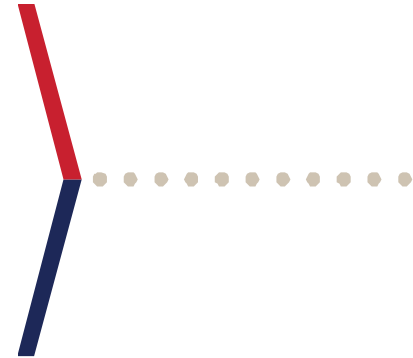


# NAHB Student Chapters

## Best Practices Guide



A Best Practices Guide for  
Student Chapter Faculty Advisors,  
Student Leaders, and HBA Staff

### For More Information

Zach Riley 202-266-8941

Sarah Weber 202-266-8654

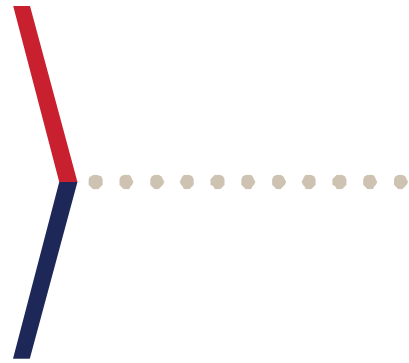
[studentchapters@nahb.org](mailto:studentchapters@nahb.org)

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\* NAHB does not require your Student Chapter to have bylaws or a constitution. The listed samples can be used if you choose

# Introduction & Mission



## About this Guide

The NAHB Student Chapters Best Practices Guide serves as a resource for faculty advisors, student leaders, and HBA staff who are seeking to form a new chapter, find new ways to engage with industry professionals, and mentor future leaders of the industry. This guide will outline how to form a student chapter, share examples of chapter structure and best practices, and provide helpful tools so that new chapters can hit the ground running and existing chapters can enhance or refresh their goals.

## NAHB Student Chapters Mission Statement

The NAHB Student Chapters program is dedicated to enriching the educational experiences of students by offering them first-hand exposure to the real world of the building industry through NAHB membership, educational programming, and connections to builders. Whether it's a profession in the trades or in construction management, the student chapters program is a launch pad to a rewarding career and becoming an industry leader.

## Purpose

NAHB Student Chapters purpose is to:

- Develop an educated, prepared, adaptable and competitive homebuilding industry that will meet the needs of skilled trades
- Bring educators and NAHB members together so that students gain real world understanding of their skills and are equipped for career success.
- Build a relationship that helps educators ground their curriculum in the real needs of real businesses, leading students to obtain skills that will be highly valuable in the job market and preparing our HBA leaders of tomorrow.

## Student Chapter Objectives

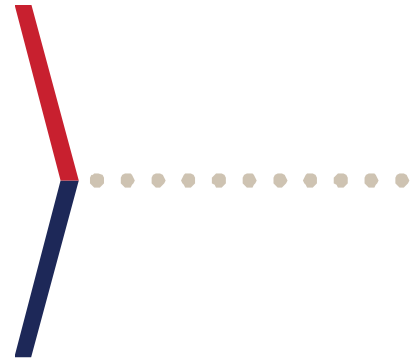
To form an organization that promotes unity among students studying construction science, management, skilled trades, and other construction-related programs. This can be achieved through academic, extracurricular, and community-based activities.

The purpose of the chapter is to expose student members to social, technical, and professional events to broaden their education, career opportunities, and create a sense of community within the greater construction-related field of study.

## HBA Objectives

Each NAHB Student Chapter is chartered by the NAHB Board of Directors through a local HBA. A HBA may sponsor multiple chapters at any given time. As its sponsor, the local association plays an important role in the educational and career development of the students in construction. HBAs should have a vested interest in their affiliated chapter(s) because these students will soon be leading the future of the residential construction industry.

# Best Practices



## Student Chapter Best Practices

### Chapter Structure and Organization

Many student chapters create student leadership officer titles for which students can vote into these positions. This may include positions such as President, Vice President, Treasurer, Industry Relations Liaison, Social Media Manager, etc. Officers can be responsible for, but not limited to, student engagement efforts at their school, sponsoring outside relations, and event planning.

