

Suggested Expectations and Guidelines - Women's House

1. **30 DAY RESTRICTION**: During your first thirty (30) days of residency we want a chance to get to know you and want you to get a chance to become familiar and comfortable with the way this Oxford House runs and have the opportunity to get to know the current residents. We will be strict during these first thirty (30) days, but that is why you are here; to learn a new way of living. The following guidelines apply to this time of restriction:
 - Curfew will be set at ten (10:00pm) on weekdays and midnight (12:00am) on weekends.
 - No guests can stay overnight. (They must leave by your curfew).
 - No overnight stays. (You must be home by your curfew).
 - You must attend at least five (5) twelve step meetings every week. (A.A, N.A. or C.A).
 - You must find a job within the first two weeks of residency.
 - You must find a sponsor within the first two weeks of residency.
 - You must attend three (3) Chapter meetings and three (3) H.S.R. meetings during your first ninety (90) days of residency.
2. **MEETINGS**: Attend at least three (3) twelve step meetings every week. If the house is unsure on the amount of meetings you are attending you may be put on a contract to attend more meetings and/or have a meeting slip signed to be shown at the house meetings.
3. **CURFEW**: Curfew will be set at midnight (12:00am) on weekdays and two (2:00am) on weekends. If you are late for curfew it will be considered an overnight stay. If you are out of overnights and are late you will be placed on a contract lowering your curfew and eliminating your overnights. Curfews set by Drug Court, Probation or Parole supersede Oxford House curfew.
4. **OVERNIGHTS**: You are allowed two (2) total overnights per week. This includes overnight guests and overnight stays. If you stay out overnight you will need to sign-out on the board or sign-out sheet posted, listing your name, the date, and a contact number. If you forget to sign-out you will be placed on a contract lowering your curfew and eliminating your overnights. **No significant others are allowed to stay overnight and no sexual activity is allowed within the house or on the property.**
5. **GUESTS**: You are responsible for your guests. Do not leave guests unattended in the house. Respect that this is a home of others too. All overnight guests must be discussed with the house members. No active users or drinkers allowed in the house at anytime. Any individual who was in recovery and has relapsed must have thirty (30) days clean and sober before they may re-enter the house.
6. **MEDICATION**: No narcotics are allowed in the house at any time. If you are prescribed a narcotic you must leave the house while you are taking them or work out a solution with your house (such as having your sponsor hold them or having your medication counted at house meetings.) The house must be made aware of any medication prescribed for mental health purposes. All medications should be kept in your room and out of sight in a lockbox. If your doctor changes your medication for any reason you are required to inform the house. **MEDICATIONS ARE TO BE USED AS PRESCRIBED! SELF-MEDICATING IS THE SAME AS A RELAPSE!**
7. **EES (Equal Expense Shared)**: You will be required to pay your EES every week in advance. Penalties for late EES are as follows: (*This applies after one month in the house*)
 - a. If you owe **ANY** money to the house for EES or fines, you will be on newcomer restriction. (See #1)
 - b. **TWO WEEKS BEHIND**: You will be placed on a contract to pay 150% of the weekly EES, every week, until caught up. Failure to do so will result in immediate eviction.

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8. **DISRUPTIVE BEHAVIOR**: This is defined as any continuous behavior that upsets the house as a whole or threatens the reputation of the house (i.e. name calling, threatening house members physically or verbally, not doing chores, not attending house meetings, breaking house rules, lack of recovery program, theft, prostitution, loud late nights, etc.) Members may be put on a behavioral contract or voted out of the house depending on the circumstances. Physical violence is the same as a relapse. **OLD BEHAVIOR IS INAPPROPRIATE! THIS IS A HOUSE OF RECOVERY!**
9. **HOUSE MEETINGS**: House meetings are mandatory! House meetings include weekly business meetings, interviews, and emergency meetings if posted 24 hours in advance. House decisions are made during meetings and as a house member you need to be a part of the decision making. Excused absences are work, school, hospital, or pre-arranged vacations. Fines will be given for unexcused absences.
10. **CHORES**: Chores will be assigned once a week at the weekly business meeting. Your area must be kept clean during that entire week. Fines and/or contract will be given for neglected or incomplete chores. You may seek help in doing your chore if you know you are going to be out of town.
11. **FOOD**: You will be given a designated space to keep your food. Keep your area clean. Mark your food with your initials. Food that is unmarked is considered house food. Do not take any food that is not yours without permission. To do so is considered theft and may result in your expulsion from the house.
12. **COOKING/EATING**: Respect others when cooking. Take turns and clean up your mess when done. Make sure to wash your pots and pans by hand and put away. Dishes are to be placed in the dishwasher or washed by hand. **NO DISHES SHOULD BE LEFT IN THE SINK AT ANY TIME FOR ANY REASON.**
13. **LAUNDRY**: Laundry hours are from 8:00 am – 10:00 pm. Use the sign-in sheet provided when doing laundry. Remove laundry as soon as it is done. Plan to do your laundry at a time when you will be able to complete it. If unable to complete your laundry, ask a house member to help. If there are clothes in the washer or dryer, remove them and place them in a clean, safe place. If you leave your clothes in the washer or dryer, expect them to be moved. **CLEAN THE LINT FILTER!**
14. **BATHROOMS**: Bathrooms are shared, use common courtesy. Clean up after yourself. Keep usage time to no more than twenty (20) minutes. Keep shower and bath time to no more than ten (10) minutes so that others can have hot water.
15. **BEDROOMS**: Bedrooms are private, and should be respected. Do not enter a room without permission. Those that share a room should respect that it is both of their rooms. Doors are not to be locked from the outside. If you have valuables you want locked up then purchase a lock-box. Rooms are to be kept clean at all times. Fines may be given for dirty rooms. (i.e. clothes on floor, trash, dirty dishes, beds not made, etc)
16. **PHONES**: Keep the phone conversations to 15 minutes, answering incoming calls and taking written messages. When checking the answering machine, let others know if they have messages. The phone is to be kept on the charger when not in use.
17. **TV/DVD/RADIO**: These items are shared by many so take turns viewing programs. If you have friends over or wish to make plans to watch a certain program or movie let your house members know. Keep the noise level down after ten (10:00 pm) on weeknights.
18. **NOISE**: Keep all noise at a reasonable level. Quiet time on weekdays are before eight (8:00 am) and after ten (10:00 pm). Most members work, attend school, and do their daily duties during daytime hours.

