

ADVOCATE HOUSE RULES AND REGULATIONS

These Rules and Regulations are effective upon admission to Advocate House. Any of them may be amended, modified, deleted, added to or changed as deemed necessary by the Advocate House Staff. Violation of any of the following rules and regulations can be grounds for immediate discharge.

Please read all pages carefully and ask questions if you do not understand something.

1. Program Fees

- A. Intake Fee is \$480 that covers the first 4 weeks in the house. There is a \$125 processing that will be subtracted from the intake fee if the applicant does not come to Advocate House after acceptance.
- B. Weekly Program Fee is \$105 and it includes the following:
 - 1) A bed with linens, pillow, and blankets
 - 2) Household furniture such as TV, couches, chairs, etc.
 - 3) Housewares such as dishes, glasses, pots, pans, etc.
 - 4) Some Food
 - 5) Cable
 - 6) Internet which is accessible at 738 only.
 - 7) Cleaning Supplies and Laundry Detergent for 738 & 740 front houses only.
 - 8) Washer/Dryer
 - 9) Utilities
- C. Any resident that gets behind on their weekly program fees 2 weeks or more may be on property and phone restriction until they are caught up. The resident will be allowed to look for work, go to work, and attend mandatory meetings only. The Staff will determine time and days residents will be allowed to look for tax paying employment and have use of their phones.
- D. When residents get tax paying employment they will show their paycheck to the Staff. The residents will pay the weekly program fee of \$105 plus 60% of the remaining paycheck towards their program fees until they are current.
- E. The program fees are due every Friday. Resident is responsible for talking to the Staff no later than 6:00 PM.
- F. Failure to pay your program fee in full on Friday will result in property, vehicle, electronic device, and phone restriction for the weekend and any days off work during the week.
- G. Residents shall keep program fees paid 1 week in advance at a minimum.
- H. All residents that are receiving monthly income such as Social Security, Supplemental Security Income, Retirement, etc. must pay for the entire month when they receive their check.
- I. Advocate House is a 7 – 9 month program.

2. The Advocate House's Phases

- A. **Phase 0 – “Getting Ready”**
 - 1) Residents entering the Advocate House shall begin on Phase 0.
 - 2) Residents will become familiar with this agreement to comply with all Advocate House Rules and Regulations.
 - 3) Residents shall be on property, vehicle, and phone restriction.
 - a) Residents will not leave Advocate House property for 48 hours upon entering Advocate House.
 - b) Residents will be on phone restriction for 14 days upon entering Advocate House and until all 28 life lesson assignments are completed. Residents may use office landline or staff cell phone at staff discretion for business calls and one 15-minute call to family per day.
 - 4) Residents will complete at least two life lesson assignments per day as assigned by staff.
 - 5) Residents will complete extra chores and volunteer work as assigned by staff.
 - 6) Residents will attend all mandatory AA meetings. If the resident wishes they may attend church services on Sunday mornings. Attendance at church services includes the entire service.

7) Residents must complete the following requirements as determined by the Staff to proceed to Phase 1.

- a) Residents will show proof of educational accomplishments to staff. (Examples include: High school diploma, GED, College work)
 - (a) Residents who do not have a high school diploma or GED will enroll in GED classes immediately.
- b) Residents wishing to go to college must obtain approval from the Staff, and upon approval, must begin application process immediately.
- c) Residents will acquire a State ID or Driver's License, social security card, and birth certificate. This is to demonstrate readiness to obtain employment. Once the items have been acquired they will be taken to staff for copying.
- d) Residents who are on Social Security Disability, Social Security Retirement, Supplemental Security Income (SSI), or other non-employment income will acquire a copy of their award letter to turn into the Staff.
- e) Residents must get a reputable AA sponsor and start working the 12 Steps of AA.
 - (a) Resident must turn the name and phone number of the sponsor to the Staff.
 - (b) Residents must get 4 AA contacts within two weeks.
- f) Residents will be on Phase 0 for a minimum of 30 days.
- g) Residents must have meeting sheets signed for a minimum of 30 days.
- h) Residents must have completed all 28 life lesson assignments.
- i) Residents must be current with all program fees.

