

NAME _____ DATE _____

Newcomer Packet

Fill out forms and turn in at next house meeting.

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. 				

22. Date of move in ? Immediately 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: _____

23. Have you ever lived in an Oxford House before? Yes No If "yes," provide the name and location of the Oxford House below and answer question 24.

24. [Answer this question if the answer to question 23 was "yes."] I left the previous Oxford House for the following reason: [check one]
 relapse, voluntarily, other reason(s) _____
 I, did or do not 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. Yes No

25. Emergency Telephone Numbers. [[List family doctor, if you have one, + two family members or friends]

Name and Address	Relationship	Telephone
1-		
2-		
3-		

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.

27. Use this space for additional relevant information:

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.

SIGNATURE: _____ **DATE:** _____

FOR USE BY OXFORD HOUSE

ACCEPTED NOT ACCEPTED MOVE IN DATE _____ MOVE OUT DATE: _____

HOUSE KEYS RETURNED YES NO OUTSTANDING DEBT TO HOUSE \$ _____ DATE REPAID _____

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 located at address _____ agree to abide by the rules and guidelines of the house.

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

_____ 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.

_____ I understand that if I am placed on a contract for any reason (i.e. rent, curfew, behavior) and am found by a majority vote to be in violation of that contract, I understand that I will be immediately 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;

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

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 of House Member

Date

Signature of House President

Date

Signature of Any House Officer / Position Title

Date

PROBATION GUIDELINES:

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:
 - Sunday – Thursday: 11pm
 - Friday – Saturday: 12am

- Meetings: 5 per week and a signed meeting sheet
- NO overnight Guests
- NO overnights stays outside of the house
- Guest are welcome when at least 1 other member is home and must leave by your curfew
- NO phone calls on the house phone before 7am or after 10pm
- Weekly house meeting is MANDATORY. Excused absences are work, IOP and Oxford House functions; the house must be notified 1 day in advance of the meeting. Missing house meetings is cause to be expelled from the house.
- You MUST find a job within 2 weeks of moving into the house.
- You MUST find a sponsor within 2 weeks of moving into the house
- Chapter meetings are MANDATORY for your first 3 months, you must attend 3 meetings; A \$50 fine will incur if you miss a Chapter meeting.

RENT:

E.E.S. (Equal Expenses Shared) is determined by your Oxford House, members must pay one week in advance.

Upon arrival to the house, a NON-REFUNDABLE deposit plus one week EES is due. You must be at a zero balance in order to be voted off probation **STAY CURRENT!**

EES is due by 10pm on Saturday, every week. **MONEY ORDERS ONLY.** Money Orders are to be made payable to your house and “For Deposit Only” is to be written on the back, they are to be placed in your houses lockbox. **NO CASH ACCEPTED!**

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

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.

New Member Signature/Date

House Member Signature/Date

OXFORD HOUSE GUIDELINES for MEN

Each house is autonomous and operates in accordance with the Oxford House Model. Each house must adhere to the Oxford House Charter, Traditions and House Manual. No member is ever voted out of an Oxford House without cause:

- 1) Relapse
- 2) Non-payment of EES
- 3) Disruptive Behavior

Recovery comes first and principles come before personalities. Behavior modification should be addressed in the following order:

- 1) Warning
- 2) Contract
- 3) Expulsion

MEMBERS:

1. Three (3) overnights per week. No more than 2 nights in a row.
2. 2:00 AM curfew
3. MANDATORY minimum of three (3) 12-Step meetings per week.
4. New Member restriction placed on every member behind on EES.

GENERAL PRINCIPLES:

- No active users or drinkers allowed on the property
- No narcotics are allowed in the house at any time. If you are on medications you must inform your house and keep it out of sight. A lockbox can be requested at the houses discretion.
- Laundry hours are set by your house, be respectful of your housemates.
- Be respectful of your housemates during the week, keep the noise down after 11pm

Any guideline or principle can be added, removed or altered by a majority vote in a house meeting.

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 agree to follow them.*

OXFORD HOUSE GUIDELINES for WOMEN

Each house is autonomous and operates in accordance with the Oxford House Model. Each house must adhere to the Oxford House Charter, Traditions and House Manual. No member is ever voted out of an Oxford House without cause:

- 1) Relapse
- 2) Non-payment of EES
- 3) Disruptive Behavior

Recovery comes first and principles come before personalities. Behavior modification should be addressed in the following order:

- 1) Warning
- 2) Contract
- 3) Expulsion

MEMBERS:

1. Three (3) overnights per week. No more than 2 nights in a row. **NO MALE OVERNIGHT GUESTS**
2. 2:00 AM curfew
3. MANDATORY minimum of three (3) 12-Step meetings per week.
4. New Member restriction placed on every member behind on EES.

GENERAL PRINCIPLES:

- No active users or drinkers allowed on the property
- No narcotics are allowed in the house at any time. If you are on medications you must inform your house and keep it out of sight. A lockbox can be requested at the houses discretion.
- Laundry hours are set by your house, be respectful of your housemates.
- Be respectful of your housemates during the week, keep the noise down after 11pm

Any guideline or principle can be added, removed or altered by a majority vote in a house meeting.

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 agree to follow them.*

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: _____

OXFORD HOUSE of Kentucky

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: _____

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

