- (v) Demonstration of the Affiliate's adoption and use of the Safety Plan, as defined in and in accordance with Section 2(b) below. One copy of the Affiliate's Safety Plan is adequate for all builds during the term of this Agreement;
- (vi) A construction schedule as agreed to by HFHI and the Affiliate for the completion of the Sponsored Houses (the "Construction Schedule"). The Construction Schedule shall be in a form substantially similar to the

sample construction schedule in the attached Exhibit B unless the parties agree to follow a blitz or accelerated build schedule; and

- (vii) The Affiliate will be in compliance with all applicable HFHI policies, tithe commitments, logo adoption, annual reports and requirements of any other existing agreements between Affiliate and HFHI, including, without limiting the following:
  - A. the completion of Sponsored Houses or reporting requirements from previous House Sponsorship Agreements involving the Sponsor;
  - B. the Affiliate Covenant, Core Tenets, and the U.S. Affiliation Agreement, as approved in final form by the U.S. Affiliate Council and the HFHI board of directors; and
  - C. The Quality Assurance Checklist.

(g) HFHI shall distribute the second one third (33.3%) of the Sponsorship Funds to the Affiliate upon occurrence of the following:

- (i) Fifty percent (50%) of the volunteer labor positions needed to complete the Sponsored House have been pledged.
- (ii) Five percent (5)% of the total Sponsored House cost has been pledged to the Affiliate from the Sponsor's chapter, reflecting one-half of 10% of the Sponsored House cost (the total amount being the "Thrivent Chapter Funds").
- (iii) An additional seventeen and one-half percent (17.5%) of the total Sponsored House cost has been pledged from other funding sources to the Affiliate, reflecting one-half of 35% of the Sponsored House cost (the total amount being the "Affiliate Local Funds").
- (iv) The Affiliate submitting through its customary monthly reporting process to the ODC-T, the date of completion for appropriate permits pulled and variances approved for the construction of the Sponsored House.
- (iv) HFHI has received proof that the Affiliate has good and marketable title to the land on which the Sponsored House(s), which shall be documented by a copy of an ALTA owner's title insurance policy showing the Affiliate as the insured, with the Schedule B on this policy showing only standard and customary exceptions.

(h) HFHI shall distribute the remaining one third (33.3%) of the Sponsorship Funds to the Affiliate upon occurrence of the following:

- (i) The affiliate has submitted to HFHI a copy of the Certificate of Occupancy, or local equivalent evidencing compliance with building inspection and residential housing codes and ordinances for the Sponsored House;
- (ii) The affiliate has submitted all volunteer information as described in Section 2(i): Evaluation and Project impact below to the Sponsor; and
- (iii) The affiliate has submitted the final Affiliate Monthly Report, substantially in the form as reasonably required by Sponsor.

2. RESPONSIBILITIES OF THE AFFILIATE.

(a) Construction:

- (i) The Affiliate will work with HFHI in setting an appropriate Construction Schedule for the Sponsored Houses.
- (ii) The Affiliate shall be solely responsible for the selection and procurement of the Project Sites.
- (iii) The Affiliate shall appoint a project manager to be responsible for the coordination of the Sponsored Houses.
- (iv) The Affiliate shall build the Sponsored Houses in accordance with HFHI general practices and procedures.
- (v) The Affiliate shall provide all building materials, services and project management for the construction of the Sponsored Houses, except as otherwise provided by HFHI in its discretion.
- (vi) The Affiliate shall be responsible for ensuring completion of the Sponsored Houses in accordance with the Construction Schedule established by the Affiliate and HFHI, and all applicable building codes and regulations, including without limitation building all Sponsored Houses no later than December 31, 2012. For the purpose of determining this, HFHI will accept a certificate of occupancy, or local equivalent, documenting compliance with building inspection and applicable code and ordinances, from the appropriate agency as proof of completion.
- (vii) The Affiliate shall be responsible for securing all volunteers for the construction of the Sponsored Houses. The Affiliate will work with HFHI and the Sponsor and use best efforts to fill 50% of all volunteer construction positions on the Sponsored Houses with Lutherans, and 25% with Thrivent members.

(viii) The Affiliate represents and warrants that all information provided on the Application (including without limitation, the estimated cost of the Sponsored House) is true and correct to the best of its knowledge. In addition, the Affiliate covenants to help prepare and sign a close-out report that certifies as the actual final Sponsored House cost.

