

Updated October 1, 2008

# Handbook for Life Center Long Term Clients Mission Statement

Life Center Foundation Inc. is dedicated:

- **To offering a residential and/or outpatient recovery program open to those men and women of our homeless population and others with a sincere desire to recover from the devastation brought on by drugs and alcohol.**
- **To creating an environment that promotes the discovery, development and relationship to a loving God or "Higher Power."**
- **To awakening in each client, the awareness of his responsibility to the community, our planet, and his fellow man.**
- **To teaching a respect for all people and of all life.**
- **To bringing out the best in the client.**
- **To helping the individual receive the training that will provide "meaningful" employment.**
- **To teaching the importance and allow the individual the chance to help others.**

To help in accomplishing these goals we call on the various social service agencies in the area, the different 12 Step programs that address the individual needs of the client, and the churches of the area that recognize that alcoholism is a disease and not a disgrace and that with the help of a loving God the client can achieve the quality of life that we all deserve.

For information:

PO Box 3990  
Clarksville, TN. 37043  
931-645-4667 Office:  
931-905-0488 - Residential facility

Client Initials: \_\_\_\_\_ Program Director's Initials: \_\_\_\_\_

## LIFE CENTER HANDBOOK

The primary purpose of the Life Center recovery homes is to provide a clean and sober living environment for people suffering from alcohol and/or drug addiction.

Among the many aspects of early recovery from the disease of addiction, there are two vitally important concepts to which Life Center is committed. These are:

- 1.) The need for the individual to begin to take personal responsibility for his/her life, and;
- 2.) The unparalleled therapeutic value of alcoholics and/or addicts working with and supporting each other in recovery.

To provide and maintain a healthy environment with these principles in mind, Life Center has four cardinal rules: they are in the order of importance:

1. **PARTICIPATION** - Morning Meditation and Prayer, Supper Blessings, Community Projects, Fund Raisers and all house activities.

2. **DAILY MEETING ATTENDANCE** - The following meetings will meet this requirement: AA (Alcoholics Anonymous), N.A. (Narcotics Anonymous), AL-ANON, CODA (Co-dependents Anonymous), Church, Freedom House Meeting, Big Book Seminars and other AA/NA related seminars, studies, field trips or workshops. However, no less than two "home group" AA or NA meetings per week.

3. **TOTAL ABSTENTION** - Residents must abstain from the use of alcohol and all mood-altering drugs (including prescription medications). Residents may not bring any of these substances onto the premises.

4. **HEALTHY EMPLOYMENT** - Residents must seek and maintain healthy employment. Life Center will strive to make employment available through its various ventures and projects, e.g., Life Center Industries, Thrift Stores, etc. when available. Such employment will demand punctually and devotion as would any other employment. Lack of enthusiasm and dependability will result in dismissal from both the employment and their Life Center residence.

Life Center is dedicated to helping its residents incorporate these principles into their lives. The "one on one" of alcoholics and addicts helping each other, and the group help that has been long established as the key to the "12 Step Program of Recovery" can be found here. Also of importance is the resident's sponsor, as well as his/her participation in their own individual 12 Step Group(s) and program(s).

Client Initials: \_\_\_\_\_ Program Director's Initials: \_\_\_\_\_

## FINANCIAL REQUIREMENT

Residents are required to pay a minimum of \$17.50 per day depending on the program they choose. Additionally, there are work scholarships. This is based on the time it takes for their fulfillment of the terms and conditions of the phases of this commitment. (Paying more is encouraged and will allow additional help for more of these seeking it.) Residents will be assisted, if it is necessary, in establishing a timely and expedient method of payment, to include the INITIAL \$200.00 ADMINISTRATIVE FEE THAT IS REQUIRED and non refundable.

Until a resident has paid in the equivalent of two weeks in advance, he/she will turn over 75% of their earnings to the House Manager until caught up. Paychecks can be required to be made out to both the client and Life Center until such time as these requirements are met. Life Center cannot operate without money; we all suffer when one doesn't pay his part.