Hosting monthly chapter meetings and bi-weekly Officer meetings can help continue member engagement and connection.

### Meetings and Activities

Depending on your chapter's structure and focus, meeting topics and activities may vary greatly and even be cyclical. Depending on your relationship with your local association, your chapter might volunteer at annual HBA charity or fundraising events. If your student chapter participates in the [NAHB Student Competition](#) during the [International Builders' Show](#), your chapter or competition team might increase the frequency of meetings from October through January/February and have a heavier focus on this subject matter..

## Tips & Takeaways

### Relationship Building

- Student leaders and faculty advisors can keep their HBA updated with their chapter's calendar and invite them to meetings and events.
- Build connections with local HBA members. Build relationships with those who have a vested interest in your future and may provide valuable hands-on experiences, donate equipment, offer internship opportunities and potential employment.
- Invite a company to sponsor a chapter meeting. The sponsor can give a presentation on industry trends, their company, and/or resume writing and job interviewing tips.
- Encourage previous chapter Officers, Student Competition team members, and chapter members to return to speak and provide guidance in classroom settings, competition and chapter meetings.
- Student Chapters should make connections with their local association, Habitat for Humanity, or local organizations' volunteer efforts to learn about community service opportunities.

### Student Chapter Activities

- Suggested to hold monthly meetings; bi-weekly meetings for Officers.
- Participate at club fairs and membership drives. Students can host a booth at their school and explain the purpose of NAHB Student Chapters.
- Plan leadership training led by a builder member, HBA staff, or faculty advisor.
- Help build or remodel homes in the local community with [Habitat for Humanity](#)
- Participate in or coordinate building projects for aging or differently-abled community members.
- Plan meet and greets with builders.

- Participate or coordinate your own Parade of Playhouses. As an example, Kansas City HBA successfully hosts their own [Parade of Playhouses](#).
- Plan construction site visits and HBA meetings/outings.
- Host a Resume Building Workshop with peer review.
- Participate in fundraisers in order to provide funds for the International Builders' Show and Student Competition.

#### Student Outreach Efforts

- Encourage your NAHB student chapter officers/faculty advisors present to school classrooms to explain the benefits of joining NAHB and what the club offers in terms of networking and job opportunities at the beginning of each semester.
- Host a table during "Club Rush" at your school which targets students who are looking to join a student club organization.
- Reach out to feeder schools or other education institutions that have trades and construction-related programs.

### **HBA Best Practices with Student Chapters**

More than 140 HBAs sponsor a NAHB Student Chapter. This sponsorship strengthens the ties between the associations and their communities and leads to better publicity and community awareness of the HBA activities and their purposes. More importantly, their sponsorship provides guidance and leadership to young women and men while advancing their knowledge of NAHB, their associations, and to home building as a rewarding career.

HBAs might financially support many of the chapter's activities and even provide a position on its boards of directors for the student chapter president and/or faculty advisor. Board involvement is often the first step to grooming student leaders into becoming active members after they graduate.

### **HBA and NAHB Member Roles**

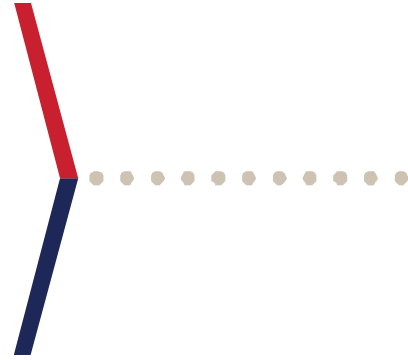
So how can HBAs and NAHB members support Student Chapters?

- Serve on a career advisory committee at your local technical high school or job corps center.
- Visit the classrooms regularly; have meaningful conversations with students to show the trades and construction industry jobs are in high demand.
- Donate supplies and equipment.
- Invite students to HBA events:
  - Fundraisers
  - Home & Garden shows
  - Monthly meetings and board meetings
  - Volunteering opportunities
- Give brief updates on your Student Chapter at member meetings.
- Assist students with building their resume.
- Sponsor career fairs.
- Provide job shadowing experiences for students.
- Offer students internships (paid and unpaid).

