

Honest Beginnings Inc.

PO Box 3699
Amherst, MA 01004-3699

CONTRACT OF MEMBERSHIP

Honest Beginnings Inc. is a transitional living facility for individuals who are recovering from alcohol or substance abuse. Members are subject to substance testing at any time while living at Honest Beginnings. **POSSESSION OF DRUGS AND/OR ALCOHOL IS GROUNDS FOR IMMEDIATE EXPULSION.**

All policies and procedures outlined within this contract and any applicable subsequent amendments are in full force and effect during Member's entire residency at Honest Beginnings unless specifically defined within a subsection of this contract. Violation of any policy or procedure outlined within this contract and any applicable subsequent amendments will result in disciplinary actions including, but not limited to, fines, fees, House probation/restriction, and possible expulsion.

I. Upon Arrival

1. Member will commence a thirty (30) day probation period.
2. Complete an Application Form.
3. Read and sign House Policies and Responsibilities Form.
4. Read and sign House Health and Safety Contract.
5. Pay a total of \$ _____ calculated as follows:
 - i. \$ _____ Security Deposit;
 - ii. \$ _____ in Member fee monies for the first month of membership;
6. Member will be given drug and alcohol test.

II. During initial 30 days of Membership (or when the member achieves a level of 100% accountability in which the house manager deems acceptable)

1. No visits with significant others are permitted on or off premises unless prior approval is received from House Manager.
2. Employment or school schedule must be obtained within thirty (30) days of initial date of residency at Honest Beginnings.
3. Member may not have any overnight stays off premises in the first thirty (30) days.
4. Curfew of 11:00pm. on weekdays and 12:00am. on weekends.
5. Member must sign in and out when leaving, or arriving at the House, and may only leave the premises (for non-job related activities) with persons not on House probation, or with a Sponsor.
6. Member must select a Sponsor.
7. A signature must be obtained for each AA/NA meeting attended.
9. At the completion of the initial thirty (30) days of residency, an anonymous house vote will be taken, in concurrence with a consultation with House Manager to determine the continuance of your residency.
10. An individual consultation with House Manager will be completed at the end of the initial thirty (30) days to determine the status of your probationary period and to review House policy and procedure.

III. During initial 90 days of Membership (or when the member achieves a level of 100% accountability in which the house manager deems acceptable)

1. Member must attend a minimum of 90 AA/NA meetings in 90 days. After 90 days, a minimum five (5) meetings per week is required not including the weekday house meetings. Attendance will be reviewed at each house meeting.

IV. Expense Responsibility

1. Member fees are \$_____ per month.
2. Groceries will not be supplied by the house.
3. Advance payments can be made for member fees and/or other charges.
4. There will be a \$25.00 fee for all returned checks.
5. Honest Beginnings does not give refunds of fees.

I have read Expense Responsibilities (please sign)_____

V. Employment Obligations

1. Prior to looking for employment the Member must sit down with the House Manager to assist in the searching process and prepare the Member's resume and other materials.
2. Member seeking employment in an establishment that serves alcohol must receive approval by House Manager.
3. Third shift jobs in general are not acceptable but can be approved by staff on an individual basis.
4. Member's progress toward employment and recovery goals will be addressed at each house meeting.

VI. Immediate dismissal will occur for the following (please initial) :

1. Disruptive behavior is grounds for immediate dismissal.
2. Disruptive behavior is defined as follows, but is not limited to:
 - i. _____Violence or threats of physical violence.
 - ii. _____Abusive verbal behavior.
 - iii. _____Physical violence.
 - iv. _____A "chronic" bad attitude.
 - v. _____Not staying accountable to the House Manager on location.
 - vi. _____Destruction of house property.
 - vii. _____Loud music, television, radio or instrument.
 - viii. _____Theft.
 - ix. _____Arson.
 - x. _____Breaking confidentiality.
 - xi. _____Abusive/loud arguments.
 - xii. _____Violation of House policy and procedure.
 - xiii. _____Use of drugs or alcohol on or off the property.
 - xiv. _____Possession and/or use of weapons.
 - xv. _____Refusal to provide a urine sample and/or alcohol test.
 - xvi. _____Not informing management when you know that a member is using drugs or alcohol.
 - xvii. _____Not paying member fees.
 - xvii. _____Inviting visitors without permission.