## RESIDENCY COMMITMENT (Long Term Program)

For alcoholics, a minimum six month commitment is required; however in most cases one year to 18 months will be required (to be determined by staff on an individual basis). Drug addicts are required to commit to a minimum of one year. However, depending on the clients' progress more time could be required.

After the initial commitment is fulfilled, a minimum of two weeks notice will be required before leaving. If a resident "goes out" (relapses), OR for any other reason is dismissed, he/she will be responsible for their daily rate for the time he/she was a resident PLUS an additional two weeks based on that daily rate of \$17.15.

## DISMISSAL

\* Any person who drinks, uses, or possesses alcohol or any mood altering drugs on his/her person or on the premises can be automatically dismissed.

The following behaviors can also result in immediate dismissal from the house:

1. Any type of negative remarks or acts of disloyalty to Life Center Foundation, its staff, or its program(s).
2. Engaging in acts of violence or threats of violence.
3. Theft.
4. Willful destruction of property.
5. Failure to attend daily meetings, the required house meetings, and group or individual counseling when required.
6. Failure to report another resident who is drinking or using.

Client Initials: \_\_\_\_\_ Program Director's Initials: \_\_\_\_\_

## DISMISSAL (Continued)

7. Refusal to submit to a polygraph or drug/alcohol test when asked.
8. Other conduct or actions potentially detrimental to Life Center's Recovery Home, its program or its other residents.
9. Failure to get along with others.
10. Failure to maintain a positive attitude at all times.
11. Failure to do chores willingly.
12. Failure to demonstrate politeness to others or a lack of any of the social skills needed to live in a family setting.
13. Failure to get up and stay up for morning meditation.

IT IS THE RESPONSIBILITY OF EVERY RESIDENT TO ENFORCE THIS POLICY

## GENERAL HOUSE RULES

**MEALS** The "house" will not provide any meals. There has so far never been a lack of foodstuffs as a large supply of food is donated twice a week for the use of our clients. In addition, most clients are eligible for food stamps that are applied for upon admission. When meals are available at the monthly "Eat and Speak" (third Saturday of each month), or other "12 Step" functions, residents are expected to attend and provide the cover dish asked for. Any food or drink items purchased by a resident for their personal use must be marked clearly with their name before putting in the refrigerator. Marked items in the refrigerator are not to be eaten without the permission of the person the item belongs to.

**CHORES** All residents will participate in the general maintenance and care of the house and its property. Chores will be assigned each week and must be completed before going to work. Each resident will provide his/her own sheets, pillow, towels and wash clothes. Sleeping areas must be kept neat and all personal items kept in their assigned place. Beds must be made each morning before meditation and prayer. Sheets and towels must be washed weekly. In addition, each client will wash whatever dishtowels, table clothes, etc., that are dirty at the time he goes to the laundry.

**PERSONAL HYGIENE** - All clients must bathe each day. Shirts, pants/skirts, shoes, etc., are to be worn in all public areas.

Client Initials: \_\_\_\_\_ Program Director's Initials: \_\_\_\_\_

## GENERAL HOUSE RULES (Continued)

**VISITORS** (for those living at Freedom House)- No visitors are allowed during the probationary period. During Phases 1, 2, & 3, visitors are allowed during specified times (see description of Phases). Visitors are to be entertained in the living room only.

**SPONSORS** - Residents will obtain a sponsor who is on the approved sponsor list in either AA or NA within 10 days or a temporary one will be chosen by a staff member. If you have someone you want added to our list see the house manager to set him or her up for an interview. This will be someone that understands and supports Life Center's program, one who have the "steps" in their lives, maintains a positive attitude, and avoids "gutter talk." There is nothing spiritual about profanity. They will need to be available for daily contact and be someone who will cooperate with us as we each do our part in helping the resident work and understand the "12 Steps of Recovery." Sponsors are welcome, encouraged to visit "Freedom House" and are not restricted to hours set forth for visitors.