- Hire student graduates.
- Build a relationship with the student chapter faculty advisor.
- Encourage other NAHB members to get involved with the Student Chapter.



# Steps to Chartering a New Student Chapter



# Make It Official

Make your relationship with your high school or college “official” by chartering them with NAHB as a student chapter through the affiliation agreement form. Submit the affiliation agreement, name and address of the school, all contact information for your teacher(s) and a roster of all student members (first and last name) to NAHB.

NAHB will produce an official certificate for the school recognizing them as a NAHB Student Chapter and a partner in workforce development and residential construction education.

## Affiliation Checklist for New Chapters

An NAHB Student Chapter can be founded by a student, faculty member, or HBA. To form one, you must do the following:

### Step One: Enlisting a Faculty Advisor

- Enlist a faculty advisor and recruit a group of interested students from the school. There is no minimum or maximum requirement for the number of student members. A chapter may be formed with just one student. Additional student members may always be added throughout the year. *(Simply submit a roster with the added students.)*
- Seek sponsorship from your local home builders association. This means your local builders association signs the application for affiliation agreement and agrees to be involved with your school.

### Step Two: Submitting the Application for Affiliation and Student Chapter Roster Form

These two documents may be emailed to [studentchapters@nahb.org](mailto:studentchapters@nahb.org) or [zriley@nahb.org](mailto:zriley@nahb.org) OR printed and mailed to either address noted in Step Three.

- Complete and submit the Student Chapter Application for Affiliation. *Must be signed by both Faculty Advisor and HBA Executive Officer or other HBA representative.*
- Download and complete the [Student Chapter Roster Form](#) (please type information- handwritten rosters will not be accepted).

### Step Three: Submitting Payment

- To allow flexibility and more payment options, NAHB has expanded how payments may be submitted and the types of payment options.
- Secondary Student Chapters may pay \$5/student or submit \$200 for an unlimited number of student members. Renewing secondary chapters may receive an emailed invoice before their expiration date so please check your inbox or spam.
  - Invoices may be paid electronically or with check, \$5/student payments AND any new chapter must pay by check.
- Post-secondary Student Chapters may pay \$25/student or pay \$400 early-bird rate\* for unlimited students (\*this offer is only valid from Aug.15 – Oct. 31).

- The early-bird rate may be purchased on the [NAHB Store](#) or paid by check (any new or renewing chapter may purchase the early-bird rate). The \$25/student payments must be paid by check.

#### **MAILING ADDRESSES**

NAHB Membership Dues  
PO Box 719281  
Philadelphia, PA 19171-9281

NAHB (Membership Accounting)  
1201 15th Street, NW, 9th Floor  
Washington, DC 20005

***\*High School and Secondary Programs: \$5.00 per student, or \$200 for unlimited student members. (Renewing chapters will receive an emailed invoice sent to the primary faculty advisor on file.)***

***\*Post-Secondary Programs: \$25.00 per student, or \$400 early-bird rate for unlimited student members (avail. Aug. 15 – Oct. 31).***

#### **Step Four**

- Once the Student Chapter Application for Affiliation, Student Chapter Roster Form, and Check Payment have been received by the NAHB Office in Washington, D.C., you will receive a confirmation email.
- After all materials have been processed, NAHB PIN numbers will be distributed on the 15th of each month via email.
- Each Student Chapter member will receive a personalized certificate card in the mail which can be distributed by either the HBA or faculty advisor.

Although membership begins the month PINs are processed, new chapter charters can only be approved by the NAHB board three times a year; during the International Builders' Show, the Spring Leadership Meeting, or the Fall Leadership Meeting. However, student chapter activities may begin before charter approval. Once approved, both the faculty advisor and sponsoring HBA will receive a charter certificate in the mail.