House Manager will make any decisions regarding expulsion and House rule changes.

VII. Member Responsibilities

1. Member must respect the anonymity of all Members. Member and House business is confidential and **must not be discussed outside of the house**. Violation of this policy will be grounds for immediate expulsion.
2. Member will be responsible for completing assigned chores. House Manager will assign chores on an as needed basis. Chores must be completed by 9am each day.
3. Members are expected to maintain a respectful noise level at all times while in the house.
4. Member must complete aftercare as required by the referring treatment center, counselor, or parole officer. Release of information (consent form) must be completed.
5. Rooms are subject to inspection at any time by Choices Staff or House Manager. Room should be kept neat and clean, and the beds should be made daily.
6. On Saturdays, all House cleaning must be completed by no later than 12:00 noon. House must be cleaned by all Members and inspected by House Manager prior to anyone being able to leave the premises. Members are expected to plan their time accordingly in order to complete their individually assigned chores.

VIII. Overnights

1. Overnight stays off premises must be requested through the Head Manager.
2. Overnight stay requests must be received no later than one (1) day before the requested date.
3. Overnights may not be accumulated. One (1) overnight stay per week is allowed, unless pre-approved by House Manager.
4. Overnights are twenty-four (24) hours, unless pre-approved by House Manager.
5. Member will be drug tested upon their return to the house.

IX. Medicine

1. Member must self-administer medication as prescribed by a physician.
2. Member may not be prescribed narcotic medications.
3. Medication must be stored out of plain view from other Members. For example, in a dresser, closet, or in a container under the bed.
4. House Manager must be made aware of any and all medications.

X. Curfew

1. House curfew Sunday through Thursday is 11:00pm.
2. House curfew Friday and Saturday is 12:00am.
3. Exceptions will be made only for employment-related reasons or AA fellowship approved by House Manager (verification will be required).

Visitors

1. All visitors and visitor activities must be pre-approved by House Manager.

XIII. Smoking and Vaping

1. Smoking and vaping is prohibited in the house. Violation of this policy will result in offending Member being placed on a minimum 2 week restriction and possible dismissal.
2. Smoking and vaping is permitted in designated areas only and not any closer than 20

feet to building.

Lock Down

1. The House is subject to lock down at any time by Honest Beginnings staff.
2. Lock down is defined as, but not limited to:
 - i. No television.
 - ii. No telephone.
 - iii. Leaving House for work only.
3. No outside meetings. Meetings will be brought into House for Members.

Termination of Membership

1. A one (1) week notice is required prior to moving out in order to receive Security Deposit.
2. Upon leaving, Member's bedroom should be thoroughly cleaned.
3. Any Member expelled for any reason will not be permitted to return to the premises as a Member for a minimum of 5 to 7 days, and must go to a shelter, hospital, or detox. Expelled Member must have a clean urine test in order to return. In addition they must reapply for admission, as admission is not guaranteed.
4. Member will not be permitted to return to the premises as a Member if they used any illegal drugs or alcohol or possession of illegal drugs and alcohol on premises.
5. Upon expulsion, personal belongings must be picked up within three (3) days or the belongings become the property of Honest Beginnings.
4. Member's Account must be current in order to receive personal belongings.
5. Prepaid member fee monies and security deposits **will not** be returned to Member if was asked to leave for rule violation or relapse expelled.

This Contract and rules are subject to change without prior notice, by Owner or House Manager at any time.

My signature below signifies that I have read, and understand, the terms and conditions set forth in this contract and I agree to abide by them:

Member's Name

Date

Witness

Date

House/Office Manager

Date