**TELEPHONE USE** - During probation, no phone calls will be made unless the house manager grants permission. Individually owned cell phones will be turned in to the house manager during the client's probation period. Each resident will limit calls on the "house" phone to no more than 3 minutes. Calls to potential employers and calls to sponsors take priority over personal calls. Calling collect or charging to your long distance credit card are allowed. However, all phone calls are subject to be taped or otherwise monitored.

**SIGNING IN/OUT** - Each resident is required to sign out when leaving the house, and sign in upon returning.

**RELATIONSHIPS** - Any relationship that distracts from the client's recovery is to be avoided at all cost. Distracting relationships will result in dismissal.

**TAPES** - Residents must listen to a tape (i.e., meditation, speaker, spiritual etc.) and complete a "Tape Worksheet" as required.

**MEETINGS** - Residents are required to support any meetings held at Freedom House or other Life Center facility and must record all meetings attended on their Daily Meeting Attendance sheet and turn it in to the house manager.

**CHURCH** - Residents are required to attend church Sunday morning or the 10:30 a.m. Sunday morning AA spirituality meeting. If the 10:30 a.m. Sunday morning AA meeting is attended, then a Sunday evening church service is necessary. Evening Church services can be substituted if approved by the house manager. Church Worksheets are to be completed and turned in to house manager. Church attendance counts as the daily required AA/NA meeting. The monthly AA Sunday breakfast meeting **will count as Church for that Sunday.**

**ATTITUDE** - Residents must maintain a positive attitude and show a willingness to work with and get along with other house members and Life Center clients. Any negativity expressed to any house member on Life Center property or anywhere else can result in immediate dismissal.

Client Initials: \_\_\_\_\_ Program Director's Initials: \_\_\_\_\_

## GENERAL HOUSE RULES (Continued)

**LANGUAGE** - Profane, vulgar, slurs, or derogatory language is not permitted anywhere including the general public. Dismissal, extra labor and/or a monetary fine can be levied for each violation.

**NEGATIVITY** - Any negative comments will be shared only with your sponsor, if they will listen, and only then with their permission and out of the hearing of others.

**TV AND RADIO** - TV and radio is to remain off Monday through Saturday until after 4:30 p.m. (some exceptions apply) and will not be allowed during the "house" supper period. They must be turned off by 12:00 midnight. News and positive programming and videos that do not contain violence & profanity are the only viewing or listening entertainment permissible. **NO LOUD MUSIC EVER ON ANY LIFE CENTER PROPERTIES!**

**SECURITY** - Lights are to be out in the kitchen and hallways at 11:00 p.m. at which time the doors are locked also. The last person out of the living room will turn out the lights. This will be done no later than midnight.

**POSTED HOUSE RULES** - The house rules that are posted on the House Bulletin Board are in effect and are to be signed by the resident and complied with as if they were in this agreement. Additional rules pertain to those in our 28-day program.

Client Initials: \_\_\_\_\_ Program Director's Initials: \_\_\_\_\_

## CHURCH ATTENDANCE POLICY

When we arrive at Life Center, we profess that we are "ready to go to any length" to turn our life around and begin a life of sobriety. We agree also to change our "playgrounds" and "playmates." Often we are physically depleted and run down. Within just a few weeks of arrival here, with the better eating and regular sleep habits this is usually corrected. Generally we are also emotionally depleted as well. Sometimes outside help has to be sought before complete healing can take place. Often however, this is corrected as we pursue the "Steps" and the spiritually demanded by our 12 Step program. Most important of all however, we are all spiritually bankrupt. The Twelve Step program(s) we have committed ourselves to is a spiritual program. Without spirituality and the development of a relationship to a "Higher Power" we are doomed for failure and unless we change - nothing in our lives will change.