#### **How to Renew and Add New Members:**

**NAHB student and faculty members can add new students to their chapter throughout the year. Membership is on a 12-month rolling basis. Adding a new student, or renewing your own membership is simple, just add new students to a roster form with payment."**

For more information about forming a chapter, please contact Sarah Weber at 800-368-5242 x8654 or via email at [sweber@nahb.org](mailto:sweber@nahb.org) or Zach Riley at 800-368-5242 x8941 or via email at [zriley@nahb.org](mailto:zriley@nahb.org).



Student Chapters

## Application for Affiliation

This application for affiliation with the National Association of Home Builders of the United States as an NAHB Student Chapter is made on behalf of, and with the approval of, an organized group of student attending:

\_\_\_\_\_  
**Name of School/Club**

\_\_\_\_\_  
**City and State**

It is hereby certified that the applicant group:

- A. Is comprised of students enrolled in courses of construction and/or related thereto;
- B. Has a faculty advisor, whose signature appears on this application, and whose office shall be the mailing address for all correspondence relative to the Chapter; and
- C. Is comprised of \_\_\_\_\_ # of students.
- D. Certifies that the application has the approval of the appropriate authorities of the educational institution.
- E. Has paid annual dues for each of the foregoing memberships for this academic year, which is duly signed and attested below.

\_\_\_\_\_  
**Faculty Advisor**

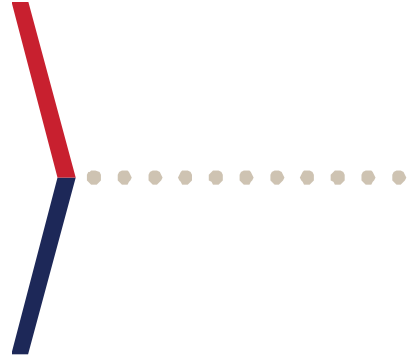
\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**HBA Executive Officer or other HBA representative**

\_\_\_\_\_  
**Date**



## Sample Rules of Procedure



*\*NAHB does not require your Student Chapter to have bylaws or a constitution. The following samples can be used if you choose.*

# Sample NAHB Student Chapters Bylaws

BYLAWS of the \_\_\_\_\_ (NAME OF SCHOOL)

## Student Chapter of the National Association of Home Builders of the United States

### ARTICLE I: MEMBERSHIP

#### Section 1

Any person who meets the membership requirements may by extended an invitation to join the chapter.

#### Section 2

A member may be censured, suspended, or expelled from the chapter by a two-thirds (2/3) vote of the active membership if found to be in the best interest of the chapter, and the member has been afforded a reasonable opportunity to be heard.

#### Section 3

Only those members in good standing may participate in the affairs of the chapter.

### ARTICLE II: MEETINGS

#### Section 1

Meetings of the chapter shall be held on \_\_\_\_\_ of each month or such other time as may be selected.

#### Section 2

Special meetings of the membership may be called at any time by the president upon reasonable advance notice.

#### Section 3

Meetings shall follow [Robert's Rules of Order](#).

### ARTICLE III: OFFICERS

#### Section 1

The officers shall have the following duties and responsibilities:

- **President**-shall be the chief officer of this chapter and shall preside at its meetings. He/she/they shall appoint all committees, shall be an ex-officio member of all committees, and shall perform all duties usual to such office.
- **Vice President**-shall perform the duties assigned to him/her/them by the president and in the absence of the president, perform the duties usual to the office. He/she/they shall also coordinate all the activities of the committees.

- **Secretary**-shall keep a record of all the official proceedings of the chapter, maintain the membership records in coordination with the treasurer and be responsible for coordinating the communication between members.
- **Treasurer**-shall be responsible to the Association for an accounting of all monies collected and disbursed by the chapter. He/she/they shall be responsible for the collecting, depositing and disbursing all monies. He/she/they shall render periodic records to the chapter during his term of office.
- **Industry Relations Liaison**-shall identify key industry issues, trends, challenges, and opportunities for meeting discussion. He/she/they shall be responsible for assigning such topics for discussion and education at chapter meetings.
- **Outreach Manager**- shall strategize member recruitment, and retention, for the chapter. He/she/they shall maintain current strategic community relationships and help identify new partners.

