

Hope House

Upon checking into our program, a background check will be run. If you are found to have warrants, you will have seven days to turn yourself in and start getting the warrants cleared and must turn in verification that you are doing so.

I, _____ **RECOGNIZE** MY NEED for assistance hereby apply for admission to the Hope House which is a Ministry program of the Martinsburg Union Rescue Mission, Inc.

The main purpose and the reason that Hope House and all ministry programs exists is to fulfill the great commission as outlined by Jesus Christ in Matthew 28:19 and 20: Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you and lo, I am with you always, even to the end of the age, Amen. The general purpose of all the ministry programs is to prepare individuals to return to the mainstream of our society and become responsible productive members of that society.

The Hope House, which is one of many ministry programs currently operates under the Martinsburg Union Rescue Mission, Inc.

The purpose of the Hope House guest entry is to provide emergency and short-term shelter, food, and clothing. Upon arrival at the Hope House, a Guest intake is given that consists of information gathering of the guest and signature agreement acknowledging requirements in staying at the Hope House. In our guest program, an individual may stay up to seven straight days. During this time, they must show signs that they are working towards taking steps to move forward in their life circumstances by attending daily chapel services, participate in daily work assignments around the Hope House, attend required classes during their 7 days stay. Guest length of stay is limited to seven days per calendar month and a total of twenty-eight days per calendar year. Extensions may be granted on a case-by-case basis for individuals waiting for housing or transferring to an alternative community program. After assessing an individual's needs, staff can offer the Ministry Program here at the Hope House. If the guest accepts entrance into the RR program, they will start with the ***Hope House Spiritual Recovery Program. A strict, no tolerance of drugs and alcohol atmosphere is maintained. Upon entering Program status each person is required to attend the 60-day Discipleship Track entry level classes. The Discipleship Track entry level classes consist of Biblical studies, addiction recovery classes, chapels, the Hope House Support Program, etc. These first couple of months will provide a good start in developing the 6 Values of Christ-centered, Servant-leadership, Transformation, Stewardship, Excellence and Honor in everyone for successful living. Once completion of the DTEC the person continues in the program and can go on to employment outside the Mission if ready.***

If the guest is not offered or refuses the HHSRP they will be referred to an alternative community program or organization if the person's needs require. These include but are not limited to Shenandoah Community Health Care (physical health care), East Ridge Health System (mental health care), WVU Universities East (physical and mental health care), Veteran's Affairs, Telamon Corporation (housing assistance), WV Coalition to End Homelessness, Department of Health and Human Resources, Congregational Cooperative Action Program, Catholic Charities, Salvation Army, or other organizations in the general geographical area.

Describe your current situation.

Explain why you think you are ready to receive help and make changes in your life.

Guest Intake Information

_____ I authorize the Martinsburg Union Rescue Mission to run a criminal background check using the information provided below. If you do not authorize, you will be ineligible for any of our programs.

Name

Height

Birthday

Weight

SSN #

Hair Color

Photo ID # / State

Eye Color

Known Aliases

Please list all previous shelters / Missions stays.

Current Contact Information

Mailing Address /City/ State

Cell Phone Number

Email

Do you have a vehicle? _____

If yes, please list color, make / model, and tag number

***PLEASE NOTE: UPON LEAVING / COMPLETING THE ANY OF THE HOPE HOUSE PROGRAMS, YOUR VEHICLE MUST BE REMOVED FROM OUR PROPERTY WITHIN 3 DAYS OF YOU LEAVING. FAILURE TO DO THIS WILL RESULT IN YOUR VEHICLE BEING TOWED FROM OUR PROPERTY AT YOUR EXPERENSE.**

Where did you last sleep before coming to the Hope House?

Have you been continuously homeless (on the street, in an emergency shelter or other Mission) for at least one year?

Spouse's Name
Children's full name and ages

Emergency Contact

Name

Address

_____ Phone

Current Church

Current Pastor

Previous Church

Previous Pastor

Religious Background

Currently own a bible.

