

Hand Up Handbook

Being a participant in a Hand Up Home is a privilege. One's behavior and attitude must demonstrate this while being a part of the program.

The following is a breakdown of the each Phase and the minimum time for each. Each Phase has certain goals and expectations. Participant will apply for the progression from one Phase to another. Progress Team will review and approve going to next Phase or give areas the participant will have to improve on in order to move up.

During the first 90 plus days the participant will work with HU staff and not work an outside job. During this time HU will provide for all individual needs and the participant will get a 30.00 allowance for personal items not provided.

Phase I – Orientation –1- 30 days

Goals for Phase 1: To get settled into the house, in-house job, church, Celebrate Recovery and learn all expectations while maintaining an attitude conducive to growth with self and all others in program.

This attitude will also reflect gratitude for being a part of the Hand Up family. During this phase I will begin a daily devotional time which can form the basis for a growing personal relationship with Jesus.

-after 14 days the participant can receive up to 2 - ten minute calls weekly with approved persons.

(after 30 days or the successful completion of the goals of Phase I participant can apply for Phase II)

Phase II –Induction -

Goals for Phase II:

To be a full participant in all areas of program while maintaining an attitude of gratitude for being a part of the Hand Up family. To learn what it means to be honest with ones self, God and with those around me. Practice it with each and every relationship.

Encouraged to connect with a mentor. Must be cleared with director.

Privileges Phase II:

During Phase II,

- During phase II I can apply to Progress Team for supervised visits the following 1st and 3rd Sundays of each month. Usual time and place will be 2 hours set by HU staff.

-I agree to submit the request form to Progress Team on or before the last weekend prior to the month of visits. If I am applying for the next Phase, I may also apply for visits. If a request is not received before that time, I will not be allowed to have any visits..

- Participant may request up to 4 visitors for each visit.

- may request to have my visitors attend church with me after 30 days. The decision will be made on an individual basis.

-All visitors must check in with the staff on duty prior to contact with me. Staff will greet the visitors as they arrive and leave. I am not allowed meet my visitors at their vehicle or go to their vehicle at any time during the visit without staff permission. I must wait on them to enter the visitation area before I

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greet them.

- Special Note: Visitors may not have or use any drug, alcohol or tobacco items on the property or in my presence. My involvement with these substances will result in discipline or dismissal from the program.

- All items of any kind brought to me at visit must be given to the staff on duty at the "check-in." These items may not be given to me but to the staff. At no time will I be given cash!

(after 90 days or the successful completion of the goals of Phase II participant can apply for Phase III)

Phase III- Training

Goals for Phase III:

To be honest with where I am spiritually and emotionally while being committed to dealing with hurts, habits, and hangups. Progressing in and dealing with my past to find healing, forgiveness and Hope for the future. Continue to grow in my personal relationship with Jesus through worship, Bible studies and lifestyle. Maintain a positive attitude with the values and precepts of the Hand Up family.

Actively participate with 12-step program/studies and all other studies or training provided by HU.

During this phase participant will be evaluated and considered for an hourly job approved by HU staff.

Privileges: In Phase III:

All visits are on 1st and 3rd weekends unless it is for holidays or something approved ahead of time. I may apply for Sunday Out Visit from after church/class until 4:00 PM unless time specified by HU is different. I must be under the supervision of a visitor who is on my approved list. Also, I must return from my Sunday Out Visit on or before the return time. Failure to do so will result in forfeiting the next opportunity for a Sunday Out Visit.

-I agree to submit a visit request form to Progress Team on or before the last weekend prior to the month of visits. If I am applying for the next Phase, I may also apply for visits. If a request is not received before that time, I will not be allowed to have any visits.

-Person supervising must be approved. Person picking me up must use sign out form and agree to supervise and follow directives.

-All HU rules and guidelines apply while off campus.

(after 6 mo. or the successful completion of the goals of Phase III participant can apply for Phase IV)

Phase IV - Ministry

Goals for phase IV: To become actively involved in ministry through TMC and Freedom CR.

Demonstrate the love of Jesus by loving others as Jesus does. Volunteering for opportunities to serve others. Maintain an attitude of gratitude for being in Hand Up program. Continue to be an active participant in all training provided and directed by HU.

Privileges: In phase IV:

During the Ministry Phase, I may apply to the Progress Team for a weekend pass on or before the last weekend prior to the month of visits. If I am applying for the next Phase, I may also apply for visits

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(one weekend and one Sunday afternoon). A weekend visit is considered Friday after 5:00 PM and return on Saturday before 4:00 PM. (other times for 24 hour pass can be scheduled and approved) Parents and approved relatives only.