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19. **THERMOSTAT**: Do not adjust the thermostat without discussing it with the house at a house meeting.
20. **CONFLICTS**: If conflicts arise, try to resolve it by an appropriate mutual agreement (talk to each other). Do not allow it to affect the entire household. If it is not possible to reach a mutually satisfactory resolution, then both parties involved should go to the president and discuss it. If still not able to resolve it, it will be brought to the attention of the house for discussion. If it becomes disruptive, one or both members may be contracted or asked to move out.
21. **CONTRACTS**: Contracts are designed as a tool for growth. The house may put a member of the house on a contract if it is felt that there is a behavior that needs to be changed in order to continue good sobriety and or membership in the house. Sometimes others can see old behavior in us before we can see it in ourselves. (i.e. not going to meetings, behind on EES, not doing chores, isolation, poor attitude, etc.) The house determines the length and conditions of the contract. If, for any reason, you break a contract you will be expelled from the house.
22. **EXPULSION**: There are only a few things that can happen for you to be expelled from the house. (*If you leave this house owing money, you may not move into another Oxford House until you pay this house in full.*)
- **Relapse**. You will be asked to leave. You must set up a time with the house to pick up the rest of your belongings. You can be voted out for suspicion of relapse so watch your behavior.
 - **EES**. If you are behind on your weekly EES you are in danger of being expelled. Stay current or ahead to be safe.
 - **Behavior**. If you are unwilling to abide by the rules of the house or become disruptive for any reason you can be voted out of the house.
23. **FINES**: You will be fined for the following things: (*Fines range from \$5.00 to \$50.00*)
- Leaving personal items in common area.
 - Not doing chore.
 - Fire hazard. (i.e. stove/oven left on, dryer lint filter not cleaned, candles)
 - Doors left unlocked. Garage door left open.
 - Unexcused absence at any mandatory meeting.
 - Dirty Bedrooms
 - Dishes left in sink, common areas, or bedrooms.
 - Leaving lights and/or electronic devices on.
 - Making messes and not cleaning up.

If you feel these rules are too strict then possibly Oxford House is not for you. These rules are proven to work if followed. Changing the rules to fit your needs is doing things your way and by doing things your way life became very difficult. Why not try doing things the Oxford House way and see how simple life can be.

And remember...

THERE ARE NO BOSSES IN OXFORD HOUSE.

You are just as important as anyone in the house and you have just as much of a say in the house decisions as anyone else. The best friend we can be to each other is to hold each other accountable and not allow old behavior. The rules are only good if they are enforced as a house.

*Member/Date _____ President/Date _____

*By signing, I agree that I have read the house rules, understand them completely, and will follow them all.

NAME _____ DATE _____

Newcomer Packet

Fill out all of the attached forms and turn-in this packet at the next house meeting.

OXFORD HOUSE _____

**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: _____

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 in or out of this house, I will be expelled immediately.

Signature: _____ Date: _____

House Officer: _____ Date: _____

House Officer: _____ Date: _____

Oxford House _____

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: _____

3) Name: _____ Phone: _____

I hereby give my consent for emergency medical treatment:

Signature: _____ Date: _____

RELAPSE CONTINGENCY PLAN

I understand that per Oxford House charter, if I return to active drinking or drug use I will be immediately 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
<hr/>	<hr/>	<hr/>

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
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

Signature

Date

Application For Membership In Oxford House

To be accepted in an Oxford House an applicant must complete both sides of this application and be interviewed by the residents of the particular Oxford House to which the applicant is applying. The residents of the house then vote on acceptance. An 80% affirmative vote is needed to be accepted. Carefully read the application and honestly answer the questions. Living in an Oxford House is special and if you understand its value it can help you achieve comfortable sobriety without relapse.