Educational Background

Do you have a High School Diploma? _____ Yes or _____ No

Do you have a GED? _____ Yes or _____ No

If you do not have a High School Diploma or GED what is the highest grade you completed? _____

What is the highest level of college you have Completed?

Veteran Information

Are you currently serving in the Armed Forces? _____ Yes or _____ No

Are you a Veteran? _____ Yes or _____ No

Do you have an Honorable Discharge? _____ Yes or _____ No

What Branch of the Armed Services did you serve? _____.

Are you registered with the VA? _____ Yes or _____ No

Do you have your DD214? _____ Yes or _____ No

State Benefits (Yes or No):

SNAP _____ Registered with Workforce _____

Insurance _____ Type of Insurance _____

Income

Please check any of the benefits below which you receive and the amount which you receive monthly. If this information changes at any point during your stay with us, you will need to notify the Hope House Case manager immediately.

	Amount Received
_____ Social Security	_____
_____ Disability	_____
_____ Welfare Benefits	_____
_____ Veterans Benefits	_____
_____ Pension	_____
_____ Survivor Benefits	_____
_____ Other _____	_____

Do you currently owe child support? _____ Yes. _____ No

If so, what is your monthly child support payment? _____

How will your family be cared for while in the Hope House Ministry program?

Medical Information

Current Doctor

Office Phone

Address

Are you Hepatitis-C Positive _____ Yes _____ No _____ Initials?

Current Medical Conditions

Current Medications (with dosage)

Have you ever been treated for mental illness? _____ Yes _____ No

Please note: Should you go to the hospital or medical office while in any of our programs, you are required to supply complete patient discharge paperwork immediately upon return to be admitted back into any Hope House program.

Initial acknowledgement of above _____

Substance Abuse

Prescription Medication will be turned over to staff to be locked up in the Medication file and logged in and out by staff and person that owns the Meds.

At NO time will anyone be able to have Prescription medications of any kind legal or illegal on them or their property while staying here at the Hope House. Upon leaving the Hope House they may sign out their Meds to take with them. Any Prescription medication left behind after a person leaves the Hope House after 30 days will be discarded.

Are you currently under treatment / in a recovery program for drugs or alcohol?

Current addiction

Current treatment

Do you have a history of using drugs and /or alcohol? ____ Yes ____ No

What is your drug of choice? _____

List secondary drugs you have used

What age did you start using drugs and /or alcohol? _____

How many years have you actively used it? _____

What is your longest amount of uninterrupted clean time (do not include time while being incarcerated) _____

When did you last used or drank? _____

How many rehabs/ recoveries have you been in? _____

List your last rehab/ recovery program:

Do you struggle or have issues with any of the following? (Circle all that apply)

Gambling. Pornography Sexual Addiction Anger Eating disorders.

Legal

Are you a registered sex offender? Yes / No (Please Circle)

Do you currently have any court cases and outstanding fines? ____ Yes ____ No

If so, please explain:

Do you have an attorney? ____ Yes ____ No

If so, please list:

Have you ever been arrested? ____ Yes ____ No

If so, how many times?

List all the crimes for which you have been arrested and the approximate date:

Are you currently on Parole or Probation? Yes ____ No ____

If so: Agent's Name _____

Phone _____

Location _____

What is your regular report day and frequency?

- Are you under court order to pay restitution and fines? Yes ____ No ____

If so, explain:

Employment

Are you currently employed?

Place of employment

Length of time employed.

Please list the jobs you have held in the last five years:

What is the longest stretch of continuous employment? _____

Have you ever lost a job because of substance or alcohol abuse? ____ Yes ____ No

What skills do you have?

Have you ever attended any trade schools? ____ Yes ____ No

Do you possess any trade licenses? Yes ____ No ____ If so, please list:

By signing below, you are stating that everything listed above is factual and accurate. If any of the information you have provided is untruthful, you will be immediately asked to leave the Hope House.

