

The Virtue House

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Mission Statement

Our mission is to provide a quality sober living environment for individuals to begin to establish the foundation for their recovery. Our housing organization is geared towards improving the quality of life for individuals as they become a productive member of society.

About The Virtue House

The Virtue House is a recovery home based in Montgomery County, Pennsylvania. Our house is conveniently located in an area with good employment opportunities, access to public transportation and a safe neighborhood. We also attempt to help new residents get on their feet by providing rides when possible, essential need items and creation of a resume. There are also many 12 step meetings within close proximity as well as outpatient treatment services. Our structured environment is geared toward introducing our clients to a new design for living through taking the actions of the 12 steps which are a solution for recovery from alcohol and drug addiction.

The Virtue House organization shall:

1. Residents should maintain healthy and ethical relationships with ALL residents
2. Maintain ALL residents confidentiality (past, present and future)
3. Practice fair and impartial treatment of all its residents
4. Maintain and practice a safe and substance free living environment (no alcohol or other drugs)
5. All residents MUST provide a daily schedule in order to cultivate personal accountability.

Additionally, Management of V.H. shall comply with the following:

1. Any threats or acts of physical or emotional violence will not be tolerated under any circumstances
2. Borrowing or giving money to another resident will not be tolerated
3. Adhere to all privacy rules
4. Teamwork is essential with organization's procedures as well as other agencies that any resident has contact with directly or indirectly
5. Residents will be required to be in service and strive to become a better person

6. Residents will try to encourage as well as help each other in their process to provide a cohesive and supportive community

Rent Procedures

It is your responsibility as a resident of Virtue House to pay rent (\$220) weekly by 8pm every Friday night and no later. If for some reason you are not able to pay rent at this time or the full amount, it is the resident's responsibility to contact the house manager within 24 hours in advance. Our payment procedure is to give rent to the house coordinator.

If check please make payable to:
The Virtue House

If you have no other means to obtain a check or money order, we can make exceptions and accept cash. We offer another option, to pay online through Venmo. If you choose this last option please discuss with the house manager.

Our Prices are as follows:

Rent \$220 due every Friday by 8pm

Intake Fee \$100 (non-refundable)

Virtue House asks every resident upon arrival, unless you made prior arrangement with the owner, have two weeks rent and intake fee \$540 which is non-refundable. All transactions are final. We record all transactions and physical receipts are given to the residents for their own record keeping.

Orientation Phase for New Residents

Day 1

1. Alcohol and Drug Screen Prior to Admission
2. Upon arrival all residents clothing and linens must go into the washer and dryer
3. All Virtue House paperwork, procedures and rules are reviewed and contracts must be completed and signed before you are officially a Virtue House Resident
4. Emergency Release MUST be signed by every resident in order to stay at Virtue House
5. All new residents' belongings are searched
6. All residents MUST have \$540 as specified above

7. Introduce the new resident with all areas of the house. Inform the resident of the procedures and responsibilities for the following: chore list assignments, the house sign in/out sheet, 12-step meeting attendance, employment search form (Every resident will be expected to utilize these documents in order for everyone to be accounted for at ALL times)

Day 2

1. All residents MUST complete a recovery plan.
2. ALL residents MUST begin searching for employment. The Virtue House expects 5 applications daily Monday through Friday. Saturday and Sunday residents are still expected to search for employment; however, we do understand some establishments are not open. Residents do have access to internet. Local resources are provided at the house as well. If a resident cannot work for any reason, please notify the House Coordinator immediately upon having this information. Resident will be required to volunteer for at least 32 hours a week. Accommodations will be made if someone is on disability or has other concerns to take into considerations such as medical.
3. To find and attend 12-step meetings you are able to pick up a meeting list at any 12-step meeting you attend. Resident are expected to find a home group and a sponsor. Residents are also to get in-service as soon as possible. Such as making coffee, become a greeter, set up meeting, help clean up, etc.

