



A Christian Home for Men

GOOD SAMARITAN NETWORK TRANSFORMATION PROGRAM AGREEMENT

First Name: _____ MI: _____ Last Name: _____

Name You Prefer: _____ Today's Date: _____

Expected Arrival Date: _____ Arriving from: City _____ State _____

Identification

State ID#: _____ Issuing State: _____

SSN: _____ Date of Birth: _____ Birth Place: _____

DOC # _____ (If applicable) P & P Officer _____ (if applicable)

Highest Grade / Education Level _____

Emergency Contact Information

1st Person Name: _____ 2nd Person Name: _____

1st Person Phone: _____ 2nd Person Phone: _____

1st Person Address: _____ 2nd Person Address: _____

1st Person Relationship to Program Participant _____ 2nd Person Relationship to Program Participant _____

Vehicle Information

Make: _____ Model: _____ Tag: _____ State: _____

Notes:

PROGRAM AGREEMENT

The Good Samaritan Network is a Christian Organization whose management principles are rooted in Biblical Scripture. We offer access to our programs regardless of individual spiritual beliefs. We do not require any religious or spiritual affiliation to access our programs. However, participants will be required to attend Christian services and/or programs.

The Good Samaritan Network (GSN) TRANSFORMATION PROGRAM is designed to assist people find secure housing, supportive services, and to become productive members of society. All who come into the program agree to participate in discovering, developing, and following a personalized plan which may include but is not limited to: active steps towards stable housing, determining short term goals, attending meetings, events, and trainings, as outlined in this agreement. GSN and partner agencies will work with program participants to develop and implement this plan. The following rules and requirements are designed to offer the best possible support for program participants and require your formal agreement.

SAFETY AND SECURITY:

Program participants and staff will conduct themselves in a respectful, civil, law abiding manner for the safety of all. During the first thirty days in the program the participant is required to be with another authorized program participants at all times unless permission is granted by the Program Director to do otherwise. Further independence will be reviewed after the first thirty days.

All participants consent to drug and/or alcohol testing at any time while participating in the program and may be required to go off site for testing at the participant's expense if deemed necessary.

The following actions are prohibited and may result in removal from the program:

1. All participants agree to abstain from drug and/or alcohol use.
2. Violence or threat of violence
3. Possessing of or viewing pornography, anything illegal, drug paraphernalia, movies or games with excessive violence, nudity, sexual situations, vulgar language, etc. When in doubt ask.
4. Use of profanity
5. Destruction of property
6. Inappropriate fraternization with others, especially members of the opposite sex. (ask if you are unsure of what is acceptable).
7. Sharing or abuse of medication
8. Physical contact (sexual or violence related), insubordination, or illegal activity, may result in immediate expulsion, and all appropriate agencies will be notified.

All property (including vehicles, cell phones, computers, etc.), participants' rooms, and any storage areas are subject to inspection at any time without notice. The search may occur with or without the presence of the program participant. Searches will be conducted by authorized staff of GSN, agency representatives of law enforcement or the Court.

All medications must be reported to the Program Director, Resident Manager or Manager on duty. The prescription may be secured at the discretion of program staff. Any authorized medication must be secured by the participant.

Extension cords or power strips are prohibited unless issued or approved and in a location approved by GSN.

Please initial that you have read and understand: _____

SOCIAL INTERACTIONS:

Developing intimate sexual relationships or the fostering of those relationships while in the program is prohibited . Anyone entering the program without a relationship with a significant other is prohibited from beginning or attempting to begin a relationship without the knowledge of the program director. This includes online and social media contacts.

All social media accounts (i.e. Facebook, Instagram, LinkedIn, SnapChat, etc.) must be reported to the program director. Anyone involved in a relationship agrees to contact boundaries as determined by program staff.

Program participants are prohibited from sharing addresses, phone numbers, or other personal information with anyone while in the program without staff permission.

Any social interaction between male and female program participants is strictly prohibited.

Program participant’s bedrooms are limited to roommates only. No visitors are allowed in program participant’s bedrooms without permission of staff.

Program participants cannot: request, give, or receive money, services, goods, or favors without prior approval by the Program Director..

The use or possession of any electronic device will be permitted at the discretion of program staff and subject to participants legal restrictions..

The use or possession of cell phones or computers is prohibited unless previously approved by the Program Director or his designee.

All cell phone numbers must be registered with the Program Director or operations manager.

All social media websites or apps must be approved by and registered with program staff and comply with any Court orders.

Please initial that you have read and understand: _____

GROUP MEETINGS:

All program participants are expected to attend group meetings or services as scheduled or announced.

Participants are expected to be at the meeting place **15 minutes** (unless directed otherwise) prior to the meeting and be ready to participate or at least be attentive.