(b) Safety Plan: The Affiliate shall be responsible for developing, adopting and using a written safety plan for the construction of the Sponsored Houses. The safety plan shall comply with the current Habitat for Humanity Construction Safety Guide, including the provisions relating to the use of volunteers under the age of 18 on the Project Sites, and OSHA requirements (the "Safety Plan"). The Affiliate will designate a safety coordinator for the Project Sites who shall be responsible for implementing the Safety Plan. The safety coordinator may not be responsible for overseeing any part of the actual construction of the Sponsored Houses. The Affiliate shall provide each volunteer at the Project Sites with appropriate safety equipment, including hard hats, goggles and ear plugs, and shall ensure that they be used at all appropriate times. The Affiliate will supply all power tools on the Project Sites, and they shall meet all safety standards. Any scaffolding used on the Project Sites will comply with all applicable safety standards. The Affiliate will require all volunteers to sign waivers of liability in favor of the Affiliate, HFHI and the Sponsor.

(c) Homeowners: The Affiliate shall be responsible for the selection of a homeowner to become the owner of each of the Sponsored House(s) upon completion (the "Homeowners"). The Affiliate agrees to sell each Sponsored House to the Homeowner selected and approved by the Affiliate for an amount to be determined by Affiliate in accordance with HFHI's current Housing Pricing Policy and Mortgage Policy.

(d) Tithe: Affiliates are encouraged to tithe the customary 10% on funds received through this sponsorship, including the Affiliate Local Funds, and the Thrivent Chapter Funds.

(e) Record Keeping: The Affiliate shall keep an accurate record of all expenditure of the Sponsorship Funds and a record of volunteer participation in accordance with reasonable reporting requirements that HFHI may set from time to time. The Affiliate will provide such record in writing to the Sponsor on a monthly basis.

(f) Financial audit: The Affiliate shall allow HFHI or its authorized representative to audit its books and records at any time during reasonable business hours with no less than two business days' advanced notice, and shall fully cooperate in any such audit. Any and all CPA audit requests should be mailed to:

Attn: Kellie-Ann Brown  
Sr. Specialist, Grant Programs, TB  
Habitat for Humanity International  
270 Peachtree Street NW, Suite 1300  
Atlanta, GA 30303-1263

(g) Recognition of Sponsor: The Affiliate shall place signage at the Sponsored Houses listing the Sponsor as the house sponsor for the duration of the build, in accordance with guidelines provided by HFHI from time to time. Separate in-kind product donation signage may also be placed.

(h) Publicity: The Affiliate agrees to work with HFHI and the Sponsor, as requested, to develop joint publicity opportunities for the Event construction of the Sponsored Houses on both local and national levels.

(i) Evaluation and Project Impact: The Affiliate agrees to cooperate in the process to evaluate the effectiveness of the program and its impact on the participants in the program. Affiliate and Sponsor will cooperate in collecting information for the “Thrivent Builds with Habitat for Humanity Volunteer” sign-in sheet (attached as Exhibit C) at the Sponsored House Site. The Affiliate will provide any available information for each volunteer on the Sponsored House electronically in either of the two formats specified by Sponsor to Sponsor by the 20<sup>th</sup> of each month for Sponsor’s internal research purposes, including without limiting thank you correspondence or volunteer recognition, volunteer surveys, volunteer and mission trip opportunities, and to invite the participants to request additional benefits of membership, provided that the data will not be used for any other purpose without HFHI consent. A detailed collection method and training will be provided. After the initial collection and survey, volunteer information will be kept in accordance with applicable laws, including without limitation any opt-out rights.

### 3. USE OF SPONSOR LOGO, TRADEMARK AND TRADE NAME.

(a) Sponsor owns or has a license to all rights, title and interest in and to Sponsor’s name, logos, trademarks, service marks and trade name (the “Sponsor Marks”). The Affiliate agrees that it will not in any way dispute, or do anything to impair the validity of Sponsor’s rights in the Sponsor Marks or Sponsor’s sole ownership and right to use and control the use of the Sponsor Marks. The Affiliate further agrees that all use of the Sponsor Marks shall inure to the benefit of and be on behalf of Sponsor and the Affiliate agrees that nothing in this Agreement shall give the Affiliate or any other party any right, title or interest in the Sponsor Marks other than to use the Sponsor Marks only in accordance with the terms of this Agreement.

