



**GOOD SAMARITAN NETWORK  
PROGRAM AGREEMENT**

**FIRST NAME:** \_\_\_\_\_ **MI:** \_\_\_\_\_ **LAST:** \_\_\_\_\_

**EXPECTED ARRIVAL DATE:** \_\_\_\_\_ **TODAY'S DATE:** \_\_\_\_\_

**IDENTIFICATION:**

**STATE ID#:** \_\_\_\_\_ **ISSUING STATE:** \_\_\_\_\_

**SSN:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

**PLACE OF BIRTH:** \_\_\_\_\_

**DOC#:** \_\_\_\_\_ **PROBATION OFFICER:** \_\_\_\_\_

**HIGHEST GRADE / EDUCATION LEVEL:** \_\_\_\_\_

**EMERGENCY CONTACT:**

**#1 NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**RELATION:** \_\_\_\_\_

**#2 NAME:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**RELATION:** \_\_\_\_\_

**VEHICLE INFORMATION:**

**MAKE:** \_\_\_\_\_ **MODEL:** \_\_\_\_\_ **TAG:** \_\_\_\_\_ **STATE:** \_\_\_\_\_

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| <b>NOTES:</b> |
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## PROGRAM AGREEMENT

The Good Samaritan Network is a Christian Organization based on God's Word, the Bible. Program access is regardless of individual spiritual belief and does not require any religious affiliation. Participants must attend Christian services and/or programs. The program is designed to provide healing and hope. The goal being to help people become productive members of society.

### **SAFETY AND SECURITY:**

Program participants and staff will conduct themselves in a respectful, civil, law-abiding manner. During the first thirty days of the program, the participant is required to be with another authorized program participant at all times unless permission is granted by the Program Director. Further independence will be reviewed after the first thirty days. All participants consent to drug and/or alcohol testing at any time.

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

1. Drug and/or alcohol use.
2. Violence or threat of violence
3. Possession of pornography, anything illegal, drug paraphernalia, and movies or games with excessive violence, nudity, sexual situations, vulgar language, etc.
4. Profanity
5. Destruction of property
6. Inappropriate contact with others inside or outside of the program. This including dating while in the program.
7. Sharing or abuse of medication.
8. Physical contact (sexual or violent), insubordination, or illegal activity.

All appropriate agencies will be notified if these occur.

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. Prescriptions 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 the above information: \_\_\_\_\_

### **ROOM ASSIGNMENTS:**

Room and bed assignments are made by program staff. No changes can be made without staff approval. When making assignments, age and state of health will be considered when all other factors are equal.

Please initial that you have read and understand the above information: \_\_\_\_\_

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### **MEALS:**

Meals are not a guaranteed part of the program. You are responsible for your own meals using the community kitchen and in accordance with house rules. You may shop weekly at the food bank if registered and/or utilize any available food programs where you qualify. You may be asked to share in food preparation, table setting, clean-up, sweeping as directed by the house manager.

Please initial that you have read and understand the above information: \_\_\_\_\_

### **PROPERTY UPKEEP / SMOKE-FREE ENVIRONMENT:**

You are responsible for keeping your area as well as common-areas clean. Beds must be made daily prior to leaving for the day.

Tobacco use is limited to designated areas and times. All ministry buildings and vehicles are smoke-free. This includes the use of cigars, cigarettes, smokeless tobacco, E-cigs, vapes, etc. These products should not be used while working in the community, at church services, or during special events where you represent the ministry. Cigarette butts must be put in an ash can and not on the ground.

Please initial that you have read and understand the above information: \_\_\_\_\_

### **SOCIAL INTERACTIONS:**

Developing intimate 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 must be reported to the program director. Anyone involved in a relationship agrees to contact boundaries as determined appropriate by program staff and comply with any court order. Program participants are prohibited from sharing addresses, phone numbers, or other personal information without staff permission. Social interaction between male and female participants is prohibited. A participant's residence is limited to housemates / roommates only. Participants in the same house cannot enter the bedding area of another housemate.

Please initial that you have read and understand the above information: \_\_\_\_\_

### **GROUP MEETINGS:**

All program participants are required to attend their group meetings and events. They must be at the meeting place 15 minutes (unless directed otherwise) prior to the meeting and be ready to participate appropriately. Prior clearance must be obtained from the Program Director if you cannot attend your group meeting. Excessive unauthorized absences or tardiness could result in removal from the program. 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 the above information: \_\_\_\_\_

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## **PERSONAL PROPERTY:**

Participants cannot request, give, loan, or receive money, goods, or services without prior approval of the Program Director. The use or possession of any electronic device will be permitted at the discretion of program staff and subject to the participant's legal restrictions.

The use or possession of cell phones or computers is prohibited unless previously approved by the Program Director. All cell phone numbers must be registered with the Program Director. Participants must report new numbers immediately if changes are made.

Please initial that you have read and understand the above information: \_\_\_\_\_

## **CONFLICT RESOLUTION:**

1. Step away, pray, and consider if you may be at least partially at fault.
2. After praying and thinking it over, try to discuss your differences with the person you have had a disagreement. Focus more on what you could have done differently rather than what you feel they have done wrong.
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.
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 the above information: \_\_\_\_\_

## **GRIEVANCE PROCEDURE:**

You must follow the direction of the last GSN authority figure giving you instruction. If you were directed by a different person or disagree with the new directive; you 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 the above information: \_\_\_\_\_

## **CONFIDENTIALITY:**

Please respect the privacy of everyone in the program by not disclosing any information about any participant. This includes the names of others at the facility, descriptions of them, or their vehicles. Staff will divulge information deemed beneficial to the participant. Staff will break confidentiality to disclose illegal activity, respond to a warrant/subpoena, or if they believe someone will harm themselves or others.

## **FINANCES AND FEES:**

Each program participant must contribute and share in paying for the program services by contributing program fees and/or participating in community service. Community service is not considered employment with the ministry and will not be compensated. 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; monthly,

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pay monthly, payments are due in advance and must be paid within 2 business days of your pay date. Having the ability to pay and failing or refusing to pay program fees will result in expulsion from the program. However, no one has ever been asked to leave or denied access for inability to pay. Fee waivers are available on a case-by-case basis at the Executive 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 schedules. You must advise staff if a pay-date changes. Wages cannot be with pay "under the table."

The 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. If approved, 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. Give a minimum two-week notice
2. Leave living area clean and orderly
3. Linens washed and bed made
4. Refunds may be partially withheld if requirements are not met.
5. Refunds will be issued via ministry check within 3 business days of leaving the program.

Please initial that you have read and understand the above information: \_\_\_\_\_

### **GENERAL HOUSE RULES:**

Basic house rules and guidelines are established to assure 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.

1. All participants must be on property at 9 PM
2. Bed check 10 PM
3. Lights out in public areas 11 PM Sunday-Thursday and 12 PM Friday & Saturday.
4. Lights out is 11 PM seven days per week in bedding areas.
5. All participants must bathe with soap and water and care for personal hygiene daily.
6. Clean and appropriate clothes for your assigned duties must be worn each day.
7. Laundry must be done as scheduled at each home. Bed linens must be washed at least weekly.
8. No participant is permitted to stay at the house alone without Program Director approval.
9. Personal transportation is the responsibility of the program participant.

Home A/C and heat temperature are the responsibility of the manager on duty. Only management is permitted to adjust the thermostat. Other rules may apply in separate house as determined by the residents of that house in conjunction with the resident manager. The rules are subject to change or be suspended as needs and situations arise.

Please initial that you have read and understand the above information: \_\_\_\_\_

