

FIRST THINGS FIRST

SOBER LIVING HOMES

501c(3) Non-profit

Mission Statement

Our mission is to provide a safe, clean, and loving environment for men to build a long-term foundation of recovery from alcohol/drug addiction and Dual Diagnosis. With active participation in a 12-step spiritual program, as well as individual counseling with an approved sponsor our residents are provided the best opportunity for life renewal. Each house is active in our FTF community, supporting each other, and working together to achieve their common recovery goals. Our ultimate goal is to equip our men to give back to their individual communities.

About Us

It all started in 2004 when two friends rented a residential investment home. The requested and were granted permission to allow a few men seeking help in a 12 step recovery program to move in. When one of the original two men became ill and moved back west, a decision had to be made to go back to a normal rental or expand and develop a transitional living home and program.

I prayed and sought advice and the answer became apparent. First Things First was born. We received the inspiration needed to step up to the plate and start giving back what had been so freely given to us. We contacted the Board of Probation and Parole (B.O.P.P.) and several in-house treatment facilities. With this guidance, we established a basic program.

We joined the Transitional Living Coalition of Nashville, becoming a member with other owners and directors in middle Tennessee. We share information, in order to help men become productive, law-abiding members of our community.

Our residents began to have transitional success and the need became apparent to expand. Our second home was brought on board in the fall of 2006. Referrals came in from our friends, notably Pathfinders (Residential treatment facility) and the Veterans Administration Hospital (V.A.). Our waiting list grew and in the spring of 2008, our third home was opened.

Since that time, we have built a solid network of friends, providing transportation to 12 step meetings, sponsoring residents, and attending numerous FTF functions. We are now blessed with men who have been through our program and work with new residents in new recovery. We now have a fourth house in which these men reside.

In 2011 we became very 501c(3) nonprofit organization. We believe we will be able to raise funds for capital improvements, maintenance and scholarships. Hopefully we will be able to help more men find freedom from the grasp of addiction and alcoholism.

Thank you and May God bless you.

John

Full Legal Name: _____ date: ____ - ____ - ____

Nicknames/aliases, etc: _____ Birth date: ____ - ____ - ____

Please check all of the following forms of id which you have in your possession:

Social Security Card? Yes [] No [] Number: _____ - _____ - _____

Driver's License? Yes [] No [] Number: _____ State: _____

State Picture ID? Yes [] No [] Number: _____ State: _____

Birth Certificate? Yes [] No []

Have you participated in an alcohol and/or drug treatment program? Yes [] No []

List all substances of abuse/addiction & the last date used for each:

Are you court ordered to live in a half-way house? Yes [] No []

Felony conviction? Yes [] No [] Charge(s): _____

Do you have any legal charges pending now? Yes [] No [] if yes, list court date(s) and charge(s)

Sex Offender? Yes [] No [] Registered: _____ State of Registry: _____

Probation/parole? Yes [] No []

(A copy of probation/parole details must be provided)

Probation/Parole Officer: _____ Phone: ____ - ____ - ____

Address: _____

If incarcerated, what is your earliest projected release date? ____ - ____ - ____

Communicable Diseases: _____

Other current illnesses: _____

Prescription Medication(s): _____

Are you employed? Yes [] No [] If no, are you willing to work a minimum wage job? Yes [] No []

Do you have \$225 admission fee \$125 1st week, and \$100 deposits? Yes [] No []

Are you currently receiving ssi or disability income? Yes [] No []

Do you own a vehicle? Yes [] No [] Do you have Auto insurance? Yes [] No []

Emergency Contact Name: _____ Phone: ____ - ____ - ____

Relationship to you: _____

Nearest relatives: _____ Phone: ____ - ____ - ____

Phone: ____ - ____ - ____

Requested move-in date: _____

(Committed length of stay is 90 days minimum. Suggested stay is 6-12 months.)