24 hour visits can be 1 visit monthly on the 1st or 3rd weekend with 1 unsupervised visit after church/class monthly on other Sunday.

-sign out form must be signed and agreed to by supervising person. Person agrees to follow and to report anything not in agreement with Hand Up expectations.

-Standards of music, conversation and attitudes/behaviors must reflect and be in harmony with the expectations found in this student handbook.

-I will only drive motor vehicles when I am with my accountability person and have a valid driver's license.

-Tobacco, Alcohol and drug use is not permitted at any time while in program.

-Participants must be accountable (with receipts) for everything they spend from their personal funds.

-Participant must stay with their host. The host will determine who is appropriate to contact the participant. Visiting with the opposite gender, including ex-spouses, is not allowed. The only exception are approved relatives or significant others of the opposite gender.

-I may not use the telephone unless I have my host's permission (and then only those who are on my approved contact list).

-I will not assume liberties which my host has not granted (even if it's my parents' home, ask permission).

-Should a problem or temptation arise, I will call the director.

-Participants must continue to have regular devotions/quiet times.

-I agree to leave and return at the times which have been approved by staff.

-I will not accept any money while in the program.

-I will not get any tattoos or piercings while I am on pass or at any other time while in program.

(after 9 mo. or the successful completion of the goals of Phase IV participant can apply for Phase V)

Phase V – Re-entry

Phase V goals: To be fully connected in community through ministries and connections gained while in program. To be making plans for re-entering the community by planning job, place to live, and maintaining activities/ministries which will help me maintain and move forward in life. To complete my written testimony and set up sharing with Freedom Celebrate Recovery.

Continue to be thankful for the opportunities given me through Hand Up demonstrated by my behaviors and with my testimony.

Privileges Phase V:

During the Re-entry Phase, I may apply to the Progress Team for a weekend pass before the last weekend prior to the month of visits. If you are applying for a Phase you may also apply for visits. Friday after 5:00 PM and return on Sunday before 4:00 PM. Parents and approved relatives only. I can apply for a full 2 night weekend during the first month in phase 5.

I can apply for 2 weekend visits during the final 2 months of this phase.

-sign out form must be signed and agreed to by supervising person. Person agrees to follow and to

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report anything not in agreement with Hand Up expectations.

-Be allowed up to 2 -30 minute phone calls weekly. Approved mentor calls are unlimited.

(approximately 45-60 days before projected completion I with complete survey for completion and turn in to the Progress Team)

FINANCIAL GUIDELINES:

Financial agreement must be signed and thus agreed to upon entering the program. Paychecks will be signed by participant and given to designated HU staff upon receipt of check. The paycheck will be broken down and recorded as specified in the financial agreement.

Each participant will be given an opportunity to open a checking account with Bank of Dade.

Their personal monies and tithe will be deposited into this account weekly. No other monies can be deposited only money deposited there by Hand Up. They will have a debit card to use monies from account. (No cash withdrawals unless pre-approved). Receipts must be turned in weekly for all purchases.

Money may not be placed on cards if receipts are not turned in for the prior week.

***No cash, cash cards or outside revenue can be in participants possession at any time.**

Monies placed into transitional funds account is monies set aside in participants name which can be used only after completion of program. These funds remain Hand Up monies until completion.

Participants who do not complete the program forfeit any right to these funds.

Debit cards cannot be used from Monday until Friday afternoon unless approved by Hand Up.

Each participant will be required to fully participate in financial training's offered and supported by Hand Up.

*****I UNDERSTAND MONIES SET ASIDE INTO TRANSITIONAL FUNDS ACCOUNT WILL BE FORFIETED IF I DO NOT COMPLETE THE PROGRAM.**

SPIRITUAL EMPHASIS GUIDELINES:

Spiritual Emphasis includes prayer, CR, meetings, church, group and individual devotions.

a. I understand that I will be given a loose leaf notebook in which to keep my personal notes from sermons, teachings in church, CR, etc. I will take my notebook to all services.

b. I understand that I will be given a journal in which I will write my daily devotions.

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- c. Evening Devotions – WE encourage each participant to have evening devotions unless you have been out at spiritual meetings or services. This is led by house representative (lead person).
- d. Morning Devotions – Personal daily devotions and reflecting are essential to each of our walks with Christ so this is a vital part of our program.
- e. During the first 6 mo participant will focus on personal relationship with Jesus Christ through participation and completion of Celebrate Recovery 25 lesson study. Individual studies focused on personal relationship with Jesus are encouraged with approval from .
- f. Group prayer will be encouraged for everyone prior to going to rooms for bedtime each evening. It will be a time to share needs and or praises from the day encourage one another but also pray with and for each other.
- g. Sunday evenings (at least) there will be a group time to study, reflect, and process step work and or other chosen topics. Connection with and learning to trust each other will be a huge part of your journey in becoming the man/woman God created you to be.

