



Introduction & Application Form

Thank you for your interest in Ladder To Leaders (L2L). On this intake form, we will explain to you what L2L is all about, and in turn ask you to tell us a bit about yourself. By signing at the end of this form, you will acknowledge that:

- You have carefully read our program descriptions and requirements
- You have honestly represented facts about yourself
- You have concluded that you are ready to step up and become the kind of Recovery Ninja L2L seeks to help on their journey.

So first, about us:

L2L's Mission

House and employ individuals in recovery to help them bridge the gap from short term recovery programs to sustainable long term recovery and to help them become contributing members of society again.

L2L's Vision

Link short term addiction treatment to successful long term Recovery strategies, including:

- intense immersion in a Recovery environment
- community/fellowship/volunteerism
- hard work, vocational training/mentorship
- commitment to personal responsibility
- connection to spiritual programs
- freedom from all forms of 'crutch drugs'

Please reflect for a moment on the L2L Mission & Vision. What we hope you see in those statements is that we at L2L are extremely committed to the idea of The Work of Recovery. We believe that credo, "It works if you work it," and if you join us, it's because you too are committed to the idea of doing the work it takes to build a solid Recovery Foundation, and to build a Good, Purposeful Life based upon that Foundation of Recovery. We trust that you will understand, as we do, that, "If I put my Recovery first, everything else in my life will work out just perfectly. Conversely, anything I put before my Recovery, will be the 2nd thing I lose."

Yes we're serious – we're looking for *Recovery Ninjas*.

Now, a bit about you:

What is your full name: _____ Maiden Name? _____

Date of Birth: _____ Social Security #: _____ Where you from: _____

Phone # (s): _____

How did you hear about Ladders To Leaders?

Most recent sobriety date: _____

Current employment situation:

Drugs of choice?

Previous recovery programs (most recent first):

If you are court-ordered to L2L, you must disclose conditions and terms of your court order, as well as the probation, parole, or other supervising officer or caseworker assigned to you. Include their names and contact information and know that we are obligated to keep the authorities notified of your conduct and progress. Please provide the answers to these questions here:

Past struggles with recovery:

What do you hope to gain from your L2L experience?

Additional questions/concerns:

Please list all current medications you are taking:

Date Prescribed	Medication	Dosage	Frequency of Dosage	Condition Prescribed For

Please List all your current doctors, medical practitioners, and mental health doctors

Name	Type of Practice	Location

Please list two emergency contacts:

Name	Relationship	Address	Phone Number

Do you have any mental health issues :

Participant Signature

Date



Recovery Housing House Rules

- Rent is \$120/week. First and last week's rent (\$240 total) is due prior to move-in
- One week's notice must be provided prior to termination of your residency agreement. At the time of such notice, any deposit you have put down will be applied to your final week's rent. If you fail to provide one week's notice of vacancy, or if your residency is terminated due to failure to comply with house rules, your deposit will be forfeited.
- Upon admission, you are required to place all clothing and linens in the dryer and run the dryer on the highest setting for 30 minutes to prevent the spread of bedbugs.
- You will not be given weekend passes until you have lived at the house for 10 days. After that, requests for weekend passes must be submitted to house manager by 6PM on the Thursday prior to the weekend being requested. Your house cleaning detail/chores must be completed before leaving, and approved by house manager. You may be subject to toxicology testing upon returning.
- You maybe subject to toxicology testing at any time. You have 24 hours to report for testing once requested.
- You must get a sponsor within two weeks of moving into the house, and you must actively meet and work the 12 Steps with your sponsor.
- You must attend House Meetings regularly. Absence from more than 4 house meetings per year is grounds for termination of your residency.
- You must attend five (5) 12-Step meetings per week.
- You must get a home-group and a service position in a 12-step program within 2 weeks of move in.
- You must complete assigned weekly chores as required, and when needed.
- You must respect house property.
- You must keep your room clean and neat at all times.
- Respect housemates' things, and do not touch the belongings of others without permission.
- REMEMBER TO BE KIND TO YOUR NEIGHBOR. This means your housemates and neighbors in the community. L2L takes being a good neighbor very seriously. Participants are expected to be courteous, respectful, and helpful to neighbors. Causing disharmony in the neighborhood is grounds for dismissal from the L2L program.
- You must remove your personal items within ten (10) days of move-out; failure to do so will result in your possessions being disposed of.
- Lodging at L2L is based upon continued sobriety, therefore drinking alcohol or using drugs is not permitted and is cause for possible dismissal from the program.