By signing below I agree to abide by all House Rules with the full knowledge that willful failure to comply will result in my expulsion with loss of all deposits and/or prepaid rent. I agree that I will in no way hold the Owner/Director or occupants of First Things First Sober Living Homes in any way responsible for any injuries or even death that may occur during my stay at said properties. I also give my consent for the House Owner/Director (or designate) to contact my family members, sponsor(s) and/or Probation/Parole Officer concerning my progress or welfare.

Signed: _____ **Date:** ____/____/____

In the space provided below, write a paragraph describing what you hope to achieve while at first things first

Reference Name	Address & Phone Number

Financial Responsibility

1. Rent is due each and every Friday.
2. First week payment is \$225.00 which covers the first weeks rent of \$125.00 and a \$100 deposit. After the first week the rent is \$115.00 per week.
3. Rent can be paid up to four weeks in advance at a discounted rate of \$425.00.
4. An across the board annual rent increase of \$5.00 will be added each year in April for cost of living adjustments.
5. If an individual becomes three weeks late on rent payments he will be required to meet with the director and senior house members for purposes of evaluating employment efforts and other pertinent financial responsibility matters.
6. If a person becomes 4-weeks late they may be suspended from First Things First or change house assignment.
7. Any deposits, or rent paid in advance will be forfeited, if you move out without giving, at least a two weeks' notice.
8. Senior house members and residents of over one year will receive rent discounts as determined by the board of directors.
9. To leave First Things First as an Alumni, one must give 2 weeks notice, rent must be paid in full and at least the fifth step of AA or NA must be completed with an approved sponsor.

Signed: _____ Date: ____ - ____ - ____

Firsts 30 Days Resident Rules

1. Curfew is 10 pm for the first 90 days.
2. Residents will attend 30 meetings in the first 30 days of residence, and at least 6 meetings per week for the next 2 months (90 meetings in 90 is suggested).

House meetings, AA, NA, and I.O.P. will count toward this goal. Meeting sheets must be signed and verified for the first 90 days.
3. Within 30 days a resident must have an approved sponsor and start step work within 30 days with sponsor.
4. Residents will be required to attend one month (4 one hour sessions) of the back basics 12 Step meetings (Saturday 10 am at Serenity) and for the first 90 days attend the Sunday 5:30 men's meeting.
5. No cell phones are allowed for the first 14 days.
6. No overnight passes or stays will be granted until after 30 days.
7. If not immediately employed, you must put in applications between the hours of 8 AM to 11 AM and 1 PM to 3 PM. Additional house and yard work will be expected.
 - Application verification is to be used, and reviewed with house director.
 - If disabled find volunteer opportunity for at least of 10hrs. a week.
8. Resident is to call John every day for the first month. (Call after 10 am and Before 10 pm).
9. All new residents will be subject to alcohol and drug test on move in date and anytime thereafter.
10. All resident will be assigned cleaning and maintenance responsibilities that rotate bi-weekly and will be inspected by senior house members and John.
11. All other house rules will be abided by.
12. All residents must sign in and out for the first 30 days.
12. Start learning to have fun and stay clean and sober one day at a time.

