

GIFTS Men's Shelter
Life Recovery House
Program Agreement

Resident must initial each item to indicate understanding AND agreement.

GIFTS Men's Shelter Mission:

To show Christ's love to homeless men in Rock County by advancing renewal and hope through a unified Christian effort.

The purpose of the Life Recovery House:

To offer a safe, controlled, Christian environment for residents to advance to the next level in their Life Improvement Plan.

Life Recovery House Mission:

Under development

Congratulations!

You have been selected to become a resident of the Life Recovery Home. We are proud of the hard work you have put into improving your situation. You have displayed growth, leadership, responsibility, and the willingness to dig in and become the man God has created you to be. As you move on to the next chapter of your recovery, know your hard work is not over. There are expectations that must be met in order for your stay to continue. We are confident you will SHINE and we are committed to walking with you on this journey!

Program Expectations

The following provides a list of expectations regarding your commitment to working with GIFTS on your Life Improvement Plan. By signing this agreement you are committing to participating in weekly A-Team meetings and expectations, monthly staffings, support groups as assigned, and weekly house meetings for a minimum of 6 months.

_____ I understand I am committing to staying at the Life Recovery House for a minimum of 6 months. During my stay, I will actively be working on the curriculum set forth by GIFTS to improve my situation and align my future up for success.

_____ I agree to meet weekly, at a scheduled time, with my A-Team mentor. This time will be used to discuss my progress and work on new goals. I agree to notify my mentor of any emergency resulting in the cancellation of my A-Team meeting. I understand it is my responsibility to contact my mentor to reschedule any missed meetings.

_____ I agree to meet monthly, at a scheduled time, with my dream team. This time will be used to discuss my progress. This team includes the Men's Ministry Manager, A-Team mentor, my sponsor, and any other professional in my life, when applicable.

_____ I agree to attend and actively participate in weekly house meetings. These meetings will be scheduled in advance, taking into consideration all residents schedules. The purpose of house meetings is to discuss chore assignments, house maintenance projects, menus, shelter volunteer schedule and/or issues needing to be discussed.

_____ I understand if I am working full time (40 hours), I am still responsible for volunteering for a minimum of 10 hours per week.

_____ I understand if I am working part time (less than 30 hours), I am still responsible for volunteering for a minimum of 15 hours per week.

_____ I understand I must volunteer 30 hours a week if I am not working.

_____ I understand no un-approved visitors are allowed in the house.

_____ I understand the evening curfew is 9pm.

_____ I will respect the privacy of other residents and understand I am not to go into their room.

_____ I acknowledge I am responsible for any assigned household chores and will complete tasks in an acceptable and timely manner.

_____ I understand I must provide evidence of a valid drivers license, current tags, and valid insurance if I am allowed to have a vehicle on the property.

_____ I am aware of where I can and cannot park my vehicle.

_____ Bicycles must be kept in the garage.

_____ I understand I am responsible for my own meals.

_____ I understand GIFTS staff may conduct a search or inspection at any time.

_____ There is no smoking in the house at any time for any reason. Smoking is allowed on the back porch ONLY. All cigarette butts must be disposed of in the designated receptacle. In respect of our neighbors, noise will be kept to a minimum and fowl language will not be tolerated.

_____ GIFTS is a violence-free environment. Violent behavior is not permitted. This includes, but is not limited to: verbal abuse such as racist, sexist, homophobic or other offensive, threatening language; and any physical violence.

_____ I understand any possession or usage of illegal drugs or alcohol is a direct violation of this agreement. Urine screens/breathalyzer may be conducted at any time. Refusal to take the test is viewed as a positive test result. A positive result may result in dismissal from the Life Recovery House.

_____ The possession of any weapons, or anything that resemble weapons, by residents, is a violation of this agreement.

_____ I understand I am not able to run a business out of the Life Recovery House.

_____ I understand and agree to GIFTS Good Neighbor Policy.

_____ I understand and agree to Room Standards.

_____ I understand and agree to GIFTS Grievance Procedure.

_____ I understand and agree to GIFTS Corrective Action Procedure.

_____ I understand and agree to GIFTS Medication Policy.

Resident Name

Date

Men's Ministry Manager

Date

Good Neighbor Policy

GIFTS Men's Shelter prides itself on the positive reputation we have in our community. This hasn't happened by accident! The foundation of our ministry is built on The Parable of the Good Samaritan (Luke 10:25-37).

What does it mean to a good neighbor?