(b) Sponsor has granted to HFHI and its affiliates a non-exclusive, non-transferable, royalty-free license for the territory of the United States and its possessions to use the Sponsor Marks only in accordance with specifications that Sponsor shall provide HFHI from time to time. HFHI shall forward such specification to the Affiliate when necessary. HFHI must submit to Sponsor for approval all materials, publications and/or advertisements, in any media that include the Sponsor Marks and will be distributed to third parties. Affiliate must therefore submit to HFHI all such materials, publications and/or advertisements so that Sponsor’s prior written approval may be obtained before distribution by HFHI, the Affiliate or any third party.

(c) The Affiliate represents and warrants that:

- (i) Each time the Affiliate reproduces and/or republishes the Sponsor Marks, it shall also reproduce the trademark notice as provided by Sponsor, as appropriate, and that prior approval for any such use will be obtained in writing from Sponsor, in accordance with Section 3(b) above.
- (ii) The Sponsor Marks are used in a form identical to that provided without alteration.
- (iii) No use of the Sponsor Marks will be made which could adversely affect the reputation or good will of the Sponsor.
- (d) The Affiliate is not authorized to sell, assign, license, sublicense or otherwise transfer the Sponsor Marks to any third party, or to reproduce the Sponsor Marks in any manner not consistent with the provisions of this Agreement.

4. USE OF HFHI'S LOGO, SERVICE MARK AND NAME.

(a) HFHI owns all rights, title and interest in, and to, the Habitat for Humanity name and service mark (the "HFHI Marks"). The Affiliate agrees that it will not in any way dispute, or do anything to impair the validity of HFHI's rights in the HFHI Marks or HFHI's sole ownership and right to use and control the use of the HFHI Marks. The Affiliate further agrees that all use of the HFHI Marks by the Affiliate shall inure to the benefit of, and be on behalf of, HFHI, and the Affiliate agrees that nothing in this Agreement shall give the Affiliate any right, title or interest in the HFHI Marks other than to use the HFHI Marks only in accordance with the terms of this Agreement.

(b) HFHI grants to the Affiliate a non-exclusive, non-transferable, royalty-free license for the territory of the United States and its possessions to use the HFHI Marks only in accordance with the specifications that HFHI shall provide the Affiliate from time to time, and only for use in connection with this Agreement. This license is granted for the term of this Agreement. The Affiliate shall submit to HFHI for approval all materials, publications and/or advertisements, in any media, that include the HFHI Marks that will be distributed by the Affiliate to third parties. HFHI shall approve such items bearing the HFHI Marks before their distribution by the Affiliate or a third party.

(c) The Affiliate represents and warrants that:

- (i) Each time the Affiliate reproduces and/or republishes the HFHI Marks, it will reproduce the service mark notice "Habitat for Humanity™," "Habitat for Humanity®," or other notice provided by HFHI and that prior approval for any such use will be obtained in writing from HFHI.
- (ii) The HFHI Marks are used in a form identical to that provided by HFHI, without alteration.
- (iii) No use of HFHI Marks will be made which could adversely affect the reputation or goodwill of HFHI.

(d) The Affiliate is not authorized to sell, assign, license, sublicense or otherwise transfer the HFHI Marks to any third party, or to reproduce the HFHI Marks in any manner not consistent with the provisions of this Agreement.

(e) The Affiliate shall not use the HFHI Marks in any manner which, in the opinion of counsel to HFHI, would cause any income received by HFHI or the Affiliate pursuant to this Agreement to be taxed as unrelated business taxable income under the provisions of the Internal Revenue Code of 1986.

5. Term:

The term of this Agreement shall commence as of the date first written above and shall continue until the Affiliate has fulfilled the requirements in order to have received final payment of the Sponsorship Funds from HFHI.

6. Force Majeure:

If either party is prevented from complying, either totally or in part, with any of the terms of this Agreement by reason of fire, flood, storm, strike, lockout or other labor trouble, riot, war, rebellion, accident or other acts of God, then upon written notice to the other party, the affected provisions and/or requirements of this Agreement shall be suspended during the period of such disability. During such period, the non-disabled party may seek to have its needs, which would otherwise be met hereunder, met by others without liability to the disabled party hereunder. The disabled party shall make all reasonable efforts to remove such disability within (30) days of giving notice of such disability. If the disability continues for more than ten days after the cessation of the reason for such disability, the non-disabled party shall have the right to terminate this Agreement, and neither party shall thereafter have any further rights or obligations hereunder, except as set forth in Section 11.

