NAME _____ DATE_____

Newcomer Packet

THE THREE "R'S" OF OXFORD HOUSE LIVING

PRESENTED TO_____

WELCOME TO OXFORD HOUSE – _____

You have been voted into our house by at least 80% of our members. We would like to welcome you!

The first Tradition of Oxford House states "that Oxford House has as its primary goal the provision of housing and rehabilitative support for the alcoholic and addict that wants to stop using or drinking."

Oxford House combines **Recovery, Responsibility, and Replication** to enable each of our members to live free of the disasters of drug and/or alcohol addiction. How you use it will make a difference in your own recovery and the stability of the house.

The simple key factors of the Oxford concepts and charter requirements that can ensure your success are:

1. Pay your share of expenses on time.
2. Do not use drugs or alcohol in or out of the house.
3. Share in the democratic procedures of the house

Each house is guided by the simple guidelines of our manual and traditions and the individual house set of rules, guidelines or house expectations. You are expected to read these and familiarize yourself with them. If you have any questions a house member will explain them.

RECOVERY

Each member is responsible for his or her own plan of recovery. This should include completing your treatment plan (if applicable), participating in a 12-Step program or related recovery program, and using an outside sponsor or your housemates to help you. Healthy recovery is about change. This means making an effort to change your old behaviors.

You may be asked to write out a plan for your recovery when you move into the house. Many of the houses may require that you attend a certain number of meetings weekly. Many years of research has shown that our successful members attend four to five AA or NA meetings weekly. All of our guidelines have been designed to support you in your recovery and to ensure a healthy home.

RESPONSIBILITY

Each house holds weekly business meetings. As a member you will participate in these meetings, have full voting rights and may even be elected by the other members to hold an office. House Officers are elected every six months. Your house will help you learn the procedure of their Oxford House meetings. We encourage you to learn the duties of each House Officer, learn the Oxford House Traditions, and to read the Oxford House Manual.

You will be expected to pay your share of expenses on time, to complete your assigned chores, to follow your plan of recovery and to abide by the house rules. You may be asked to fill out some forms. Please do so as soon as possible. As you grow in your recovery and comfort level in the house you can help other new members. Your growth will be enhanced by your willingness to participate.

REPLICATION

As you grow in your Oxford House experience, you may be asked to share your experience at treatment centers and other agencies. You may have the opportunity to assist in the opening of a new house. This has many aspects to it, such as recruiting new members, sending out fliers, finding household donations and teaching the new house how Oxford House functions.

We are happy you have been chosen to be a member of our house and share in all of our recoveries. You will be joining a family of more than 10,000 people around the world that currently live by the Oxford House Traditions, Principles, and System of Operations.

Oxford House is a time-tested model, with 36 years of helping hundreds of thousands of successful recovering alcoholic and addicts. Oxford House allows you to stay as long as you like, as long as you do not go back to using drugs and alcohol, and abide by the guidelines.

Your success depends on your own honesty, open mindedness, and willingness to change, and share your recovery.

OXFORD HOUSE

Resident Contract

I,_____, as a member of Oxford House_____:

(Please initial all)

_____ Acknowledge receipt of written copy of all guidelines and rules and agree to abide by them all. I understand that if I am found by a majority vote to be in violation of house rules, including but not limited to non-payment of shared expenses or disruptive behavior, I can be expelled from the house.

_____ Agree to submit to drug screening and breathalyzing. I understand that if I am found to be using alcohol and/or other drugs, I will be expelled from the house. (Move-in and U.A. fees are NOT refundable.)

_____ Upon departure, any EES left on the house books will be returned within 30 days after all bills (Long Distance, Fines, etc.) have been received and appropriate deductions have been made.

_____I understand that if I am placed on a contract for any reason (EES or behavior) and am found by a majority vote to be in violation of that contract, I understand that I will be expelled from the house.

I understand that as a house member, I further agree to the following terms upon my departure from this residence, under ***any*** circumstances;

1. Personal items will be removed from within and around this residence within 72 hours.

2. If personal items are not removed from this residence within 30 days of departure date, on day 31 any remaining items will be donated to a charitable organization.