Life Center encourages and requires that you go to a church attended by other "12 Step" people from outside the house. This is so that you do not feel alone and are comfortable "hanging" around both before and after the service. It is a requirement that you get to know others outside your 12 Step community that are also on a similar spiritual path. This helps with the changing of "playgrounds" and "playmates" that is so essential and let's you get to know your new playmates. In the past our addiction has brought us devastation and destruction. Our lives have been a wreck. At Life Center you will realize that you never have to do drugs or alcohol again. You will develop the anchors you need to hold you harmless from the "storms" you are sure to encounter. Some of the milder "storms" of life may only require one anchor. Some, two or three. At other times the "storms" will be so severe you will need all the anchors you have. You'll learn that you have four anchors that can save you from destruction and there'll be a time that they'll all be needed. One of these "anchors" is our AA/NA 12 Step program. Another is our sponsor. The third is the members and caring of our "church family" that we have met and that have come to know us and care. Last, is our strongest anchor of all, and the one we will have developed through the enrichment received from the other three, and that is our faith and trust in GOD, our Higher Power.

It is said that 7% of the US population is involved in one or more of the dozens of 12 Step programs now in existence. You most likely will find those who have a "program" that you will want to emulate sitting in a church on Sunday.

Some religions are more in line and follow the 12 Step programs we have committed ourselves to than others. These are usually those with the largest percentage of 12 Step members in attendance. When possible, we will try to all go as a family to church unless permitted by staff to do otherwise. I accept and will abide by Life Center's church policy'.

Client signature \_\_\_\_\_ Date \_\_\_\_\_

## ***WHY ARE WE HERE?***

During sobriety it is necessary for us, as we grow, to continue to examine where we are in our recovery, and where and what it is we want to achieve in this new way of life. Most of us in the early months know more of what we don't want to return to, than what it is we want. Since, in most cases, we have never had successful and meaningful relationships with our peers, family or lovers, we don't really know what we are missing or where to start in obtaining it. That's okay. None of us that I know of knew these things before starting this way of life. We only have to be HOW, honest, open minded and willing or teachable.

In many cases, we are still not convinced that there are people in recovery that do care about us and love us and do not expect sex or something else in return. However, they don't always like who we are in this early stage of our growth, any more than we approve of the actions of all those in recovery or here. This is because of where we each are in our "growth" and how we are handling our own defects of character.

Maybe we don't yet believe that our past lives were a problem except where our using or drinking was concerned. I know that was the case with me. For my first three years, I didn't "work" the "Program" because I felt like everything bad that happened in my life was the result of my addiction, and once I quit I would no longer have those problems. Boy was that ever wrong! In fact in some areas, my life got worse. I didn't know how to deal with others, although I thought I did, and I had a lot of guilt over my past. I didn't like me very much and I didn't know what honesty was, I thought it had something to do with someone not stealing.

At Life Center it is hoped that you are truly ready to "go to any length" to find this better way of life, and get this "best that life has to offer" that we each deserve. You will find out from each other here what is meant by "you have to give it away to keep it," and "live and let live." You will learn of your powerlessness over others and that the only change we can make is with ourselves, and that only comes from within. You will learn acceptance as discussed on page 449 of the Big Book and how "nothing, absolutely nothing, happens by mistake in God's world," and how that what happens here at "Freedom House" is part of that truth, and a part of your growth.

As you grow and mature, you will become more sensitive to the manageability and neatness of your surroundings, the needs of the ones you are living with, and those others at work and in the community. As you work the "Steps" you will see the "promises" described on pages 83 and 84 of the "Big Book" begin to happen and come true in your life.

Client Initials:\_\_\_\_\_ Program Director's Initials:\_\_\_\_\_



## Why Are We Here?

(Continued)

It is, as I write this, that I realize why it is so important that we each have our goals and commitments, and how quickly we can get away from these commitments if we're not careful. To meet our commitments and these goals, there have to be some definite "musts" for those who choose to stay and be a part of the positive effect Life Center can have on their lives.