**Section 2**

Only those members in good standing may be elected to office.

- Any officer who shall fall delinquent in payment of dues during the term of office shall resign from such office.

**Section 3**

Any officer may be removed from office by a two-thirds (2/3) vote of the active membership.

**Section 4**

The officers and faculty advisor shall be elected by a majority vote of the active members.

**ARTICLE IV: COMMITTEES**

**Section 1**

The standing committees shall be:

- Executive Committee--shall consist of the president, vice president, secretary and treasurer.
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

## **ARTICLE V: FINANCES**

### **Section 1**

The dues of this chapter shall be payable annually in advance at the first meeting of the fall term at the rate of \$\_\_ per member.

### **Section 2**

Dues for membership in the National Association of Home Builders of the United States shall be paid by this chapter from its treasury at the rate fixed and under the terms stated by that association, as may be amended from time to time.

### **Section 3**

Members who have sufficiently paid their dues shall be considered in good standing and referred to as "active."

## **ARTICLE VI: VOTING**

### **Section 1**

At the meeting of the membership, only active members shall have the right to vote.

### **Section 2**

A motion shall be carried by a majority vote of the members present, provided a quorum is in attendance, unless otherwise provided for by these bylaws.

### **Section 3**

A quorum of membership shall consist of not less than one-third (1/3) of the active members.

### **Section 4**

Elections shall be conducted under the rules and procedures approved by the membership in advance of the meeting at which an election is to be conducted.

## **ARTICLE VII: NOTICES**

### **Section 1**

Members shall furnish the secretary with their addresses and the mailing of any notice to such address shall be deemed service of such notice or notices upon them as of the date of the mailing of the same.

## **ARTICLE VIII: AMENDMENTS**

### **Section 1**

Any member may propose amendments to these bylaws at any regular meeting. The proposed amendment must be in writing and must lay on the table until the next meeting after its first reading.

### **Section 2**

Adoption of an amendment must be by an affirmative vote of two-thirds (2/3) of the



chapter's active membership.

Ratification of these bylaws was made on this day \_\_\_\_\_ of 20 \_\_\_\_.

(PRESIDENT) \_\_\_\_\_

Attested by: \_\_\_\_\_

(SECRETARY) \_\_\_\_\_

(DATE) \_\_\_\_\_

# Sample NAHB Student Chapters Constitution

CONSTITUTION of the \_\_\_\_\_ (NAME OF SCHOOL)

**Student Chapter of the National Association of Home Builders of the United States**

## ARTICLE I: NAME

### Section 1

The name of this chapter shall be the \_\_\_\_\_ Student Chapter of the National Association of Home Builders of the United States, with which it is affiliated.

### Section 2

The principal office of this chapter shall be located at \_\_\_\_\_ (NAME OF SCHOOL)

## ARTICLE II: PURPOSE

### Section 1

Objectives

- To maintain high academic standards among its members.
- To participate for the purpose of mutual benefit in an interchange of information and experience with the National Association of Home Builders of the United States and appropriate local and state NAHB affiliated associations.

### Section 2

This chapter shall operate for the benefit of students in light construction curriculum and those engaged in allied curricula on the chapter's campus.

## ARTICLE III: MEMBERSHIP

### Section 1

Membership in this chapter shall be open to any student in the light construction curriculum or curricula related thereto, within the territorial jurisdiction of this chapter.

### Section 2

This chapter shall meet the non-discrimination policies of the host institution.

## ARTICLE IV: OFFICERS

### Section I

The officers shall be elected from the membership at a meeting designated for this purpose and shall hold office for the term of one (1) year from the date of election or

until their successors are elected and duly qualified.

**Section 2**

The officers shall consist of a president, vice president, secretary and treasurer.

**ARTICLE V: COMMITTEES**

**Section 1** \_\_\_\_\_

The committees of this chapter shall be: executive, standing and special.

**Section 2**

The president shall appoint special committees.