COMMUNICATIONS GUIDELINES

I must agree to communicate only with those on my approved contact list. It is limited to immediate family and mentors. Any other person will have to be approved by Director. All people on approved contact list are required to be supportive of me participating and completing the Hand Up program.

LETTERS:

- a. Letters may be written and received the day I arrive, and sent and received as soon as mailing list has been approved and I may write as many letters as I like.
- b. For students without money in their account, Hand up will provide stamps for two letters a week.
- c. I agree that Hand Up directors may open and inspect all my mail at any time.
- d. I will give my letters to my house manager, unsealed, to be given to HU directors.
- e. I agree not to try to sneak letters or messages out to people not on my contact list, either for myself or for another student.

PHONE CALLS:

- a. I agree not to make or receive any telephone calls during my first two weeks (14 days) in the program. Then I may be allowed to make or receive a total of (2) ten minute calls per week.
- b. A week is understood to start on Monday and run through Sunday. I understand that there are no "make-up calls". (If I fail to make two calls in one week, it does not accumulate onto the next weeks.)
- c. I agree to make all calls on the cell phone provided but with house manager knowledge. I understand all calls show on my phone bill. Numbers as well as length of calls will be monitored.
- d. Check for times that calls can be made during the week with house manager..
- e. I understand that it is my responsibility to notify the people on my contact list of the hours I may receive a call.
- f. No calls made between 9:00 pm or 6:00 am unless it involves work and should be reported to house

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manager.

g. Anyone found with an unauthorized cell phone in their possession could be terminated from program.

h. no use of internet or social media while in the program unless authorized by director of program.
Home visits included. (February 24, 2019)

PACKAGES:

a. I must submit a request form to the House Manager or Director listing all requested items, before having any package sent or brought in to me. This means that the request must have been approved before I may ask my family to send or bring the package.

b. All packages brought in by the visitors must have been approved by the House Manager or Director or the visitor will be asked to take the package back home with them.

cAny **money**, medication, packages, or anything else I allow to be given directly to me by the visitor will result in discipline.

House General Rules:

1 All participants are expected to take care of their own personal belongings, laundry, maintaining a clean room, and a neat appearance.

2 Meals and kitchen chores should be a team effort and an environment of working together. After each meal things should be cleaned and put away with each person doing their part.

3 A list of needed items should be kept and given weekly to the Director.

4 Everyone is expected to help keep bathroom and common areas clean. Deep cleaning needs to take place on weekly basis and a rotating schedule of areas assigned as needed.

5 Outside areas, especially the entrance areas, are everyone's responsibility and need to be kept looking as good as possible at all times.

6 Each person does own laundry and maintains a schedule that works well with others. Cleaning area as well as lent filter after each use. Laundry needs to be folded and put away as washed and dried.

7 Bedrooms should be cleaned and kept in order daily. Beds made and clothes put away before leaving in the mornings. Closets and drawers are to be neat and organized at all times.

8 No alcohol, tobacco, or illegal drug use or non-approved chemical or drug use.

9 Participant is subject to random drug screens.

10 All areas are subject to be searched without any notice or reason.

11 Each participant is encouraged to report and will be held accountable for knowledge of HU rules not being followed by anyone in the house. This includes all volunteers.

I have read the Hand Up handbook and agree to follow it while in the program. I understand my

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attitude toward the program must demonstrate at all times that I am doing my very best. I will maintain by my behavior that it is a privilege to participate in Hand Up.

(participant signature)

Date

(witness)

Date

Financial Agreement:

Participants in Hand Up are required to work a full time job after reaching Phase 3. The breakdown of paychecks:

Participant Budget Breakdown

This is a breakdown of participant's budget after he/she has secured employment.

Tithe 10% (church of choice)

Participants personal 20% (receipts and daily record of money spent)

A Hand UP..... 15%

*Room and Board..... 30%

*Transition Funds account..... 25% (placed in A Hand Up account until program is completed (must complete program or forfeit these monies), only at such time can monies be used for an approved purchase, such as car, rent, utilities, household items, etc)

*15% of this item will go toward fees until all legal fees are paid. Hand UP agrees to Pay up to \$1,000.00 toward fees and fines out of room and board

Any side money earned after 40 hour regular job 50% will go in personal account/ 50% to pay fees

I have read and agree to the above breakdown of budgeted income during time spent in A Hand UP program.

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(participant signature)

Date

(witness)

Date