These "musts" are:

- 1) House rules and curfews must be complied with.
- 2) Each resident must accept "being a part of this family," and learn the responsibility that goes along with doing their share here, as well as the work required by the commitments made by Life Center on their behalf. To be able to start giving back to the community that most of us have been taking from for so long.
- 3) Priorities must be maintained. Life Center and our sobriety are number one. We are in recovery to improve our quality of life.
- 4) Being considerate of others, their feelings and efforts is not only thoughtful; it is a "must." We cannot be allowed to "dump" our garbage or negativity on others.

The greatest freedom that sobriety provides is our freedom to choose. I would hope that all of you could grasp the way of life that working the "12 Steps of Recovery" can bring, and choose to stay and participate in what is being offered. Realistically, I know that we are all not ready and some must go so that others can come.

I hope that each of you, with the help of God, your "Higher Power," will make the choice that is right for you.

**Bill Irby**

Client Initials: \_\_\_\_\_ Program Director's Initials: \_\_\_\_\_

## PROBATION PHASE \*

For the clients of our long-term program.

The probation phase consists of ten days, unless extended by staff for lack of completion or compliance of the following:

- 1) Apply promptly for food stamps if you are eligible.
- 2) Obtain your Social Security card and picture ID if you don't already have.
- 3) Attend two AA or NA meetings daily. At least two of the meetings each week must be NA meetings if your past includes drug use.
- 4) Perform your house chores willingly. They must be completed by the time designated by the house manager.
- 5) No visitors or phone calls, unless approved by house manager.
- 6) Record in your notebook daily your meetings, tapes, "acts of kindness," church worksheets etc.
- 7) You may leave the "house" only for work, food stamps, meetings and church. Another member of the house must accompany you unless staff grants permission.
- 8) You must show a willingness to work with and get along well with other house members.
- 9) You must work for Life Center from 12:00 to 5:00 p.m., Mon. - Sat. except when attending the required AA/NA meetings.
- 10) You must complete Step One and Step Two as used by Life Center.
- 11) Complete reading and discussing with the house manager the material in the "Big Book" from the "Preface" through page 71.
- 12) Make a gratitude list of 10 items and demonstrate how you are showing your gratefulness for them.
- 13) Always sign out when leaving and sign in upon returning.
- 14) Obtain your on AA Big Book and "12&12."**

An interview will be conducted at the end of ten days to determine whether you have demonstrated the social skills, the willingness, the honesty, the ability to get along well with others, and an attitude that promotes harmony. This interview will determine if you will be allowed to continue your residency at "Freedom House."

You may also decide that what we have is not for you. If we both agree that Freedom House is where you belong, then at this time, the "Commitment to Continue" form will be signed.

**\*Note** Those coming to us from the jail or prisons often are not allowed to **"decide that what we have is not for you"** without terminating their furlough.

Completed Probation this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_.

\_\_\_\_\_ Accepted \_\_\_\_\_ Rejected

Program Director's Signature: \_\_\_\_\_

Client Initials: \_\_\_\_\_ Program Director's Initials: \_\_\_\_\_

## PHASE ONE

During the first phase, the following restrictions apply:

- 1) Curfew is at 10:00 p.m. **IF** staff approves the event you are attending as well as those accompanying you.
- 2) Visitors only on Sunday from 1:00 to 8:00 p.m. Sponsors are able to come by at almost any time.
- 3) Attend either an AA or the noon NA meeting. Two or more NA meetings required each week for those whose past includes drug use. At least one 12 Step meeting per day required.
- 4) Seek employment from 7:30 to 9:30 a.m. The house manager must approve of those businesses being called on the night before. Turn in a list with the names and responses of the potential employers called on.
- 5) Work for Life Center from 12:00 noon to 5:00 p.m. Monday through Saturday until employment is obtained.
- 6) Selection of, and daily contact with sponsor.