**ARTICLE VI: FINANCES**

**Section 1**

Dues and monies collected by this chapter shall be placed in a depository selected by the executive committee and approved by the faculty advisor.

**Section 2**

Payments of the funds of this chapter shall be made on the signature of the treasurer and/or the president.

**ARTICLE VII: FACULTY ADVISOR**

**Section 1**

This chapter shall have a faculty advisor elected from the faculty of the host institution.

**ARTICLE VIII: AMENDMENTS**

**Section 1**

Any member may propose amendments to this constitution at any regular meeting. The proposed amendment must be in writing and must lay on the table until the next meeting after its first reading.

**Section 2**

Adoption of an amendment must be by an affirmative vote of three-fourths (3/4) of the chapter's active membership.

Ratification of this Constitution was made on this day \_\_\_\_\_ of 20\_\_\_\_\_.

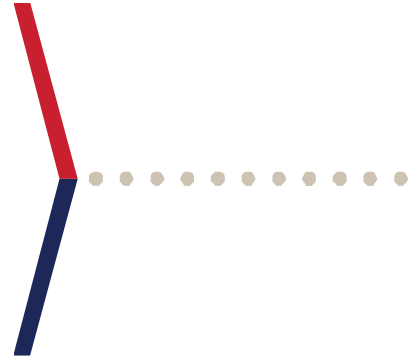
(PRESIDENT) \_\_\_\_\_

Attested by: \_\_\_\_\_

(SECRETARY) \_\_\_\_\_

(DATE) \_\_\_\_\_

# Benefits of Membership



## Membership Benefits

The top students in any academic discipline join pre-professional organizations such as NAHB Student Chapters. Each student member receives many of the same benefits that our regular builder and associate members receive.

### National Benefits

➤ **NAHB Student Chapters Awards Program**

The NAHB Student Chapters Awards Program recognizes the achievements and dedication of our student members, faculty advisors, and local HBA members to their community, industry, and NAHB.

Each month, NAHB recognizes an outstanding Student Chapter. In addition, chapters and members are honored every year in a ceremony held in conjunction with the International Builders' Show. Learn more at [NAHB.org/StudentAwards](http://NAHB.org/StudentAwards).

➤ **National Housing Endowment Scholarships**

The National Housing Endowment (NHE) provides many academic scholarships that give preference to NAHB Student Chapter Members. Learn more at [nationalhousingendowment.org](http://nationalhousingendowment.org).

○ The NHE International Builders' Show Travel Scholarship

The International Builders' Show Travel Scholarship provides monetary support to NAHB Student Chapter members to help offset travel expenses related to attendance and participation in activities surrounding the annual International Builders' Show.

➤ **NAHB International Builders' Show & Student Competition**

The annual NAHB International Builders' Show provides an unforgettable learning experience for more than 1,000 students and their instructors. The NAHB Student Competition, held at the International Builders' Show, gives students the opportunity to apply skills learned in the classroom by completing a management project/proposal. Proposals are submitted to a group of construction company executives who act as judges. During the convention, students defend their proposals to the judges in front of an audience. Learn more at [NAHB.org/StudentCompetition](http://NAHB.org/StudentCompetition).

In addition to the competition, students have the opportunity to network, attend a national career fair, and explore the show floor at the discounted rate of \$30 per

student (fee for non-member students is \$50).

➤ **PIN Number**

Your NAHB Member PIN gives you access to all online materials and discounts that NAHB's provides. It is important to register your PIN number.