Prior clearance must be obtained from the Program Director if the program participant cannot be at a group meeting. Excessive absences or tardiness without prior staff approval could result in removal from the Transformation Program.

Attendance at morning or evening devotions is mandatory unless pre-approved by Program Director.

Church attendance is required. All participants will attend the GSN home church or a church approved by GSN staff and the appropriate authorities at the desired church.

Please initial that you have read and understand: _____

MEALS:

Meals are not a guaranteed part of the program. Program participants are responsible for their own meals and may have use of the community kitchen according to house rules. Program participants may shop weekly at the food bank if registered and/or utilize any available food programs where they qualify. All program participants may be asked to share in tasks such as; food preparation, table setting, clean-up, sweeping as directed by the house manager./

Please initial that you have read and understand: _____

ROOM ASSIGNMENTS:

Bed and room assignments are made by program staff. No changes can be made without staff approval.

Bed and room assignments, as well as other privileges, shall be based in part on program participant's progress in all areas of their individual plan and success in following program rules. Preference may be given to program participants who are progressing in their program and contributing to the smooth operation of the home. Factors including but not limited to; a willingness to volunteer and contribute to the overall community, taking care of all personal obligations, following the program plan, and progress in their program plan may be factors in room assignment.

Age and state of health will be considered when all other factors are considered equal.

Please initial that you have read and understand: _____

PROPERTY UPKEEP / SMOKE-FREE ENVIRONMENT:

Each program participant is responsible for keeping their area as well as the common-areas clean.

Beds must be made daily. Rooms will be inspected and consent from the participant is not required.

All tobacco use is prohibited in ministry homes or while engaged in ministry functions.

All ministry buildings are to remain smoke-free. This includes the use of cigars, cigarettes, smokeless tobacco, E-Cigs, Vapes, etc. These products may be used on in the designated areas during designated times. Cigarette butts must be put in an ash can, not on the ground.

If the program participant is using any of these products, then the student stipend amount will be reduced or eliminated at the discretion of GSN staff based on the assumption that the participant can afford those items and therefore doesn't need financial assistance.

Please initial that you have read and understand: _____

CONFLICT RESOLUTION:

Step 1: Step away, pray, and consider if you may be at least partly at fault.

Step 2: After praying and thinking it over, try to discuss your differences with the person with whom you've had a disagreement. Focus more on what you could have done differently rather than what you feel they've done wrong.

Step 3: If the dispute cannot be resolved, agree on a time for a meeting TOGETHER with a staff member who has the authority to make a decision. Understand both parties will be bound by whatever decision is made.

Step 4: Let it go and learn something positive from the experience. Sometimes the best friendships are formed when friends agree to disagree on a topic.

Please initial that you have read and understand: _____

GRIEVANCE PROCEDURE:

All program participants must follow the directions of the last GSN authority figure giving instruction. If the participant was directed by a different person or disagrees with the new directive; they should carry out the new directive as requested and address any questions with the GSN staff at another time. Any problem or concern about inappropriate behavior by staff or volunteers should be directed to the director of the program as soon as possible.

Please initial that you have read and understand: _____

CONFIDENTIALITY: Please respect the privacy of everyone in the program by not disclosing any information about any participant to anyone else. This includes the names of anyone in the facility, descriptions of them or their vehicles or any other information about them. Staff will only divulge information that would be deemed beneficial to the participant. Staff will break confidentiality to disclose illegal activity, respond to a warrant / subpoena, or if they believe someone is going to harm themselves or someone else.

FINANCES AND FEES:

An entrance fee is required prior to entry into the program. This fee may be adjusted or waived if applicant is approved to be scholarshiped under the community service program. Each program participant will be expected to contribute and share in paying for the program services being provided by contributing program fees and/or participating in the community service option. Hours of community service can be adjusted for a number of reasons including paying program fees. Participants must pay program fees as you are paid. If paid daily, pay daily; weekly, pay weekly; etc. If you receive checks monthly then you must pay for the entire month when you receive the check.

Payments are due in advance and must be paid within 2 business days of your pay date.

You must advise staff if a pay-date changes. This responsibility not only helps you establish good habits in paying bills, it is also essential to keep the facility operating.

Having the ability to pay and failure or refusing to pay program fees will result in removal from the program. However, no one has ever been asked to leave nor denied access to the program for the lack of ability to pay.

Fee waivers are available on a case by case basis at the Director's discretion.

You must inform staff of your place of employment or what steps you are taking to obtain work.

Employment must be approved by program staff, so as not to cause conflict with program schedule.

Employment cannot be with pay “under the table”.

The program participant may be entitled to a refund of previously paid program fees on a prorated basis if they exit the program during a fee cycle.

The proration will be calculated based on the time program staff are notified or the last night that the participant slept on the premises, whichever is later.