- Rent is due every Friday by 6pm to L2L staff member collecting rent. If unable to meet this deadline, it is the resident's responsibility to notify the L2L Program Director and work out an approved re-payment/ arrears schedule ahead of time.
- Lying and stealing are not permitted.
- Violence, hostile, abusive, obscene, or inflammatory speech is not permitted and will result in dismissal from the house.
- All residents will treat fellow residents and their guests with respect at all times.
- Guests are allowed in common areas only - living room, dining area, kitchen, main bath, front deck-for 1 hour visits, during non-curfew hours only. Guests are not allowed in private rooms.
- Curfew is 11pm-5am Sunday-Thursday nights, and 1am-5am Friday and Saturday nights. It is the resident's responsibility to contact the house manager when curfew will not be met.
- All prescription and nonprescription medications are required to be kept in the original containers, clearly labeled.
- All chores must be completed on time and thoroughly.
- All residents are responsible for the cleanliness of living areas. Lodging in a communal environment requires residents to clean up after themselves. Rooms should be left in presentable condition when leaving the house.
- There is no expectation of privacy or exclusivity in regard to occupancy; resident living areas may be accessed, entered into and/or otherwise inspected and/or visited by any L2L staff at any time and for any reason, without any advance notice whatsoever, of any kind.
- Recovery always comes first.



House Rules Acceptance and Release from Liability

Acceptance. I acknowledge and accept receipt of the Ladders to Leaders House Rules. If I have any questions regarding any policies or rules I will contact my House Manager or member of Ladders to Leaders.

Non-Liability Injury: I, the undersigned, do hereby release Ladders to Leaders, its employees, volunteers, directors, attorney, heirs and assigns from any and all liability due to personal injuries sustained by me for any reason whatsoever, regardless of whether the injury occurs on or off the premises of the residence.

Non-Liability Personal Property: I, the undersigned, do hereby release L2L, its employees, employers, staff, volunteers, directors, attorney, heirs and assigns from any and all liability for the loss or damage of any personal property. L2L will only hold personal belongings for a period of 10 days after the resident's departure, at which time all belongings will be donated to charity.

Non-Liability Emergency Care: I, the undersigned, do hereby release L2L employees, volunteers, directors, attorney, heirs and assigns from any and all liability in the event of a physical or mental health emergency. I hereby authorize L2L and its employees, and/or agents to make the necessary arrangements for emergency care, but I understand and agree that they are under no obligation whatsoever to do so.

I agree to comply with all the policies and procedures of this Handbook to the best of my ability.

Name: _____

Signature

Date

Move-in date _____.

I have reviewed the Ladders to Leaders House Rules with Participant, and received from Participant \$_____.

House Manager

Date



Resident Responsibilities

- Residents will not use, possess, or take part in the sale of alcohol or drugs
- Residents are responsible for maintaining a clean living area at all times
- Residents will complete their assigned chores and tasks in a timely manner
- Residents will maintain a positive and respectful attitude both in the house and out in the community
- Residents will adhere to the personalized recovery plan approved by the L2L staff prior to move-in
- Residents will attend the weekly house meeting if not at work or on pass
- Residents are required to attend at least 2 house meetings per month. Failure to attend 2 house meetings per month is grounds for termination of living agreement
- Residents and their possessions are subject to search at any time
- Residents will adhere to all house rules
- Residents must notify the house manager and L2L staff if prescribed any medications

Resident Rights

- Residents have the right to a clean, drug and alcohol free living environment
- Residents have the right to know the rules and what constitutes grounds for dismissal
- Residents have the right to operate appliances to include: stove, oven, microwave, refrigerator, freezer, clothes washer and dryer
- Residents have the right to be treated with respect and dignity by all L2L staff and fellow residents at all times
- Residents have the right to be free from physical or psychological abuse, financial or other exploitation, retaliation, humiliation, neglect, being threatened, or harassment of any kind.
- Residents have the right to express individual opinions when done respectfully
- Residents have the right to raise concerns to house members and manager, and L2L staff, when done respectfully
- Residents have the right to file a grievance with L2L staff and board members if concerns are not met

I agree to abide by this list of responsibilities and rights to the best of my ability.

Name: _____

Signature

Date



Toxicology Testing Policy

I authorize all *Ladders to Leaders* staff and Board of Director members to conduct observed urinalysis testing at any time, as well as observed urinalysis tests based on suspected use of drugs or alcohol.

I understand that I will be asked to submit to a urinalysis testing prior to admission to L2L.

I understand may be asked at any time to submit to a urinalysis testing once accepted into the L2L program.

If I refuse to report for the urinalysis, it will be considered an automatic positive urine and I will be discharged.

I understand the results of tests are to be kept confidential, unless consent is granted for the release of these results.

Positive indication of illegal substances may be grounds for disqualification from participation in L2L programs.