7. Notice:

All notices, reports and receipts shall be in writing and shall be deemed duly given on (i) the date of personal or courier delivery; (ii) the date of transmission by telecopy or other electronic transmission service, provided a confirmation copy is also sent no later than the next business day by postage paid, return receipt requested first-class mail; or (iii) three (3) days after sending by receipt requested first-class mail, addressed as follows:

If to HFHI:                   Habitat for Humanity International  
270 Peachtree Street NW, Suite 1300  
Atlanta, GA 30303-1263  
Attention: Kellie-Ann Brown  
Sr. Specialist, Grant Programs, TB  
Telephone: 404-733-3146  
Fax: 229-410-7461

If to Affiliate:               «Mailing\_Name»  
                                      «Address»  
                                      «City\_State\_Zip»

Either party may change its mailing address by written notice to the other party in accordance with this Section.

8. Governing Law:

This Agreement shall be governed by the internal laws of the State of Georgia.

9. Assignment:

This Agreement may not be assigned by either party without the prior written consent of the other party.

10. Confidentiality:

Each party shall keep confidential any confidential business information relating to the other party including, but not limited to, sales information, marketing information and promotion plans discussed or disclosed in the course of performing this Agreement (the "Confidential Information").

Nothing in this Agreement shall prohibit or limit either party's use of Confidential Information (including, without limitation, ideas, concepts, know-how, techniques and methodologies) (i) previously known to it, (ii) independently developed by it, (iii) acquired by it from a third party which was not under an obligation to the disclosing party not to disclose such information, or (iv) which is or becomes publicly available through no breach by the recipient of this Agreement. Nothing in this Agreement shall prohibit or restrict either party's right to develop, use or market products or services similar to or competitive with those of the other party disclosed as Confidential Information as long as the recipient shall not thereby breach this Agreement.

11. Survival:

The provisions of Paragraphs 3(a), 4(a), 6, 7, 8, 10, 11, 13, 14, and 15 hereof shall survive any termination of this Agreement.

12. Independent Contractor:

Nothing contained herein shall be deemed or construed to create any partnership between the parties. All operations by each party under the terms of this Agreement shall be carried on by it as an independent contractor and not as an agent for the other.

13. No Waiver:

No consent to, or waiver of, any breach or default in the performance of any obligations hereunder shall be deemed or construed to be a consent to, or waiver of, any other breach or default in the performance of any of the same, or any other obligations hereunder. Failure on the part of any party to complain of any act or failure to act of any other party, or to declare any party in default, irrespective of the duration of such failure, shall not constitute a waiver of rights

hereunder, and no waiver hereunder shall be effective unless it is in writing and executed by the party waiving the breach or default hereunder.

14. Severability:

Whenever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement shall be prohibited by or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity without invalidating the remainder of such provision or the remaining provisions of this Agreement. Notwithstanding the foregoing, if a material provision is held to be unenforceable (other than agreements to agree or to review), the party receiving the benefit of the provision, or either party if both benefit, may terminate the Agreement by written notice to the other party within thirty days after the provision is held to be prohibited or invalid. In the event of such termination, the parties shall promptly endeavor in good faith to enter into a substitute agreement.

15. Entire Agreement.

With the exception of the Application, this Agreement represents the full understanding of the parties hereto, and supersedes and replaces any prior or contemporaneous oral or written agreements between the parties concerning the Sponsorship Funds or the Sponsored Houses. To the extent that any terms of the Application and this Agreement conflict, the terms of this Agreement shall govern. This Agreement may not be changed or modified except by written agreement signed on behalf of both parties.

[balance of page left intentionally blank/signature page follows]

IN WITNESS WHEREOF the parties hereto, acting by and through their duly authorized representatives, have executed this Agreement in several counterparts, each of which shall be deemed an original, as of the date set forth above.

**Habitat for Humanity International, Inc.**

\_\_\_\_\_  
Larry Gluth, SVP – US & Canada

Date: 12/2/11

**«Affiliate\_Name»**

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_

**Exhibit A**

ACH Set Up Form

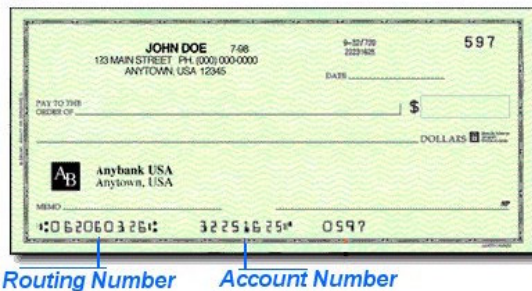
All funds for the *Thrivent Builds Homes* program will be issued via Electronic Funds Transfer (EFT). Please fill out the below form in its entirety and return with your affiliate’s build agreement. Review all information to ensure it is correct and legible prior to submission.