Day 3

1. Resident will continue to actively seek employment and fill out applications. Follow up calls will be made and the resident will have a tracking paper. The Virtue Staff will assist with the process, but resident must communicate this request by informing the house manager.
2. The House Manager and resident will meet on Day 3 to discuss how the resident is adjusting to recovery house living, obtaining employment, and if any obstacles are recognized at this time in order to help resident problem solve and find options.

Ongoing Recovery Support

1. Resident will be required to have weekly meetings to update their recovery plan
2. Every resident will be required to attend a house and Big Book/Basic Text Study every Tuesday night starting at 7:30pm. Every resident is expected to attend this mandatory meeting. Work and other activities must be rescheduled to accommodate The Virtue House Meeting. The only excused abstinence is treatment and we require some type of proof written or a phone call.

The Virtue House Complaints and Grievance

We strive to provide upstanding residence. Part of our goal is to offer a safe and secure place for individuals to begin their recovery. If you have any suggestions on how we can improve our

services, we welcome you to share your thoughts. The Virtue House Staff will keep resident updated to the progress of your request or compliant.

Complaints- If you have an issue during your stay at The Virtue House, we would want any and all residents to report it directly to the House Manager. If it is with the House Manager, please contact the House Coordinator. The number of the House Coordinator is posted on the whiteboard. If a resident is having any difficulty making a compliant feel free to contact a senior member in the house.

If a friend or family member would like to make a compliant. This needs to be in writing. The Virtue House recommends it is sent to one of the emails above.

The Virtue House Rules and Regulations

The following is prohibited at V.H. and resident **MUST** immediately leave the premises if any of the following occur:

- Being under the influence alcohol and other drugs. Drug and alcohol tests will be administered at random. All residents must submit at the time requested. Otherwise this is treated as a positive screen for every substance.
- No weapons of any kind are allowed in the house and no resident shall have possession of a weapon. Otherwise this resident will be immediately escorted off the premises.
- No physical or verbal threats of violence will be tolerated for any reason. No fighting is permitted on or off the property. Any resident partaking in this behavior will be immediately escorted off the property.
- Property destruction of any form is prohibited whether it is at the premises The Virtue House, surrounding neighborhood, or any property during your residence while at Virtue House. This behavior will not be tolerated. Resident will be immediately escorted off the property. If destruction occurred at The Virtue House, resident will be responsible for repair invoice.
- No stealing or any other criminal activity on or off the property is tolerated while resident stays at The Virtue House. Otherwise, the resident will be immediately escorted off the premises.

The following rules are grounds for dismissal:

- Resident's time off The Virtue House premises which cannot be accounted for or there are discrepancies will or can be a result for dismissal
- Lies, either found on paperwork or otherwise will **NOT** be tolerated and can result in resident's dismissal
- Failure to comply with rules or any directions given by management can or will result in the resident having to leave the premise immediately
- The Virtue House implements a phase system. The resident **MUST** comply in accordance to their phase in regards to 12-step meeting attendance. Every resident **MUST** have their meeting document signed by the chair person in the meeting, **NOT** another resident in the house. If it is found out at any time that meeting document was signed by another resident the meeting will be counted and consequences will occur. This can lead to resident's dismissal.

- Again, Tuesday's night House Meeting is mandatory. There may be other mandatory meetings during a resident's stay at Virtue House. Virtue House will ensure that every resident is given enough advance notice to make the proper arrangements to attend. **ALL MEETINGS ARE POSTED IN COMMON AREA.** Resident will be informed where to obtain this information upon orientation.

- During the orientation period, **ALL** residents will remain on the premises. The resident **MUST** have prior approval and the only reasons to leave the premises are for the following:

- Employment search

- Attending treatment

- To attend 12 step meetings with **SENIOR RESIDENT**

- Not all residents can bring their vehicles initially. This must be discussed ahead of entering into The Virtue House. Parking is determined on space availability. Parking is not guaranteed. Senior residents are given priority parking. No resident should assume parking is available. The Virtue House **DOES NOT** condone the lending or borrowing of cars.