_____ _____

Signature Date

_____ _____

Signature of House President Date

_____ _____

Signature of House Secretary Date

GOLDEN RULES FOR LIVING AND WORKING TOGETHER

Do what you say, say what you mean

If you open it, close it

If you turn it on, turn it off

If you unlock it, lock it

If you break it, admit it

If you can't fix it, call in someone who can

If you borrow it, return it

If you value it, take care of it

If you make a mess, clean it up

If you move it, put it back

If it belongs to someone else and you want to use it, get permission

If you don't know how to operate it, leave it alone

If it is none of your business, don't ask questions

If it is not broken, don't try to fix it

If it will brighten someone's day, say it

If it will tarnish someone's reputation, keep it to yourself

Oxford Houses of Florida

New Member

My Plan for Recovery

Name: Date:

My Plans for Follow Up in Recovery•. _____

_____

_____

_____

If enrolled in an aftercare program, my plans for attendance are:

_____

_____

_____

I do___do not___have a sponsor at this time. If you do not, how soon can you obtain a sponsor? _____

I plan to attend_____AA/NA meetings per week?

I am using_____book for my daily meditation?

I understand that if I drink or use drugs in or out of the house, I will be expelled.

Signature._____Date: _____
House Officer: _____ Date: _____
House Officer:_____Date: _____

RELAPSE CONTINGENCY PLAN

I understand that per Oxford House charter, if I return to active drinking or drug use I will be expelled from this Oxford House. If this should happen, I would like the following actions to be taken:

Check all that apply

Places I can go: ☐Family ☐Friend ☐Detox/Treatment ☐Hotel ☐Other

Describe details: including names, phone numbers and addresses:

_____

_____

_____

_____

_____

_____

People to notify:

Name	Phone Number	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand I have 30 days to remove all of my personal belongings from this Oxford House and that any items left behind after 30 days will be thrown away or donated to a local charitable organization.

I understand that 72-hours after being expelled, any personal items I have not removed from the property will be safely removed from the bedroom and relocated to a storage area.

If I am unable to remove my personal belongings from this Oxford House, I give the following people permission to remove them for me:

Name	Phone Number	Relationship
_____	_____	_____
_____	_____	_____

_____ _____

Signature **Date**

Probation Guidelines (First 30 Days)

- Curfew:
  - Sun – Thurs:_____
  - Fri – Sat:_____
- Meetings:_____ per week.
- NO Overnight guests
- NO Overnight stays outside of House
- Guest are welcome when at least 1 other House member is home, and must leave by your curfew
- Assigned chores are to be done as posted
- NO phone calls after 10pm, or before 7am. Please make friends and family aware of this.
- Weekly House Meeting is MANDATORY. Excused absences are: work; IOP, & Oxford House functions. TO BE EXCUSED, YOU MUST NOTIFY HOUSE AT LEAST 1 DAY IN ADVANCE OF MEETING. REPEAT OFFENDERS ARE IN JEAPORDY OF EXPULSION FROM THE HOUSE BY MAJORITY VOTE.
- Members who are expelled from the House or leave voluntarily may pick up their belongings the night of the House Meeting, or arrange a time and day to pick items up at the Houses convenience. At least one member MUST be present when items are picked up.
- Belongings must be removed from the House within 30 days of members departure. Any remaining articles will be donated to a local charity or to the House.
- Members who are not working are expected to be looking for a job between the hours 10am – 3pm, filling out at least ____ applications a day.
- Once employment is found, post schedule

RENT

E.E.S. (Equal Expense Shared) is determined by your Oxford House. Members must pay one week in advance.

Upon arrival to the House, a NON-REFUNDABLE Move In Fee, plus one week E.E.S. is due. E.E.S. Will be due again in one week after entry into the House. Each House varies in amount due to the House.
E.E.S. is due on stated day, each week. MONEY ORDERS ONLY. Make them out to the Oxford House in which you live. NO CASH IS ACCEPTED

Upon completion of probationary contract, members will be reevaluated in a House Meeting and voted in as permanent members of your Oxford House
General guidelines will apply then.