Being a good neighbor means living with others in a social community called a "neighborhood." People talking in their front yards, children playing on the sidewalk, people mowing lawns, and similar activities are all a part of being neighbors. People are what make a neighborhood a living community rather than just a group of buildings.

What does this mean to you?

You are no longer a guest of the GIFTS, you are a resident living in a home, in a neighborhood. To be a good neighbor:

- Be respectful of neighbors privacy.
- Make sure your house looks clean and organized. This means keeping the yard mowed. Trimming the bushes. Tending the garden. Watering the flowers. Take pride in our property and our neighborhood. Our home will be one that raises property values NOT lower them.
- In the winter, keep the sidewalks and drive shoveled and salted. Help your neighbor with this too if you have the opportunity.
- Lend a hand if you see a neighbor in need.
- Take the trash out and retrieve the empty bins in a timely fashion.
- Keep outside noise to a minimum. Fowl language will not be tolerated.
- Park in designated areas.
- If you see a neighbor outside, smile and wave. If you have an opportunity, introduce yourself and ask them how their day was.

CORRECTIVE ACTION

Similar to your stay at GIFTS Shelter, you stay in the Life Recovery Home will continued to be monitored closely. We take the recovery of all very seriously and therefore we will address any violations promptly.

Ideally, corrective action is handled by conversations and agreements with a resident. If a resident consistently breaks rules, ignores the code of conduct, or is not helping to maintain an intentional, healthy, healing community, you will be asked to leave.

If you do not respond to this coaching, OR if the infraction is serious enough to warrant a more severe consequence, GIFTS uses a strike system. If you have accrued three strikes, you have demonstrated a lack of commitment to your program and by your own actions have chosen to leave the program. Any rule violation can result in a strike, if necessary.

There are certain incidents that can result in immediate removal from the program:

Intoxication or use of drugs

Violation of smoking policy

Drug paraphernalia on person or in room

Physical assault

Drugs and/or alcohol intentionally brought on any of the properties

Theft

Vandalism

GRIEVANCE POLICY

If you have a grievance with any staff member, mentor, volunteer, or other resident, GIFTS chooses to follow the Biblical example of conflict resolution found in Matthew 18. The following policy should be followed:

- First, you should go to the person you are having the conflict with and share your concern. NO one is perfect and mistakes can be made It is expected the person will handle the grievance responsibly and with maturity and work towards resolution.
- Second, if the person doesn't respond appropriately, the concern should be brought to the immediate supervisor. The supervisor will investigate the situation and attempt to find resolution.
- Third, if the immediate supervisor doesn't respond appropriately, the concern should be brought to the Men's Ministry Manager who will investigate the situation and attempt to find resolution.
- Fourth, if the Men's Ministry Manager doesn't respond appropriately, the concern should be brought to the Executive Director. If it has been resolved and you simply disagree with the way it was resolved, the Executive Director will not overrule the staff member's decisions unless there is a violation of policy or integrity.. This level of grievance is generally only used in the instance of a wrong-doing, after the others have refused to make things right.
- Finally, if the you still feel the grievance hasn't been resolved by the Executive Director, you may write a written, formal appeal to the board of directors This appeal is not meant as a medium to vent displeasure or dissatisfaction, rather it is a final appeal if there is a serious issue that the Executive Director fails to address appropriately.

ROOM STANDARDS

Rooms must be kept organized and clean

All personal items should have a place and be stored in that place.

Beds should be made soon after getting up for the day.

There should be no personal items laying on your bed.

Rooms should be regularly cleaned and dusted.

No food is allowed in the rooms.

There should not be garbage stored in rooms, other than in a waste can.

Rooms should always be in a condition that is acceptable for giving a tour.

MEDICATIONS

To stay in the Life Recovery House, taking your medications “as prescribed” by your doctor is mandatory. Failure to take medications as prescribed will not be tolerated and will result in termination from the program. In order to ensure your health and safety, GIFTS has zero tolerance for medication misuse.

Medication misuse is defined as:

Taking medication that does not belong to you.

Sharing your medication with others.

Intentionally taking too much of any medication.

Taking more or less than prescribed.

Supporting documentation for all prescribed medication must be provided to the Men’s Ministry Manager. At that time you will be issued a medication lockbox. Your medication should be kept in this box at all times. Be aware random pill counts will be conducted.

Medications with potential for abuse, such as cough syrup with dextromethorphan are not allowed, unless obtained through prescription and used as prescribed.