- Visitors **MUST** be preapproved. No visitors permitted to stay overnight or allowed in any of the bedrooms. This is a reason for automatic dismissal.

- Resident while in Orientation and Phase One, **MUST** obtain approval by House Manager or House Coordinator for **ALL** departures. When leaving the premises **ALL** residents **MUST** sign out when leaving and sign in when returning. Any inconsistencies or not following phase requirements will result in restriction(s) placed on resident and can lead to dismissal from premises. Community safety is imperative.

- Resident must schedule and meet with house manager minimum of once weekly to review their recovery program. It is the resident's responsibility. First failure to do so may get a warning and restriction. Failure to meet weekly after that, may result in dismissal from property.

- In order to move from Orientation Phase to Phase One, resident must provide management with home group and sponsor contact information. The Virtue House has the right to verify this information during any time of the resident's stay. It is up to the resident to keep management abreast if there are any changes. Resident can move back a phase if home group and sponsor are not maintained. If this continues, resident may be requested to leave the premises.

- Within the first two months, the resident **MUST** complete the first three steps with their sponsor. Resident will have to share their experience during the mandatory house meeting.

- Resident is required to maintain a full-time employment. If resident is unhappy at their job resident must discuss this with house management. Before resident quits their job, they must try to prepare to have another job opportunity. Resident will have to complete the job search documents as proof of trying to obtain employment. are required to have full time employment and you are not permitted to quit a job without first discussing it with the house management.

- Resident must discuss with the House Manager or House Coordinator about certain jobs. The Virtue House prohibits certain jobs. If a resident takes one of these employment positions, they

will be immediately dismissed for lying or MUST obtain other employment in a timely fashion. This will be determined by the House Manager or House Coordinator.

- Resident is responsible for keeping their room clean and neat. Their bed must be made at all times, rug and floors cleaned and vacuumed. Kitchen MUST be clean, meaning you do not leave your food, dishes, or any other personal items in common areas. All trash is disposed in a timely manner. If resident cooked, they will immediately clean up afterwards. NO ONES MOTHER LIVES HERE. WE MUST ALL BE RESPECTFUL TO EACH OTHER.
- Every resident will be assigned a daily chore. ALL chores are MANDATORY as a part of your stay at The Virtue House. Resident MUST check off their chore on the document in order to get credit otherwise it will be marked as not complete. Resident MUST inform management when chore is complete so they can verify. If chores are NOT completed a warning may be given and restrictions as well as more chores. If this continues, resident may be asked to immediately leave the premises.
- Resident MUST provide The Virtue House with vehicle registration and proof of car insurance. All vehicles MUST have current tags. Any nonworking vehicles are prohibited and will be towed. This is reason for automatic dismissal.
- If resident has family coming to visit the house, resident MUST have supervision with a senior resident prior to their arrival. In the MALE HOUSE NO FEMALES ARE ALLOWED INSIDE THE HOUSE OR HANGING AROUND OUTSIDE THE HOUSE. This is reason for an automatic dismissal.
- If any former resident was discharged for violating rules and/or regulations at The Virtue House, residents CANNOT associate with them. This is reason for an immediate dismissal.
- Any resident on probation MUST complete ALL requirements by any and all state and federal systems. Resident MUST update House Manager/House Coordinator of any changes with their status that occur with probation departments. If any of these are not met, resident will be requested to leave the premises immediately and probation officer(s) will be notified- (it may not happen in this order).
- Resident will be responsible for bicycle and/or other forms of transportation. Resident will have to find appropriate storage at their own cost. The Virtue House is not liable for these items or responsible for their security.
- Residents MUST have prior approval from House Manager or House Coordinator before visitors are allowed on premises. This is reason for immediate dismissal.
- No resident shall congregate in front of the house for any reason.
- Every resident is expected to be respectful of the neighbors and house members. Noise is expected to be at an appropriate level. Ask your house members. Be mindful of others! Absolutely NO LOUD MUSIC, TELEVISION, ETC from cars or the house past 9:00 pm. If this occurs, a warning may be warranted. A resident may be dismissed from the premises immediately if occurs again.