1. Print Name (Last, First, Middle)		3. Date of Birth		
		Month	Day	Year
2. Present address (Street) Check if treatment facility <input type="checkbox"/>		4. Phone Where You Can Be Reached		
Home ()				
City	State	Zip	Work ()	
5. Are you an Alcoholic? <input type="checkbox"/> Yes <input type="checkbox"/> No		6. Date of Your Last Drink?	9. List drugs you used addictively:	
7. Are you addicted to drugs? <input type="checkbox"/> Yes <input type="checkbox"/> No		8. Date of last drug use?		
10. When did you attend your first AA or NA meeting?		11. How many AA/NA meeting do you now attend each week?		
12. Do you want to stop drinking alcohol and using addictive drugs? <input type="checkbox"/> Yes <input type="checkbox"/> No		13. Are you employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes" who is your employer?		
14. Are you getting welfare or other non-job related income? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes" what?		15. If you do not have a job will you get one? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes" what job plans do you have?		
16. What is your <u>monthly</u> income right now? \$ _____		17. What do you expect your monthly income to be next month? \$ _____		
18. Marital status [Check One] <input type="checkbox"/> Married, <input type="checkbox"/> Never Married, <input type="checkbox"/> Separated, <input type="checkbox"/> Divorced		19. Do you have a medical doctor? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes" list the doctor's name and phone number:		
20. Have you ever been to a treatment facility for alcoholism and/or drug addiction? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes" list the treatment provider, phone number and primary counselor, if any.		21. Do you take prescription drugs? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes" list drugs and reason the drug has been prescribed.		
Please complete the other side of this application. 				

<p>22. Date of move in ? <input type="checkbox"/> Immediately <input type="checkbox"/> Other -- If "other" list the date you would want to move in, if accepted, and why the date is in the future rather than immediately. Date: _____ Reason:</p>														
<p>23. Have you ever lived in an Oxford House before? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes," provide the name and location of the Oxford House below and answer question 24.</p>														
<p>24. [Answer this question if the answer to question 23 was "yes."] I left the previous Oxford House for the following reason: [check one]</p> <p><input type="checkbox"/> relapse, <input type="checkbox"/> voluntarily, <input type="checkbox"/> other reason(s) _____</p> <p>I, did <input type="checkbox"/> or do not <input type="checkbox"/> owe money to the Oxford House I left. If I did owe money to the Oxford House I left, I will agree to repay the money I owed to my former Oxford House. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>														
<p>25. Emergency Telephone Numbers. [[List family doctor, if you have one, + two family members or friends]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Name and Address</th> <th style="width: 33%;">Relationship</th> <th style="width: 33%;">Telephone</th> </tr> </thead> <tbody> <tr> <td style="height: 40px; vertical-align: top;">1-</td> <td></td> <td></td> </tr> <tr> <td style="height: 40px; vertical-align: top;">2-</td> <td></td> <td></td> </tr> <tr> <td style="height: 40px; vertical-align: top;">3-</td> <td></td> <td></td> </tr> </tbody> </table>			Name and Address	Relationship	Telephone	1-			2-			3-		
Name and Address	Relationship	Telephone												
1-														
2-														
3-														
<p>26. I realize that the Oxford House to which I am applying for residency has been established in compliance with the conditions of § 2036 of the Federal Anti-Drug Abuse Act of 1988, P.L. 100-690, as amended, which provides that federal money loaned to start the house requires the house residents to (A) prohibit all residents from using any alcohol or illegal drugs, (B) expel any resident who violates such prohibition, (C) equally share household expenses including the monthly lease payment, among all residents, and (D) utilize democratic decision making within the group including inclusion in and expulsion from the group. In accepting these terms, the applicant excludes himself or herself from the normal due process afforded by local landlord-tenant laws.</p>														
<p>27. Use this space for additional relevant information:</p>														
<p>28. I have read all of the material on this application form including the limitations set forth in item 26. I have also answered each question honestly and want to achieve comfortable recovery from alcoholism and/or drug addiction without relapse.</p> <p>SIGNATURE: _____ DATE: _____</p>														
<p>FOR USE BY OXFORD HOUSE</p> <p><input type="checkbox"/> ACCEPTED <input type="checkbox"/> NOT ACCEPTED MOVE IN DATE _____ MOVE OUT DATE: _____</p> <p>HOUSE KEYS RETURNED <input type="checkbox"/> YES <input type="checkbox"/> NO OUTSTANDING DEBT TO HOUSE \$ _____ DATE REPAID _____</p>														