B. Phase 1 – "Taking Action"

- 1) For meetings the resident cannot leave earlier than 30 minutes before the meeting starts and must be back at the house 30 minutes after the meeting ends.
 - a) Residents without high school diploma or GED must be progressing through the GED program.
 - b) Residents will obtain tax-paying employment of at least 30 hours per week. No self-employment including 1099s. No temporary service jobs such as manpower, labor ready, etc.
 - (a) Residents have not met the tax-paying employment requirement until they show proof of a minimum of 20 hours of work.
 - (b) Residents who are on Social Security Disability, Social Security Retirement, Supplemental Security Income (SSI), or other non-employment income the tax-paying employment requirement may be adjusted as determined by the Staff.
 - (c) When a resident gets tax paying employment they must inform the Staff the business's name, supervisor's name, business address, and phone numbers.
 - c) Residents must choose a home group and be involved in service work. The home group must be one of the mandatory meetings. No club house home groups. The resident must inform the Staff of their home group.
- 2) Residents may have their phones from 8:00 AM – 10:00 PM. Phones must be turned in to staff Sunday through Thursday by 10:00 PM. Residents not turning in their phone on time will result in a 24-hour phone restriction.
- 3) Residents who have been approved by the Staff and accepted into a college must enroll immediately to begin classes.
- 4) Residents are eligible for one 24-hour pass per month after 60 days of residency based on individual performance and provided that they are not on restriction, consequences, or behind on program fees.
- 5) Residents will attend all mandatory AA meetings. If the resident wishes they may attend church services on Sunday mornings. Attendance at church services includes the entire service.

- 6) **Residents must complete the following requirements as determined by the Staff to proceed to Phase 2.**
- Residents must maintain 60 days of continuous sobriety after entering the Advocate House Program.
 - Residents must be progressing through the 12-Steps of Alcoholics Anonymous with a reputable sponsor for a minimum of 60 consecutive days and be on at least Step 4.
 - Residents must have active tax-paying employment record of at least 30 consecutive days unless it has been adjusted by the Staff.
 - Residents must have no recurring consequences with chores or Advocate House Rules and Regulations for at least 30 consecutive days.
 - Residents must have had a home group for 14 days and have chaired 3 meetings.
 - Residents must be current with all program fees.

C. **Phase 2 – “Moving On”**

- Residents may use their vehicles to go to work and meetings. The meetings must be within a 15 mile radius of Advocate House. They will use their vehicles to go straight to work or meetings then return to Advocate House. Failure to comply will result in loss of vehicle use.
- Residents after 90-days of residency are eligible for two 24-hour passes per month provided they are not on restriction, consequences, or behind on program fees. The passes cannot be taken on back to back days or weeks.
- Residents will attend all mandatory AA meetings. If the resident wishes they may attend church services on Sunday mornings. Attendance at church services includes the entire service.
- Recurring consequences will move a resident back to Phase 1.
- 5) **Residents must complete the following requirements as determined by the Staff to proceed to Phase 3.**
 - Resident must have maintained 120 days of continuous sobriety after entering the Advocate House Program.
 - Residents must be at least on Step 6 and be actively working the 12-Steps of Alcoholics Anonymous with a reputable sponsor.
 - Residents must have an active tax-paying employment record of at least 90 consecutive days unless it has been adjusted by the Staff.
 - Residents must have received their GED.
 - Residents must be current with all program fees.
 - Residents must have no consequences with chores or House Rules and Regulations for at least 30 consecutive days.

D. **Phase 3 – “Living Life”**

- Residents will keep their phones 24 hours a day 7 days a week.
- Residents may use their vehicles to go to work and meetings. The meetings must be within 15 mile radius of Advocate House. They will use their vehicles to go straight to work or meetings then return to Advocate House. Failure to comply will result in loss of vehicle use. Residents may use their vehicle with a 24 hour written request approved by the Staff on their days off.
- Residents will attend all mandatory AA meetings. If the resident wishes they may attend church services on Sunday mornings. Attendance at church services includes the entire service.
- Residents after completing Step 9 and after 150 days of continuous sobriety after entering the Advocate House Program are eligible for one 48-hour pass and three 24-hour passes provided that they are not on restriction, consequences, or behind on program fees. The passes cannot be taken on back to back days.
- Recurring consequences will move a resident back to Phase 2.

6) Residents must complete the following requirements as determined by the Staff to receive a Certificate of Achievement for completing the Advocate House Program.

- a) Residents must have maintained 210 days of continuous sobriety after entering the Advocate House Program.
- b) Residents must have worked all the 12-Steps of AA with a reputable sponsor.
- c) Residents must have an active tax-paying employment record of at least 180 days unless it has been adjusted by the Staff.
- d) Residents must be current with all program fees.
- e) Residents must have no consequences with chores or House Rules and Regulations for at least 30 consecutive days.
- f) Receive a Certification of Achievement.