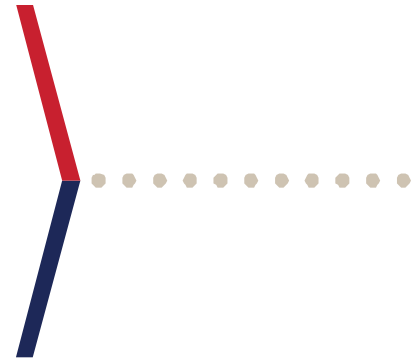
➤ **Website and Discounts**

- Member discounts at BuilderBooks.com and NAHB Education
- Post-secondary students receive a free digital copy of Pro Builder Magazine
- Member discounts and savings offered on products and services offered by top companies ([NAHB.org/Savings](https://www.nahb.org/Savings))
- Opportunity for your chapter's activities to be shared on the NAHB blog, website, and social media platforms (TikTok, Facebook, Instagram)
- Free downloadable marketing materials for your chapter recruitment
- Free downloadable materials about Careers in Construction

**State and Local Benefits**

Per the members of an NAHB Student Chapter are only national members, local and state benefits are determined by your local and state association.

# Emerging Professional Membership



## NAHB Student Chapters Emerging Professional Membership Category

Emerging Professional membership connects young professionals with a national network of industry experts and a local home builders association to help advance your career. Graduates from affiliated NAHB Student Chapters can remain NAHB members, and graduates from HBI workforce development programs and American Council for Construction Education (ACCE) accredited programs are invited to join NAHB as an emerging professional.

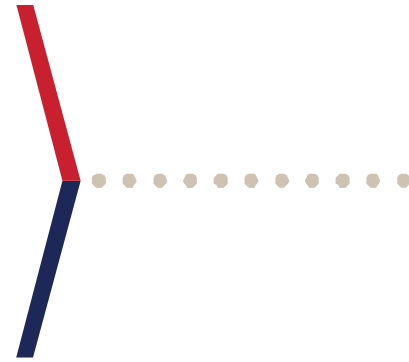
Continue your member benefits:

- **NETWORKING:** Access industry professionals and special interest groups within the home building industry. Groups like Professional Women in Building and Young Professionals can be great connecting points. See what members are talking about on NAHB Connect. [nahb.org/networking](http://nahb.org/networking)
- **ADVOCACY:** NAHB fights for our members on Capitol Hill, in state houses and in the communities where our members do business. Get involved with driving the agenda and explore topics like green building and sustainability efforts. [nahb.org/advocate](http://nahb.org/advocate)
- **KNOWLEDGE:** Learn about new ideas, products, resources, and strategies to advance your career. Emerging Professionals also receive a digital copy of Pro Builder magazine. [nahb.org/knowledge](http://nahb.org/knowledge)
- **EXPERTISE:** Stay up-to-date with the latest industry news. You will have access to numerous publications based on your interest. [nahb.org/expertise](http://nahb.org/expertise)
- **SAVINGS:** Save big on IBS registration and access an exclusive Member Advantage discount program covering a wide range of products and services. [nahb.org/savings](http://nahb.org/savings)

NAHB Emerging Professional dues are \$25 per year and the membership is valid for three years after your school or program's graduation date. How and where to join? [nahb.org/YP](http://nahb.org/YP)



# Resources



## Resources

NAHB Student Chapters wants to set up our student leaders, faculty advisors, and HBAs for success so we've included a section with all of the linked resources mentioned through the guide plus some additional resources and tips to help launch and maintain an engaged chapter.

- [Student Chapter Membership](#)
- [HBAs and Student Chapters](#)
- [Student Recruitment Materials](#)
- [NAHB Student Competition](#)
- [NAHB Student Chapter Awards](#)
- [NAHB Member Benefits](#)
- [National Housing Endowment](#): NHE offers several student scholarships and grants for HBAs
- [International Builders' Show](#)
- Utilize and share NAHB's [Workforce Development](#) and [Careers in Construction Trades](#) resources.
  - Middle School Lesson Plans Promoting Careers in Construction can be found under the "Lesson Plans" tab on the Workforce Development Resources page.
- Sign up for NAHB Student Chapters e-newsletters to stay informed of current events. You can also follow NAHB Student Chapters on [TikTok](#), [Facebook](#), [Instagram](#), [Twitter](#) and [LinkedIn](#).
- [Career in Construction Trades Videos](#)
- [Habitat for Humanity](#)
- Kansas City HBA [Parade of Playhouses](#)
- [NAHB Professional Women in Building](#)
- [NAHB Young Professionals](#)