I. Affiliate Information

Affiliate name	«Mailing_Name»
Affiliate city, state, zip	«City_State_Zip»
Affiliate contact person	
Affiliate contact phone	
Affiliate contact email	
Affiliate fund code (6-digits)	«Affiliate_Number»

II. Deposit Account Information

Name of account holder (cannot be personal account)	
Bank name	
Bank street/PO address	
Bank city, state, zip	
Bank phone	



Routing number	
Account number	
Email to use for funds transfer notification	

Please fax to (229)410-7461 or mail to:  
 Habitat for Humanity International  
 Attn: Kellie-Ann Brown  
 Sr. Specialist, Grant Programs, TB  
 270 Peachtree Street NW, Suite 1300  
 Atlanta, GA 30303-1263

**Exhibit B**

**2012 Thrivent Builds Homes Build Schedule Template**

**Details and definitions are available in the Quick Reference Guide located at [www.thriventbuilds.com/resources](http://www.thriventbuilds.com/resources)**

The activities in **bold** must be completed in accordance with *Thrivent Builds Homes* requirements. Affiliates have the freedom to adjust dates (except those listed in bold) to meet their unique circumstances. This schedule will be the backbone of the *Thrivent Builds Homes* project and will be a primary component of ensuring that our partner family(ies) enjoy the holidays in their new home.

<b>Project Day</b>	<b>Date</b>	<b>Activity</b>	<b>TBH Project Status Report (PSR) Notes</b>	<b>By Whom</b>	<b>Number of Skilled Crew Leaders Needed</b>	<b>Number of Volunteers Needed</b>	<b>Meals needed</b>	<b>Devotion Leaders</b>
Pre-Build	Prior to Kick Off Planning Mtg	Thrivent Builds Affiliate Project Leader appointed by affiliate	This activity is tracked on the PSR.	Habitat affiliate leadership	N/A	N/A	N/A	N/A
Pre-Build	Drafted by Kick Off Planning Meeting. Finalized by Community Meeting	Build schedule covering construction and volunteers created and supplied to Thrivent Builds Homes Project Team	This activity is tracked on the PSR.	Habitat affiliate leadership	N/A	N/A	N/A	N/A
Pre-Build	<b>March 1</b>	<b>Deadline for</b>	This activity is	Habitat	N/A	N/A	N/A	N/A

		<b>Preparedness Milestone</b>	tracked on the PSR.	affiliate leadership				
Pre-Build	April 1	Family selected and approved by Habitat affiliate board of directors	This activity is tracked on the PSR.	Habitat affiliate leadership	N/A	N/A	N/A	N/A
Pre-Build		Permits pulled and variances approved.	This activity is tracked on the PSR.	Habitat construction	N/A	N/A	N/A	N/A
Pre-Build		Footings/Foundation/Floor		Habitat construction	N/A	N/A	N/A	N/A
Pre-Build		House Lay-out/Wall plates		Habitat construction	N/A	N/A	N/A	N/A
Pre-Build		Porta-Jon/Saw Service/Materials		Habitat construction	N/A	N/A	N/A	N/A
Pre-Build	1 month before first build date	Ground-breaking Ceremony. If affiliate does not hold groundbreaking events, choose another build day around which a celebratory opening event can be organized.	This activity is tracked on the PSR.	Habitat affiliate leadership, TBH Project Team, Publicity Coordinator	N/A	See Ground-breaking Quick Reference Guide	If food is desired	See Ground-breaking Quick Reference Guide
Pre-Build	<b>Before volunteers on the build site</b>	<b>Deadline for Resource Milestone</b>	This activity is tracked on the PSR	TBH Project Team, volunteer coordinator, fund-raising coordinator	N/A	N/A	N/A	N/A
Build Day #1		Wall Framing, shed	1st day volunteers are on site is	Habitat construction supervision	5	25		