- **THERE ARE NO EXCEPTIONS! NO SMOKING IN THE HOUSE.** This will be cause for an immediate dismissal. Resident **MUST** abide with the designated smoking areas. **ALL** cigarette butts **MUST** be put in the can and emptied when full. This is important as it is a fire hazard. Resident will be immediately dismissed if not abiding to this rule.
- Resident **MUST** obtain prior approval from a senior resident in order to enter another resident's room. If no prior approval, resident can be request to immediately leave the premises.
- Resident **MUST** report to the House Manager or House Coordinator any rule infraction that they are aware of immediately. Depending on severity, resident may be subject to discharge.
- The Virtue House has the right to search any and all rooms. All rooms are subject to inspections 24/7. Resident does not need to be notified, no reason has to be provided, and/or any reasonable suspicion to conduct an unannounced search. If anything is found that is prohibited, resident is subject to discharge without being given an explanation. Community safety is imperative.
- Resident must text a picture of any and all prescriptions and send to House Manager and/or House Coordinator before getting it filled. If it is an electronic script, The Virtue House will need the facility to verify the prescription (the amount prescribed and how to take). All medications will be locked in designated locker. All keys will be kept by House Manager and/or House Coordinator. It is the resident's responsibility to schedule time(s) to obtain their medication(s).
- If chores are not being completed, the house and grounds are unkept, and/or the general attitude of the resident are not up to the standards as listed above, The Virtue House will shut down with the discretion of the House Manager or House Coordinator. All residents will be on blackout until the house regroups or the appropriate changes are made even if that means several residents need to be discharged.
- All residents **MUST** provide at least two weeks written notice that they are leaving The Virtue House so the House Manager and /or House Coordinator can make appropriate arrangements. If notice is **NOT** given, the resident will be charged for the two weeks. If it is not paid, this can go to collections.
- All rules and regulations are subject to change.

Orientation Phase Rules and Requirements

- Must be home by 9:30pm on weeknights and 10:30pm on weekends.
- Must attend five meetings a week, house meeting counts for one of these meetings. Must have meeting document signed by chairperson of the meeting. While on orientation phase, resident must go to meetings with senior house member.
- Must make sure room is clean, your clothes are put away and your bed is made before leaving the house for any reason.

- If you are unemployed, you must be looking for a job from 9am-3pm. For each day be prepared to provide House Manager or House Coordinator a list of jobs that you have applied to and interviewed for and continue to keep a tracking sheet until you obtain employment.
 - Must obtain a sponsor and provide the House Manager with their contact information.
 - If on probation, must provide the house manager with ALL of their information.
 - When at home free time should be spent on step work, applying for potential job opportunities, and/or becoming a cohesive community (watching television, cooking, eating together with your other house members).
 - All daily chores should be completed and the House Manager informed at time of completion, so chore can be checked and verified.
 - Must make appropriate arrangements with any job to be available for the weekly house meeting. Please check with the house manager for the correct date and time.
 - All time off premises for any reason must be approved and you must sign out and in when you return
 - When resident obtains gainful employment, immediately provide the House Manager with your schedule and location. If your schedule changes, you must provide it on a weekly basis.
- In order to move on to Phase One you must have a sponsor and have started your step work. You must have no rent balance. Your attitude must with house standards and you must have maintained fewer than three strikes in the past two weeks.