3. General House

A. All residents are required to attend the house meeting Tuesdays at 6:00 PM.

- B. Residents are not permitted in anyone's house, on anyone's property, or in anyone's vehicle besides Advocate House.
- C. The house curfew is 10:00 PM 7 days a week. For residents, working a 2nd shift job, curfew will be 1 hour after their shift ends. Residents with seven or more months stay at the Advocate House may have special privileges based on individual performances.
- D. All residents shall wake up at 6:30 AM, be out of bed at 6:35 AM, and in morning mediation at 7:00 AM Monday – Friday. All residents shall be out of bed and ready to start their day by 10:00 AM Saturday & Sunday.
- E. All residents shall be in bed by 11:00 PM Sunday – Thursday. All residents shall be in bed by 1:00 AM on Friday & Saturday. All TVs and radios shall be off at bedtime.
- F. No fighting on or off the premises. This includes threatening another.
- G. No profanity on the premises.
- H. No gambling on the premises.
- I. A resident is required to submit to a search of their personal belongings or rooms when asked by the use Staff at any time.
- J. Having a nonresident in your bedroom is prohibited.
- K. Possession of a weapon of any kind is prohibited.
- L. Possession of pocketknife or regular knife with over 4" blades is prohibited.
- M. Sexual activity of any kind on the premises is prohibited.
- N. Theft of any kind is prohibited.
- O. Modifications to the house structure or systems are prohibited.
- P. Smoking or the use of any tobacco products shall be in the designated OUTSIDE areas only. Do not throw cigarette butts, empty tobacco containers, etc. into the yard. May have snuff with a bottle that has a lid. Bottles will not be left lying around the house.
- Q. Verbal abuse of the Staff or other residents is prohibited.
- R. Residents are not permitted in the office area unless the Staff is present.
- S. Residents working are required to show pay check stubs to Staff when asked.
- T. Residents are not to isolate themselves in their bedrooms or have doors locked while in bedroom.
- U. All paperwork from DHHR, Social Security, Doctor's Office, etc. shall be shared with the Staff.
- V. Residents are not allowed in any bars or gambling parlors for any reason.
- W. Residents will be required to complete within 48 hours any life lesson assignments given by the Staff.
- X. Residents' bags will be checked upon entry and discharge from the house.
- Y. *The Advocate House is not responsible for damage or loss of your personal property. Residents cannot place anything under lock and key unless the Staff has a duplicate key.*
- Z. Advocate House furniture or any other property is to remain in the room that it is currently in unless you receive permission from the Staff.

- AA. Residents must ask another resident prior to taking or using anything of theirs.
 - BB. Residents are not permitted to add electrical devices of any kind on the Advocate House's electrical service without permission from the Staff.
 - CC. The washer and dryer are for use by and for Advocate House residents only. Anyone doing laundry for someone outside of the house will be fined \$20.00 and put on restrictions.
 - DD. All house supplies are for use in the Advocate House only. This includes dishwashing liquid, laundry detergent, toilet paper, paper towels, etc. Anyone taking house supplies will be fined \$20.00 and put on restrictions.
 - EE. No TVs are allowed in bedrooms.
 - FF. No watching TV shows, movies, etc. on computers, phones, tablets, etc.
 - GG. No watching TV shows, movies, music videos, or listening to music that contains explicit sexual content, drug/alcohol content, or profanity.
 - HH. All residents stay out of alleys, back roads, etc.
 - II. All medication and personal property not taken when a resident leaves will be promptly disposed of unless prior arrangements have been made with the Staff. Mail will be returned to the Post Office.
 - JJ. No electronic devices such as computers, tablets, gaming systems, etc. are allowed. Smart phones are allowed.
 - KK. No resident is to be in the attic living room until 5:00 PM Monday – Thursday.
 - LL. No resident shall have in their possession on the property any type of material referring to witchcraft or satanism.
4. AA Meetings (12 Step Meetings)
- A. Attendance at a meeting is considered from the Serenity Prayer to the Lord's Prayer.
 - B. Residents can attend more than one meeting per day but only have the meeting attendance sheet signed once.
 - C. Meeting attendance sheets are required to be signed by the chairperson of that meeting.
 - D. Meeting attendance sheets are required to be turned into the Staff at the house meeting.
 - E. Meeting attendance sheets will be checked periodically to ensure that residents are attending meetings on a regular basis and replaced as needed.
5. House Chores
- A. Residents are expected to keep themselves neat and clean.
 - B. Residents are expected to make their bed (no wrinkles & pillow must be on top), clean their room, clean up after themselves in the kitchen after each use, and clean up after themselves in the bathrooms.
 - C. Chores are posted monthly on the Bulletin Board. New chores start the first of every month. Residents are responsible for checking the chore list to see what chores they have been assigned.
 - D. Chores are to be done every day by 10:30 PM. Once the resident has completed their chores they must initial and date the Chore Completion Sheet.
 - E. Each resident is responsible for their chore being kept up and if other residents do not pick up after themselves, the resident responsible for the chore must clean it up then report it to the Staff and hold the resident accountable at the house meeting.
 - F. Bedroom inspections will be done on a periodic basis.
 - G. If a resident does not understand the chore they have been assigned ask the Staff.
 - H. There will be a weekly deep clean of the house on Saturdays at 1:30 PM and all residents are required to participate.
6. Alcohol and Prescription/Non-Prescription Drugs/Drug Screenings
- A. The possession or use of any alcohol, narcotics, synthetics or non-prescription drugs on or off the premises is prohibited.
 - B. All medications are required to be reported to the Staff. No exceptions.
 - C. All medications must be kept in their original container.
 - D. Residents will be responsible for some of their own medications. The Staff will do periodic checks.