ANY MEMBER WHO DOES NOT FULLFILL THE 30 DAY CONTRACT, WILL EITHER BE PUT ON EXTENDED PROBATION OR THEIR MEMBERSHIP IN THE HOUSE WILL BE VOTED ON IN A HOUSE MEETING.

Oxford Houses of Florida
House Member Property List

NAME: _____

Date	Property of House Member	House President Initials

Oxford Houses of Florida

Emergency Medical Information Release Form

This form is to be used for emergency medical use only:

Name:_____Age:_____

Date of Birth:_____Blood Type:_____

Primary Physician: _____ Phone #_____

Hospital or Clinic:_____

Insurance:_____

Allergies:_____

_____

_____

Medications:

_____

_____

_____

Medical History (major surgeries, contracted diseases, hereditary health problems, etc...):

_____

_____

_____

In Case of Medical Emergency Contact:

(1) Name_____ Phone:_____
(2) Name_____ Phone:_____

I hereby give my consent for emergency medical treatment:
Name:_____Date_____

10 Insights For The New Member

1. **Oxford House is a missing link in the recovery process. It provides the time and support each of us need to develop comfortable sobriety.**

2. **It works only if the Oxford House system of democratic operations is followed and the system of financial self-support is strictly followed. Learn the Oxford House Manual and the nine Oxford House traditions.**

3. **House meetings take place once every week. Attend every weekly meeting. The reason for weeks house meetings is to make the house run smoothly. The weekly meeting is the place to resolve disputes among the "family" and a place to work together to keep recovery at the heart of all house operations.**

4. **Pay your share of expenses on time. Put first things first. Old behavior put our rent last. New behavior puts it first; otherwise each of us feels lousy and the house can fail.**

5. **Pride that is earned is worthwhile but false pride causes conflict. A house where all the residents work with each other to gain comfortable sobriety is one that generates worthwhile pride.**

6. **Open finances of the house helps to overcome the suspicion we all have in early recovery. The house finances should be discussed at each meeting and posted openly for everyone to see.**

7. **Do household chores on time. You may be the coordinator someday and others will do unto you as you did to them.**

8. **Don't isolate. Loneliness and self-pity lead many of us back to drinking or using drugs.**

9. **Go to a lot of twelve-step meetings. AA and NA attendance is a good habit to develop to make behavior change comfortable and to gain comfortable sobriety – forever.**

10. **Blow the whistle on any member who relapses. The house can lose its charter if the resident who uses alcohol or drugs – in or out of the house – is not expelled.**

BOUNDARIES....and WHAT IS and IS NOT ACCEPTABLE

"WE HAVE NO BOSSES IN OXFORD HOUSE"

IT IS **NOT** OKAY TO:

1. VERBALLY ATTACK ANOTHER PERSON, EITHER BY RAISING YOUR VOICE OR MAKING SARCASTIC REMARKS TOWARD THAT PERSON
2. PUT ANOTHER PERSON DOWN. EXPRESSION OF INNAPPROPRIATE CRITICISM TOWARD A PERSON'S MORAL BEHAVIOR, APPEARANCE, CLOTHES, FRIENDS, ETC.,
3. TAKE SOMEONE ELSES INVENTORY, UNLESS YOU ARE CONCERNED THAT PERSON IS EXHIBITING RELAPSE BEHAVIOR. RELAPSE CONCERNS ALL OF US
4. SHAME OR FRIGHTEN ANY OF US BY CROSSING THE BOUNDARIES WE HAVE SET FOR OURSELVES
5. PLACE BLAME ON SOMEONE ELSE FOR YOUR BEHAVIOR OR FEELINGS. WE MUST TAKE RESPONSIBILITY FOR OUR OWN ACTIONS AND FEELINGS.
6. THROW OBJECTS, SLAM DOORS, STOMP AROUND, CALL NAMES, OR PHYSICALLY ATTACK IN ANGER. RAGING OUT OF CONTROL FRIGHTENS AND TRAUMATIZES EVERYONE AROUND YOU, AND IS NOT ACCEPTABLE.
7. ISOLATE
8. HOLD RESENTMENTS TOWARD HOUSE MEMBERS WHICH CAUSE COMMUNICATION BREAKDOWN AND OR TENSION. AND DISRUPTIVE BEHAVIOR IN HOUSE MEMBERS. (IF PERSONALITY CONFLICTS CANNOT BE RESOLVED BY THE PERSONS DIRECTLY INVOLVED, THEY SHOULD BE BROUGHT TO THE HOUSE AS A WHOLE.)
9. TO ATTEMPT TO MANIPULATE OR CONTROL OTHERS TO MEET YOUR EXPECTATIONS THROUGH GOSSIP, AGGRESSIVENESS OR SELF-JUSTIFICATION.
10. NO SPANKING, HITTING, OR YELLING AT THE CHILDREN. THEY ARE PRECIOUS AND VALUABLE PEOPLE TOO, AND DESERVE OUR MUTUAL RESPECT.
11. IF A PARENT CANNOT CONTROL A DISRUPTIVE CHILD WITHIN 10 MINUTES THE PARENT MUST TAKE THE CHILD TO HER RESPECTIVE ROOM, OR TO A LESS POPULATED AREA UNTIL THE CHILD HAS CALMED DOWN.

IT **IS** OKAY AND ACCEPTABLE TO:

1. BE PATIENT AND TOLERANT. EACH OF US ARE AT OUR OWN LEVEL OF GROWTH. PRACTICE ACCEPTANCE. "LIVE AND LET LIVE"
2. TO SHARE POSITIVE ATTITUDES AND FEELINGS TOWARDS OTHERS
3. TO RECOGNIZE ACHIEVMENTS AND GROWTH IN OTHERS.
4. SHARE YOUR PROGRAM AND LISTEN TO OTHERS.
5. TO HAVE PERSONAL QUIET TIMES AND PRIVACY
6. TO LAUGH AT YOUR MISTAKES.
7. TO DO UNTO OTHERS AS YOU WOULD LIKE THEM DONE UNTO YOU.

"Oxford Houses provide the addicted individual the opportunity to change their behaviors"
Paul Molloy-Founder, Oxford House Inc.

GUEST EXPECTATIONS

** YOU ARE RESPONSIBLE FOR YOUR GUESTS AT ALL TIMES...IF NEED BE, ASK ANOTHER MEMBER TO BE RESPONSIBLE FOR YOUR GUEST

** NO GUEST IS ALLOWED IN AN OXFORD HOUSE WHILE UNDER THE INFLUENCE OF ILLEGAL DRUGS OR ALCOHOL.

** NO GUESTS ARE ALLOWED TO STAY IN THE HOUSE WHILE YOU ARE NOT PRESENT. ALL GUESTS LEAVE WITH YOU UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE WITH THE HOUSE!!!

**GO OVER HOUSE EXPECTATIONS & CURFEW WITH YOUR GUEST

**IF YOU HAVE A ROOMATE, YOU MUST PRE-ARRANGE WITH THEM BEFORE HAVING AN OVERNIGHT GUEST

**PLEASE BE COURTEOUS AND INFORM THE HOUSE WHEN HAVING AN OVERNIGHT GUEST

**CONFIDENTIALITY---NO HOUSE BUSINESS IS TO BE DISCUSSED OUTSIDE THE HOUSE, OR, IN FRONT OF GUESTS

**IF YOUR GUEST IS DISRUPTIVE IN THE HOUSE AND, IT AFFECTS THE SERENITY OF THE HOUSE AS A WHOLE, IT WILL BE BROUGHT TO THE HOUSE MEETING OR AN EMERGENCY MEETING WILL BE CALLED TO HAVE A MAJORITY VOTE TO EXPEL THAT PERSON FROM THE HOUSE.