You will be allowed to proceed to Phase Two when all the following has been fulfilled:

- \* Thirty days of continuous sobriety.
- \* Completion of Step 3, 4 & 5.
- \* Gratitude list of 20 items and a demonstration of how you are showing that gratefulness.
- \* Completion by residents of a positive Peer Evaluation.
- \* Demonstrates a positive attitude.
- \* Obtained appropriate employment.
- \* Current with all paperwork i.e. tapes, acts of kindness, etc.
- \* On time everyday and participates in Morning Devotion.
- \* Shows concern and a willingness to help other residents.
- \* Complete reading and discussing of "Big Book," pages 72 - 103; 151 - 161; and 439 - 452 with program director.
- \* Demonstrate knowledge of the Mission Statement of Life Center Foundation Inc.
- \* Learn the history of Life Center Foundation Inc. from inception to the present time.

Phase One completed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

Program Director's Signature: \_\_\_\_\_

Client Initials: \_\_\_\_\_ Program Director's Initials: \_\_\_\_\_

## PHASE TWO

(For the clients of our long term program.)

During the second phase, the following restrictions apply:

- 1) Curfew is at 11:00 p.m. if staff approves the event and those accompanying you.
- 2) Visitors allowed any day after supper until 8:00 p.m.
- 3) Continue daily contact with sponsor.
- 4) At least one 12-step meeting attended each day.

You will be allowed to proceed to Phase 3 when the following has been fulfilled:

- \* Sixty days of continuous sobriety.
- \* Completion of Steps 6 and 7.
- \* Gratitude list of 30 items, and how you are showing your gratefulness.
- \* Financial commitment to Life Center current.
- \* Current with all paperwork.
- \* Completion by residents of second positive Peer Evaluation.
- \* Completed reading and discussing with the house manager the Big Book, pages 104 - 164.
- \* On time and participates in supper blessings and morning devotion.
- \* Demonstrates an "Attitude of Gratitude."
- \* Attended all group and individual counseling sessions, when required.
- \* Continues to demonstrate the history and knowledge of the Mission of Life Center Foundation Inc.
- \* Has willingly attended as least 3 Al-Anon meetings in addition to the above meetings requirements.

Phase Two completed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_.

Program Director's Signature: \_\_\_\_\_

Client Initials: \_\_\_\_\_ House Mgr. Initials: \_\_\_\_\_

## PHASE THREE

When you have reached Phase Three and demonstrated an ability live with others, as well as showing that you can carry your share of the "load" you may apply to move to other Life Center properties to complete your commitment to your recovery.

You must own a working tape player and have a sufficient size tape library to be able to complete the daily tape reports that's required based on the term of your commitment. You may now or later decide to extend your stay beyond your original or court ordered commitment.

It is encouraged by the majority of those successful in their own recovery that you remain in a "clean and drug free" halfway or  $\frac{3}{4}$  house such as provided by Life Center for at least 18 months and longer. It is a well know fact that the longer ones stays, the more likely they are to remain sober and drug free.

During the third phase, the following restrictions apply:

- 1) Attend the required house meetings.
- 2) Attend Church on Sunday. However, occasional absences are allowed.
- 3) After attending 100 AA/NA meetings (meeting sheets will validate) you may drop to attending a minimum of three outside AA/NA meetings per week.
- 4) Be on time and participates in a daily devotion. If living in a Life Center  $\frac{3}{4}$  house or in any other approved residence you must show a willingness to participate with your roommate in morning devotion.
- 5) Contact sponsor regularly, at least twice a week. Provide sponsor log.
- 6) Advise the house manager if staying out after 11:00 p.m. or when approved for an overnight or 24-hour pass.
- 7) Has willingly attended at least 3 CODA meetings, if available, in addition to the requirements above.

Relapse or symptoms of relapse, lack of spiritual growth, etc. will require going back to the beginning or somewhere in between.

Completed Phase 3 this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_.

House Manager Signature: \_\_\_\_\_

Client Initials: \_\_\_\_\_ House Mgr. Initials: \_\_\_\_\_

## Acknowledgment and Commitment

(For the clients of our long term program)

I hereby acknowledge that I have read and initialed each of the preceding pages and understand the Life Center Handbook and its rules and the reason for them. I commit myself to total participation and devotion to its purpose for a minimum of \_\_\_\_\_ months. I realize that staff can extend this if sufficient progress including attitude is not being achieved.