To be eligible for a refund, minus any administrative charges, the participant must have:

1. Given a minimum one-week notice (unless other arrangements are made with GSN)
2. Living area left clean and orderly
3. All linens washed and beds made
4. Refunds may be partially or fully withheld if these requirements are not met.
5. Refunds will be issued via ministry check within 72 hours (work days) of leaving the program.
6. The entrance fee is non-refundable
7. Beginning program fee (it is understood that this figure will be adjusted as the participant progresses through the program) for this applicant is agreed at \$ _____ per _____

Please initial that you have read and understand: _____

GENERAL HOUSE RULES:

Basic house rules and guidelines are established to assure that everyone’s needs are considered and to maintain the smooth operation of the household. All program participants will follow specific rules for rooms in the house. Exceptions to these rules can be made with prior approval of GSN staff.

All participants must be on property at 9 PM

Bed Check is 10 PM

Lights out in public areas is 11 PM Sunday-Thursday and 12 PM Friday & Saturday.

Lights out is 11 PM seven days per week in the bed areas.

All participants must bathe with soap and water and care for personal hygiene daily.

Clean and appropriate clothes for your assigned duties must be worn each day.

Laundry must be done as scheduled at each home. Bed linens must be washed at least weekly.

No participant is permitted to stay at the house alone on any day without management approval.

Personal transportation is the responsibility of the program participant.

Home A/C and heat temperature is the responsibility of the manager on duty. Only management is permitted to adjust the thermostat.

The specific program rules including topics such as television, temperature, storage, laundry room, kitchen use, cleanliness, moving, etc. vary by house. The rules may be posted or given by verbal direction of program staff.

These rules are subject to change or be suspended as needs and situations dictate.

If a program participant disagrees with any of the rules, they will comply and then ask for the issue to be reconsidered by staff, leadership and/or brought up in group discussions.

Please initial that you have read and understand: _____

MONEY and VALUABLES:

Each resident is responsible for the safekeeping of their money and valuables. Program participants **SHOULD NOT** give their money or valuables to other program participants or staff for safekeeping. Only the Program Director can make such an arrangement.

Please initial that you have read and understand: _____

PROGRAM DISMISSAL/EXPULSION:

IF A PROGRAM PARTICIPANT IS ASKED TO LEAVE THE PROPERTY FOR ANY REASON BY A MANAGER ON DUTY OR OTHER STAFF MEMBER IN CHARGE, HE MUST COMPLY IMMEDIATELY.

Permanent expulsion from the program is not effective until the program participant has had a chance to discuss the situation and meet with the Advocacy Team. Any pre-approved related outside party or social service agency may participate in the program participant's case review. A program participant may still be asked to leave the property until the final review is made.

All personal items left on the premises after a program participant is removed from or voluntarily leaves the program will be bagged and tagged immediately. All items left will be searched for personal papers (identification, government cards, etc.). If a resident does not claim the items within 48 hours, all clothing and other personal items will be donated to charity. Documents with personal information will be destroyed after 7 days.

Please initial that you have read and understand: _____

**GOOD SAMARITAN NETWORK TRANSFORMATION PROGRAM PARTICIPANT
RESPONSIBILITIES & ACKNOWLEDGEMENT OF TRANSFORMATION PROGRAM GUIDELINES:**

I understand that the TRANSFORMATION PROGRAM at Good Samaritan Network will not be responsible for any of the following:

1. The loss of any of my individual property or belongings.
2. Damage to any of my individual property or belongings.
3. Any accident or injury that may happen to me while on the program campus or while participating in any training assignment or program of the Good Samaritan Network.
4. Any expenses incurred by me, regardless of the nature of said expenses, while in the TRANSFORMATION PROGRAM.
5. I understand that I may be photographed or filmed for the purposes of promoting Good Samaritan programs and mission through various types of media. The program participant may leave the area if he does not want to be photographed or filmed.

THIS AGREEMENT IS NOT A GUARANTEE OR SURETY OF HOUSING. THIS IS A PROGRAM. THIS IS NOT A TENANT LANDLORD AGREEMENT AND RENT IS NOT CHARGED. AS SUCH, THE PROGRAM PARTICIPANT MUST LEAVE THE PROGRAM AND VACATE THE PREMISES IMMEDIATELY UPON DISMISSAL OR EXPULSION.

I have read or someone has explained this document. I understand the entire document. I will comply with the provisions of this TRANSFORMATION PROGRAM AGREEMENT as written above. I have carefully read and fully understand the preceding statements regarding my personal responsibilities and hold the TRANSFORMATION PROGRAM and the GOOD SAMARITAN NETWORK, Inc. and its programs harmless for any accident or injury that may occur:

Program Participant Signature: _____ Date: _____

Print Participant Signature: _____

Staff Witness Signature: _____ Date: _____

Print Witness Name: _____