At this time, L2L does not allow the use of medication to treat substance use disorders (this includes Methadone, Suboxone, Vivitrol, Antabuse, Topirimate, Baclofen, Campral, Ondansetron, Chantix, or Gabapentin when they are used for substance abuse treatment)

All present prescriptions must be presented at the time of urinalysis testing to ADAC.

If you are asked to submit a urine analysis, you have 24 hours to report to:

ADAC, 370 Virginia Ave, Hagerstown MD 21740

All urines must be supervised. **Call ahead to ADAC at (301)-766-0065** for their hours, and to make sure a same gender supervisor will be available when you plan to go. If no same gender supervisor is available at ADAC to supervise the urinalysis, call Ladders to Leaders at 240.452.4652 to arrange for another supervisor.

In the event that your urinalysis comes back positive, we will refer to the house relapse policy.

Name: _____

Participant Signature

Date



Appalachian Field Services, LLC

Appalachian Field Services Photo Release Form

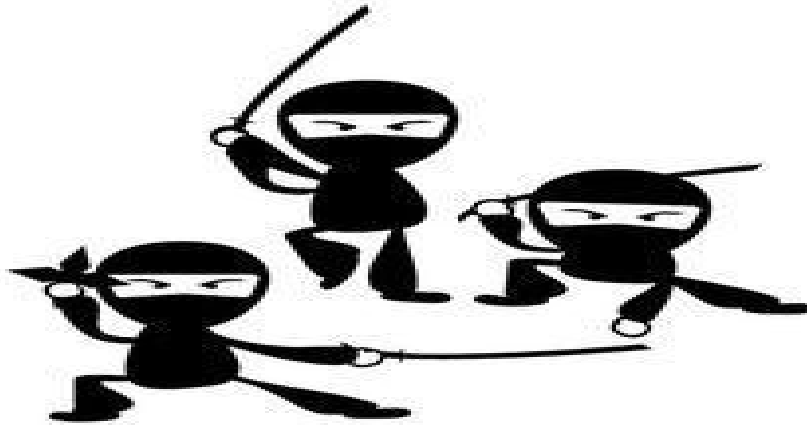
I hereby grant Appalachian Field Services, LLC. permission to use my likeness in photographs and/or video in any and all of its publications, including web space, and in any and all other media, whether now known or hereafter existing, **controlled by AFS, LLC services and Ladders to Leaders, LTD**, in perpetuity, and for other use by the company. I will make no monetary or other claim against Appalachian Field Services for the use of the photographs and/or video.

Name (print full name) _____

Signature _____

Date _____

Parent's Signature (if employee is under 18) _____ Date _____



What a Recovery Ninja does:

- ~Chases Recovery the way he/she used to chase the Drink or the Drug
 - ~90 in 90, then
 - ~Attends at least 5 meetings a week for 1st 3 years
 - ~Gets a Sponsor
 - ~Works the Steps with a Sponsor
 - ~Gets a Home Group
 - ~Gets a Service Position
 - ~When the time is right, takes on Sponsees
 - ~Practices Rigorous Honesty
 - ~Honors commitments
 - ~Sees, acknowledges, and seeks to grow out of shortcomings, instead of making excuses
 - ~Volunteers at The Hub Club
 - ~Shows up at Hub Club events
 - ~Serves Others and the Community
 - ~Seeks Balance in Life
 - ~Takes Good Care of Body, Mind and Spirit
 - ~Loves, not Lusts
 - ~Pursues purpose over prosperity, and in so doing, finds a
 - ~Prosperity that Exceeds his or her Wildest Dreams!

Signature: _____



L2L Participant Intake Survey

L2L Acceptance Date: _____

1. Are you employed? No? Go to question 2.

Yes? Please tell us about your current employment:

Employer : _____ Employed since: ____/____/____

How many hours a week do you work? _____

Position: _____

Wage: _____

2. Please tell us about your last job:

Employer: _____

Employed from: ____/____/____ to ____/____/____

How many hours a week did you work? _____

Position: _____

Wage: _____

Reason for leaving: _____

3. What is your highest-level education?

4. Do you plan on furthering your education?

5. Are you in school now? If so where?

6. Do you have any mental health or physical health problems? If so have you received treatment? If not do you plan to seek treatment?

7. Do you currently have a driver's license that is valid? If not, what is the reason it is not valid?

8. Do you plan on getting your driving privileges restored?

9. Do you own a working, lawfully registered vehicle?

10. Do you have any open legal or criminal justice matters that need to be addressed?

11. Please tell us about any community or volunteer organizations or activities you are involved with.

12. How is your relationship with your family? What can you do to improve it?

13. Please tell us about any goals you have in mind with respect to:

Career/Employment/Vocation:

Education:

Family Relations:

Housing

Legal/Criminal Justice/Parole & Probation Matters

Community/Church/Volunteer/Civic Participation