			tracked on the PSR.	leading volunteers				
Build Day #2		Roof Trusses/Sheathing, shed		Habitat construction supervision leading volunteers	5	25		
Build Day #3		Roof Shingles/Windows/Doors/ Misc. Framing, shed if needed		Habitat construction supervision leading volunteers	4	20		
10 days before drywall begins		Plumbing, electrical, Mechanical rough-ins inspections	This activity is tracked on the PSR.	Sub-contractors	N/A	N/A	N/A	N/A
Build Day #4		Siding Installation/ Wall Insulation/ Shed		Habitat construction supervision leading volunteers	3	15		
Build Day #5		Siding Installation, shed if needed Drywall Installation		Habitat construction supervision leading volunteers	2	10		
Build Day #6		Siding Installation, shed if needed Drywall Installation		Habitat construction supervision leading	5	25		

				volunteers				
Minimum of 5 weekdays before interior trim		Drywall Taping and Finishing		Sub-contractor	N/A	N/A	N/A	N/A
Build Day #7		Interior and Exterior Trim		Habitat construction supervision leading volunteers	3	15		
Build Day #8		Prime painting		Habitat construction supervision leading volunteers	3	15		
Build Project Day# 10		Finish Painting/Cabinets		Habitat construction supervision leading volunteers	3	15		
Build Project Day# 10		VCT Tile/Hardware Installation; Concrete Driveway (tentative)		Habitat construction supervision leading volunteers	2	10		
Build Project Day# 11		Clean up/Punch list items		Habitat construction supervision leading volunteers	3	15		

Build Project Day# 12		Landscaping		Habitat construction supervision leading volunteers	3	15		
After volunteer days of construction		Sub-contractor trim out attic and floor insulation		Sub-contractor	N/A	N/A	N/A	N/A
After volunteer days of construction		Final Inspections	This activity is tracked on the PSR.	Building inspectors	N/A	N/A	N/A	N/A
	Prior to Dec 31	Dedication	This activity is tracked on the PSR.	EVERYONE!		See Dedication Quick Reference Guide		See Dedication Quick Reference Guide
After all construction is complete	<b>December 31</b>	<b>Construction complete as evidenced by Certificate of Occupancy dated December 31 or earlier</b>	This activity is tracked on the PSR.	Habitat construction	N/A	N/A	N/A	N/A

**Exhibit C**

*Note: A copy of this form is available at [www.thriventbuilds.com/resources](http://www.thriventbuilds.com/resources).*



**THRIVENT BUILDS WITH HABITAT FOR HUMANITY  
VOLUNTEER SIGN IN SHEET**

HOUSE ID: \_\_\_\_\_

\_\_\_\_\_

HABITAT SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_

HABITAT 6-DIGIT CODE: \_\_\_\_\_ BUILD SITE ADDRESS: \_\_\_\_\_

**Photographic and Thrivent Financial and its Affiliates Contact Release:** Unless otherwise indicated, I, the volunteer, grant and convey unto Thrivent Financial for Lutherans and its affiliates and Habitat for Humanity all right, title, and interest in any and all photographic images and video or audio recordings made by Thrivent Financial and its affiliates and Habitat during my work for Habitat, Thrivent Financial and its affiliates and the Thrivent Builds program, for any purpose whatsoever – commercial or otherwise – without compensation to me. I also understand that, in order to continually improve the program, someone from Thrivent Financial and its affiliates may contact me to get my feelings and perceptions on my experience with Thrivent Builds and/or may share with me additional benefits of Thrivent Financial and its affiliates membership, products and services. I understand that I may ask Thrivent and its affiliates to stop non-service related contact at any time.

Please **CLEARLY PRINT** all information.

Name	Complete mailing address including city, state and zip code	Phone number (including area code)	Email address	I am Lutheran	My congregation's name is:	I am a Thrivent Financial member	I am here for a:		Don't use my photo
							Half day	Full day	

Name	Complete mailing address including city, state and zip code	Phone number (including area code)	Email address	I am Lutheran	My congregation's name is:	I am a Thrivent Financial member	I am here for a:		Don't use my photo
							Half day	Full day	
1.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name	Complete mailing address including city, state and zip code	Phone number (including area code)	Email address	I am Lutheran	My congregation's name is:	I am a Thrivent Financial member	I am here for a:		Don't use my photo
							Half day	Full day	
9.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name	Complete mailing address including city, state and zip code	Phone number (including area code)	Email address	I am Lutheran	My congregation's name is:	I am a Thrivent Financial member	I am here for a:		Don't use my photo
							Half day	Full day	
15.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name	Complete mailing address including city, state and zip code	Phone number (including area code)	Email address	I am Lutheran	My congregation's name is:	I am a Thrivent Financial member	I am here for a:		Don't use my photo
							Half day	Full day	
22.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>