Phase One: Rules and Regulations

1. Curfew is 10:30pm on weekdays and 11:30pm on weekends. When coming in to the house, do so quietly to be respectful of the other house members and neighbors.
2. When leaving the house, you must sign out, make sure that the house manager has information on where you will be.
3. You are required to make four meetings a week and provide a signed meeting sheet, the house meeting counts as one meeting.
4. You must provide the house manager with your work schedule. If your work schedule changes weekly then it must be provided on a weekly basis.
5. All normal house rules apply. Resident's room must be kept neat. This includes bed being made before leaving for work. You are expected to complete daily chore and get it verified as well.
6. Resident is a candidate to receive one bimonthly overnight stay during this phase. Resident must provide contact information at least a week prior to House Manager and/or House Coordinator in addition to the date and time of departure as well as return.
7. Resident must pair up with another resident that is at the Orientation Phase. The resident must identify the person to the House Manager and/or House Coordinator then commit to check in with them in addition to showing this person The Virtue House and standards way of living.

In order to move on to Phase Two, you must demonstrate and maintain a positive attitude and be a role model for other residents. You are expected to be actively working on steps with a sponsor that can be verified and behaviors are recovery-oriented. All rent must be up to date. House members are eligible for Phase Two forty-five days from the date that they transferred from the Orientation Phase.

Phase Two: Rules and Regulations

1. Residents are required to make at least three meetings a week. If at any point during this phase resident is suspected of being deceitful, The Virtue House managers will request that the 12-step meeting document be signed by the chairperson of every meeting again.
 2. You are expected to be home by 11pm on weeknights and 12am on the weekend. Please be respectful when coming in at late hours.
 3. You are required to follow ALL house rules. Again, keep a neat room and make sure the bed is made before leaving for work.
 4. Resident is a candidate to receive one overnight stay during the week or stay out over the weekend on a bimonthly basis. Resident must provide contact information at least a week prior to House Manager and/or House Coordinator in addition to the date and time of departure as well as return.
 5. Once on Phase Two resident may be considered for some managerial positions at the house.
 6. The resident is still responsible for signing in and out of the house so that other residents know your whereabouts at all times.
 7. Resident is still mandated to attend weekly house meeting.
 8. Resident will choose another resident to mentor at the Orientation Phase or Phase One. Resident in Phase Two is expected to have regular contact with this resident, show them The Virtue House standard of living, and help them when they are struggling. Resident will inform the House Manager and/or House Coordinator the designated person.
- To move on to Phase Three you must have a positive attitude and be actively working your steps. This is available forty-five days from completion of Phase One.

Phase Three: Rules and Regulations

1. Welcome to Phase Three where there is minimal structure. There is no need to actively check if you are making meetings. You should be committed, want recovery, and notice the benefit of attending 12-step meetings.
2. Every resident is expected to follow the rules while in the house. There is no set curfew at this phase. Please be mindful of the other residents. Again, your room must be clean, bed made, and chores completed.
4. There is ALWAYS the exception for ALL residents to remain abstinent. Urine drug screens are given at ALL phases. They may be less frequent but can be given at any point during the

resident's stay at The Virtue House. No reason needs to be provided to ask a resident to submit to urine drug screen request.

5. Our hope is that each resident succeeds in their personal endeavors. We want each resident to build their foundation of recovery while at The Virtue House making lifelong friendships, gaining more than just a sober network, but a lifeline of people who care about you living today, and being a positive member of our society who makes a difference in people's lives.

The Virtue House (V.H.)

Legal Agreement

I, _____, agree to follow all the rules and regulations on The Virtue House Contract on _____ date. I read and understand all the rules that have been given to me. I realize that any infractions of these rules may result in my discharge from the residence and a loss of fees. I waive my right to any legal action as a result of my discharge due to rule infraction(s). I also agree to pay the \$540 upon intake and \$220 weekly for rent. I understand that if I unable pay the rent due this may be grounds for discharge and legal action may be taken for The Virtue House to collect any unpaid balance.

Resident Date _____

Management Date _____