- E. Urine drug screens and breathalyzers will be collected at random without prior notification to residents. Refusal is grounds for immediate discharge. All residents will have 45 minutes to complete a drug test. This house has a zero tolerance for any illicit substance/alcohol use.
7. Phones
- A. Residents will be respectful of others when using cell phones.
 - B. All residents are allowed one phone and must give their current phone number to the Staff immediately upon admission or anytime the resident has changed their phone number.
 - C. Any resident caught with a second phone in their vehicle, room, or in their possession while on phone restriction will be immediately discharged.
 - D. All phones must be turned off on the way to meetings, at meetings, and on the way back to Advocate House.
8. Pass System – All residents must request passes 24 hours in advance. They must be in writing. Staff must sign all approved passes.
- A. No passes will be approved after 7 PM.
 - B. All residents will be required to pay in advance of the passes \$5.00 for a drug test.
 - C. Passes will not be issued unless weekly fees are current.
 - D. Passes will be denied or revoked if resident is placed on restriction, receives consequences, or gets behind on program fees.
 - E. While out on a pass the resident is required to get someone to do their chores. The Staff is to be informed of who will be doing their chores. If their chores are not completed both the resident going on pass and the resident that was supposed to do your chores will be given consequences for each day the chores were not completed.
9. Visitors and Visitation
- A. No females are allowed on the property. The Staff may allow special visits.
 - B. No visitors in active addiction are allowed on property.
 - C. All visits from minors are to be approved in advance by the Staff.
 - D. Residents are responsible for all visitors' actions including no profanity, no hoodies, no pants below the waist, etc.
 - E. No visitors if you have not completed all of the recovery assignments.
 - F. No visitors if you are behind on program fees.
10. Dress Code
- A. Pants will be worn at waist level. We don't want to see your underwear.
 - B. Any clothing articles with profanity, sexual content, or drugs/alcohol are not allowed.
 - C. No hoodies, hats, scarves, or anything on your head indoors anywhere.
 - D. Shirts must be worn on Advocate House property and in public.
 - E. Socks or shoes must be worn at all times in Advocate House.
11. Vehicles
- A. Residents that have a vehicle must provide the following to the Staff:
 - 1) Valid driver's license
 - 2) Proof of Insurance
 - 3) Vehicle registration
 - 4) Vehicle must have a current inspection sticker if required by their state.
 - B. Residents must keep vehicles clean and neat inside and outside.

12. Consequences up to and including immediate discharge
 - A. Any new criminal violations committed since admission.
 - B. Anything determined by the Staff to be inappropriate.
 - C. Destruction or theft of house property.
 - D. Being inconsiderate of other residents.
 - E. Consequences will include but are not limited to:
 - 1) Written assignments
 - 2) Restriction to the house with no visitors.
 - 3) Extra cleaning chores
 - 4) Hours deducted from your pass
 - 5) Community Service
 - 6) Phone Restriction
 - F. Fail a drug test or a refusal to take a drug test. All residents have 45 minutes to complete the drug test and cannot leave the presence of the Staff.
 - G. Consequences will be applied immediately.

I certify that I have read or have had read and explained to me the rules and regulations of Advocate House, and that I fully understand all of these rules and regulations. As a condition of my admission and continued residency, I agree to abide by all of these rules and regulations. I agree to leave the house and the property upon request of the Staff for any infraction of these rules and regulations.

I will not hold the house liable for any personal injury or theft of personal property.

I (print your name) _____ understand and agree that at any given time day or night that I can be ordered to leave the property. **I will have 30 minutes to gather my belongings and be off the property.** I shall not be allowed back on the property for 1 year unless agreed to in writing by the Staff.

In case of emergency who do you want Advocate House to contact?

Name:	
Phone Number:	

I authorize the disclosure of information regarding my billing, residency status, recovery progress, and general well-being to the following individual(s) and I understand that I may remove from or add to names on this list at any time.

Name:	
Name:	
Name:	

Do you have any medical conditions such as HEP C, AIDS, HIV positive, etc.?	Yes	No
Explain:		

Do you have any allergies?	Yes	No
Explain:		

I authorize the disclosure of information regarding my residency status, recovery progress, drug tests, breathalyzer tests, and general well-being to my employer, the courts, CPS or anyone deemed appropriate by Advocate House.

INITIAL HERE: _____

Resident: _____ Date: _____

Advocate House Staff: _____ Date: _____

Date of Admission: _____