If I am on furlough from jail or prison, I am aware that my attorney, probation officer or anyone other than the court and/or Life Center cannot cancel this commitment. I will report to the court or other appropriate authority anyone who encourages me to not complete this commitment.

I acknowledge the \$\_\_\_\_\_ per day financial commitment I have made toward the expenses for the operation of Life Center's recovery program. I realize that this is approximate and the actual amount will be based on how quickly I move from phase to phase and the final completion of Phase Three and other variables that are impossible to estimate at this time. I hereby authorize my employer to make my pay check payable to both Life Center Foundation Inc. and myself until such time as I am current on my commitment and obligation. Life Center Foundation will take 75% of my pay during such time to be applied toward my account.

**I FURTHER UNDERSTAND THAT FAILURE TO PAY MY FEES AND MOVING OUT WITHOUT PAYMENT IN FULL BEING MADE MAY CONSTITUTE "OBTAINING LODGING BY FRAUD" AND CRIMINAL CHARGES CAN BE FILED AGAINST ME.**

Payments are to be made on the day I am paid between 5:00 & 7:00 p.m. unless other arrangements are made.

I further acknowledge the house manager has carefully gone over and explained each page of this document.

I further understand that it supersedes any previous agreements I may have had either verbally or written.

\_\_\_\_\_ Date \_\_\_\_\_ Client/Resident

Accepted: \_\_\_\_\_ Date \_\_\_\_\_

## Commitment to Continue

Signed after probationary period.

I hope that you have come to realize that we have to be "willing to go to any length" to obtain a better way of life. You as a new client of Life Center have as yet been able to experience the better way of life you are entitled to. It is my hope that you are "open" and here to take advantage of the direction and the experience, strength and hope of those who have been there and are here now to help you.

"There is a principle which is a bar against all information, which is proof against all arguments and which cannot fail to keep man in everlasting ignorance - that principle is, contempt prior to investigation." **Herbert Spencer Alcoholics Anonymous page 570**

There are 168 hours in a week. For the next number of weeks, Life Center requires that you spend a minimum of 6 hours a week in AA/NA meetings, 3 hours attending our weekly house meeting, 7 hours listening to tapes, about 3 hours a week attending morning meditation and about 1.5 hours attending church.

If my math is correct that is 20.5 hours that the house requires you to spend "getting well." Not nearly enough. That leaves 147.5 hours for work and sleeping etc. To miss even one of these 20.5 hours is insulting to those here that are often volunteering their time to try to help you.

The goal of Life Center is that you develop habits here that you will take with you when you leave in a few months. These are the habits that you have to keep if you are to remain clean and sober and your life is to get better. If you are not ready to be open to the changes that have to be made in your life, I suggest that you are not ready for Life Center's program or sobriety and you need to find another place where you can do things your way. Winners are willing to do what is necessary to achieve their goals. Losers do not like change and they do what they want.

The 12 Steps are a Spiritual Program. One of the few places other than AA/NA that I am aware of that teaches spiritually is the church. We have to make a complete life style change if we are to succeed in our efforts. We also have to change "playgrounds and playmates." Some of these new playgrounds are the churches of Clarksville and some of our new playmates will be found there. Stay after church and get to know these new playmates. Someday they might be the one that will save you from that relapse.

If you do not feel that you are ready for what we are offering, you need to leave and let someone who is ready have your bed.

I want to stay at Life Center and I am willing to take advantage and be a part of the efforts being made in my behalf.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## HANDBOOK ADDENDUM (GIVE THIS PAGE AND NEXT TO CLIENT)

### SCHEDULE & POLICY FOR RESIDENTS

#### **Mornings**

0515 - Wake up - Make beds - Clean area - Clean bath 0530 - All areas cleaned and beds made  
0545 - Morning Meditation and tapes.

