

We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, national origin, age, marital status, or sources of income.



Sweat Equity Policy

1. Partner family members are required to wear Habitat t-shirt when performing sweat equity.
2. Each adult in the home must complete a minimum of 250 "sweat equity" hours. (18 years of age and older).
 - a. A minimum of 150 hours (*per adult*) must be completed on Habitat projects.
 - b. Each family can receive sweat equity "donated" hrs when your child is left in care of a babysitter while you are volunteering for Habitat for Humanity Western Wayne County.
3. Your child can earn sweat equity hours by making good grades!
 - a. You can receive 5 hours per every **A**, 3 hours every **B** and 1 hr. for every **C (CORE CLASSES ONLY – Math, Science, Spelling, English & Reading)**. *No hours will be credited for grades below a C.* Only 1 report card is accepted each school year and maximum of 20 hrs. will be accepted per family.
 - b. A copy of an official school report card must be submitted to the office for verification.
4. Sweat equity hours must be reported by email to familyselection@habitatwwc.org or phone 734-459-7744, every Sunday by 8:00 p.m. The hours must be reported as follows: your name, # hrs & # donated hrs by others.
5. Every month, the original copy of your sweat equity forms must be submitted to the office in an envelope clearly marked with each page totaled at the bottom. Overall total should be listed on front sheet, top of page.
 - a. Once you are assigned to a house, your hours must be turned in weekly to the office.
6. You must acquire a minimum of 10 hours per week to remain eligible in the program.
7. Attend Dave Ramsey Financial Peace University class offered by HFHWWC. The class cost is \$50, non-refundable. You will receive 2 hours for each class day. Please email your certificate of completion to familyselection@habitatwwc.org.
8. During off build seasons or limited Habitat projects are scheduled, hours can be obtained at:
 - a. The affiliate, Habitat restore an approved non-profit organization or community service agency listed (Salvation Army, Gleaners Food Bank, Detroit Public TV, Fish & Loaves, St. Vincent DePaul, First Step, Red Cross, Meals on Wheels, Underwire Farm Project (Contact: Beth Meade / 734-495-1200), Wayne County Family Center (shelter) located at 30600 Michigan Ave, Westland corner of Merriman Road).
 - b. *Consult with the office and secure approval to volunteer for other agencies not listed.*
 - c. Within 2 weeks of volunteering at the agency, we must receive a letter from the organization (on original letterhead) signed by a manager level or above, verifying the # of hrs.
9. You cannot volunteer at your child's school or your church function to gain sweat equity hrs.
10. Sweat equity time will begin when you arrive to volunteer. No travel time will be credited.
11. You must sign in and out at the volunteer site or location or hours submitted will be subjected to adjustment.
12. Your sweat equity forms must be signed off each time you volunteer by an authorized Habitat representative.
13. Please ensure everyone volunteering on your behalf complete a release waiver form before performing any tasks.
14. **DONATED HOURS CANNOT EXCEED 50 hours** for each adult applicant. (including babysitting).

By signing this document, I am acknowledging that I understand the sweat equity policy and will abide by the guidelines outlined above. If I do not comply with the policy, this decision could result in the postponing or termination of my approval to receive a home due to my unwillingness to partner.

Partner homeowner: _____ Date: _____

Partner homeowner: _____ Date: _____

Habitat for Humanity Representative _____ Date: _____

Habitat for Humanity Representative _____ Date: _____

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