Signed: _____ Date: ____ - ____ - ____

House Rules

1. There will be no acts of aggression, threats, of violence or physical horseplay toward any other resident, visitor, or the owner/manager on the property at any time.
2. No weapons of any kind will be allowed on the property under any circumstance. This applies to all residents and visitors on the property.
3. Residents will show respect and positive regard for others by avoiding all “annoyance activities” on the property, which might adversely impact other residents.(Example: Loud music, television or conversations late at night disturbing others).
4. All residents are responsible to pick up after themselves and keep all common areas clean. In addition, each resident will have assigned specific housekeeping, sanitation and/or maintenance responsibilities for common areas and grounds to be done daily. House responsibility accountability sheet must be signed after you have completed your responsibility.
5. Each resident is to make their bed daily, and keep their room in a clean, neat and orderly fashion.
6. Residents will be expected to participate in monthly maintenance of residence. (2 - 4 hours minimum)
7. No pornographic materials are allowed. Drug or alcohol related shirts are not allowed as well as display of gang- related colors or signs. Pants are to be worn at the waist line.
8. All residents must be active members of AA or NA, and have a Sponsor in 30 days and a home group within 60 days of moving in. Also, all residents will attend 5 or more AA/NA meetings per week. Meeting attendance verification sheet must be signed for the first 90 days.
9. All residents are expected to complete at least one step per month with their sponsor and call their sponsor daily for the first year of their sponsor, sponsee relationship.
10. Residents will be required to spend at least 4 hours a week of step work/recovery material; reading and writing. If a resident isn't working (unemployed, day off etc.) at least 1 hour daily will be expected.
11. All visitors other than 12-step sponsors are to sign in on guest ledger. Family members, wives or girlfriends are allowed to visit from 1p.m.-6 p.m. Sat. Sun, bedrooms are off limits; Otherwise only after approval of house management. No visitors are allowed to stay overnight or past curfew. Minors are not allowed in the house, unless approved by Owner/Director or Operations Manager.
12. No pets are allowed to stay on the property for any reason.
13. After a resident's first 28 days 1 weekend pass a month may be granted. All and any additional passes must be approved by house management 5 days in advance.

Initial _____

15. All residents must attend scheduled house meetings unless they have proof that their employment / work schedule would prevent attendance, and notify the meeting manager at least 3 days in advance.

16. No resident or visitor will enter common areas while nude or wearing only undergarments. Residents and visitors will not be permitted to wear any clothing displaying sexually provocative or offensive slogans/graphics, nor promotion of alcohol or drug use at any time on the property, or at AA or NA meetings.

17. No sleeping will be allowed in common areas.

18. Each resident and/or visitor will be solely responsible for any personal property items brought into the house or on the grounds.

19. Any theft of house or other property will result in immediate expulsion with no refund of any deposits, etc. Such act will be reported to the proper authorities.

20. No eating will be permitted in any sleeping area. No smoking is allowed inside the house at any time.

21. No video games will be played on living room TVs at any time.

22. Residents must not spend more than 15 minutes on the phone at a time. Also residents must take written phone messages when someone calls and answer all call waiting beeps.

23. After 11 pm is quiet time – TV, music, talking etc. volume will be kept to a minimum while others are sleeping.

24. House issues are not to be discussed outside of house except with Sponsor or House Management.

25. No resident will stay overnight at another location unless the Owner/Director or Operations Manager know the location and have a contact name & phone number. Contact information must also be posted on the bulletin board in case of emergency. After one month residents can request an overnight pass. Request must be approved 5 days in advance.

26. Each resident will be allowed only one motor vehicle on the property. No motor vehicle will be allowed without proof of license, insurance and registration.

27. Each resident is responsible for the health and well being of both himself and his visitors. The Owner/Director shall in no way be held responsible for any injury or accident on the property.

28. A resident planning to vacate the premises must give a two-week notice or forfeit all deposits and/or refunds.

29. Each resident will be in the house prior to 11:00 pm on weeknights and 12 Midnight on Fridays and Saturdays, unless working. Exceptions are also made for the resident's participation in AA/NA group activities.

Initial _____

30. Residents may be drug tested at any time.

31. Possession or use of any alcohol or drugs of any description will not be permitted on the property and will result in termination of residency. All personal items will be removed from the property within one day (24 hrs) of such event (Exception is made for prescribed medications listed on the resident's application).

32. Relapse (use of alcohol or drugs) will result in termination of residency. All personal items will be removed from the property within one day (24 hrs) of such event.

33. Each resident is responsible to report any use of alcohol or drugs to house managers as well as any illegal activity.

34. Any violation of house rules will go before the house committee. The management can determine whether offender should be required to leave or given a warning and what probationary rules will be required. There will be no more than one warning permitted regarding any specific violation.

I agree to abide by these rules and any others that may be implemented in the future at the sole discretion of the Owner/Director and Operations Manager.

Signed: _____

Date: __/__/__

Print Name: _____

Move in Date: __/__/__