#### **Sunday**

0730 - Wake up - Make beds - Clean area 0800 - All areas cleaned and beds made 0815 -  
Morning Meditation and tapes. \* Church

#### **House Conduct**

- \*) T.V. is to be turned off by 12:00 midnight.
- \*) T.V. and radio is to remain off at both Freedom House and Harmony House Monday thru Friday from 9:00 a.m. till 4:30 pm (some exceptions apply). - Listen to at least one "speaker" or motivational tape each day
- \*) If you are scheduled for washing dishes you must be here unless you have made other arrangements with someone else to cover for you.
- \*) Residents of either Freedom House or Harmony House are required to support any speaker or dinner meeting held at their residence. Working is the only excused absence.
- \*) Items labeled in the refrigerator are not to be eaten without the permission of the person the item belongs to. All items are to be marked with the owners' name if the item is not for sharing.
- \*) Profane, vulgar, gutter talk or derogatory language has no place at Freedom House and is not permitted in or outside of the house, or on any other Life Center properties. It is not permitted ANYWHERE period Dismissal is almost a certainty. Extra labor and a \$1.00 fine per word will be levied and a public apology to those present will be made.
- \*) Negative talk and blame will not be tolerated. See above as to punishment.
- \*) Absolutely NO PHYSICAL OR VERBAL ABUSE will be tolerated.
- \*) Residents must obtain an approved sponsor and provide Life Center with their name and phone number. Residents must talk to their sponsor daily. If your sponsor becomes unavailable due to being out of town etc. then you are to immediately get a temporary sponsor.
- \*) Visitors are to be entertained in the living room or other designated areas.
- \*) Residents are expected to support the activities of Life Center, be it Christmas caroling, fund raising activities or whatever. The welfare of Life Center comes before our job, clubhouse commitments or our family. In fact it comes only after our sobriety in importance.
- \*) Residents will participate in the chores necessary to keep their "house" looking its best at all times.
- \*) All long distance phone calls to be collect or credit card.

I HAVE READ AND UNDERSTAND THE ABOVE AND AGREE TO DO MY PART.

Signed \_\_\_\_\_ Date \_\_\_\_\_



CLIENT SELF EVALUATION

based on your present level of understanding

Client \_\_\_\_\_ Date \_\_\_\_\_

Time in your 12 step "program" this time \_\_\_\_\_

Previous time in the "program" \_\_\_\_\_

Presently working "step" number \_\_\_\_\_

Your understanding of the "program" good \_\_\_\_ fair \_\_\_\_ poor \_\_\_\_

Rate yourself on each item below on a scale from 0 – 3

3 - Good

2 - Fair, needs to work on

1 - Unsatisfactory, present conduct unacceptable

0 - Fails to comply

1) Maintains positive attitude \_\_\_\_\_

2) Deals well with anger \_\_\_\_\_

3) Deals well with resentment \_\_\_\_\_

4) "Open" to change \_\_\_\_\_

5) Honest with himself \_\_\_\_\_

6) Attends meetings daily \_\_\_\_\_

7) Daily contact with sponsor \_\_\_\_\_

8) Maintains sobriety \_\_\_\_\_

9) Works well with others \_\_\_\_\_

10) Conservative of utilities \_\_\_\_\_

11) Does house chores willingly \_\_\_\_\_

12) Honest with others \_\_\_\_\_

13) Works the "steps" \_\_\_\_\_

14) Control issues -"live & let live" \_\_\_\_\_

15) Takes suggestions of his sponsor and staff \_\_\_\_\_

16) Considerate of the feelings of others \_\_\_\_\_

17) Takes responsibly for the property of others when borrowing \_\_\_\_\_

18) Respects the property of others \_\_\_\_\_

19) Respects the "house" property \_\_\_\_\_

20) Participates in house functions \_\_\_\_\_

21) Keeps his area neat and clean \_\_\_\_\_

22) Gives of himself without expectation of reward \_\_\_\_\_

23) Friendly and courteous to those he works with and the general public \_\_\_\_\_



## *Notes*

List any changes or additions agreed upon between staff and client. To be signed by both parties.