Print Name _____

Signature _____ Date _____

FOR Hope House USE

For Verified By _____
PRINT NAME SIGN NAME

Ministry Programs

Hope House's Spiritual Recovery Program. A strict, no tolerance of drugs and alcohol atmosphere is maintained. Upon entering Program status and SRP each person is required to attend the 60-day Discipleship Track entry level classes. The Discipleship Track entry level classes consist of Biblical studies, addiction recovery classes, chapels, the Hope House Support Program, etc. These first couple of months will provide a good start in developing the 6 Values of Christ-centered, Servant-leadership, Transformation, Stewardship, Excellence and Honor in everyone for successful living. Once completion of the DTEC the person continues in the program and can go on to employment outside the Hope House if ready.

The Hope House **Support Program** is the primary program that Women enter. It is a Christian-based recovery program that restores structure and order through work assignments. These assignments include Hope House helpers that assist in our Thrift Store helpers, cook helpers that assist in preparing and serving meals, housekeepers that clean and perform light maintenance, driver's assistants that help with donation pick-ups and store deliveries, and facilities and grounds maintenance.

The Hope House **Employment Program** is a halfway program that allows a person that is in the program at the Hope House to obtain employment in the community. Employment may be full-time or a combination of part-time employment in the community and part-time volunteer work in the community or at Hope House. Once a woman enters the Employment Program, she is encouraged to find housing within one hundred eighty days. After ninety days a staff member will conduct a review of the person's financial stability. This requirement may be waived until the person is physically, mentally, and financially capable of living outside of the Hope House structured environment.

The Hope House **Staff Program** is designed to allow women to continue in the Spiritual Recovery Program while providing avenues for increased responsibility and authority. A participant in this program assumes a ministry staff position in administration, food services, housekeeping, transportation, store operations or facilities and grounds maintenance.

Except for the Employment Program, there are no length of stay limitations for any of the Hope House ministry programs. However, the general purpose of all the ministry programs is still to prepare individuals to return to the mainstream of our society and become responsible productive members of that society.

I, _____ **RECOGNIZE MY NEED** for assistance hereby apply for admission to the Hope House which is a Ministry program of the Martinsburg Union Rescue Mission, Inc. to be a part of their **Guest Entry**. A successful negative drug test and breathalyzer test is required for admittance into the Ministry Program. Refusal to participate in these tests will result in me being asked to leave the program until a time when I am willing to take the test. During this time, I understand I will be assigned to a daily discipleship class, as well as must attend chapel services at 6:55pm, participate in daily work recovery program, and attend required classes. If I choose not to participate in the daily work recovery program, I understand I must take all my belongings with me every morning by 8:00am when I leave Hope House property.

I, _____ **RECOGNIZE MY NEED** for assistance hereby apply for admission to the Hope House which is a Ministry program of the Martinsburg Union Rescue Mission, Inc. to be a part of the **Ministry program**.

I hereby agree for myself, my heirs, personal representatives or assigns that should any accident occur involving personal injury to myself or damage to my property while in the ministry program at the Hope House, to hold said Hope House and the MURM free of and harmless from any and all liability in connection therewith and do indemnify the said Hope House, MURM, Staff and/or Board of Directors against any such loss.

Being of sound mind, I also realize that I not only have physical needs, but I have spiritual needs also. During my stay at the said Hope House, I desire to abide by the Ministry Rules which I have signed.

Any personal property left upon my departure from said Hope House and not claimed and removed from said Hope House within three days by me or my authorized representative shall become the property of the Hope House which is a Ministry Program of the Martinsburg Union Rescue Mission to dispose of to the best interest of said Hope House.

I acknowledge I shall remain drug and alcohol free while on Hope Houe property, failure to do so will result in being placed in the Guest Entry for a minimum of 30 days. A urinalysis and breathalyzer tests will be conducted while I am in the Guest Entry program. A negative test will be required for re-admittance into the Ministry Program. If you test positive you will be asked to leave the Guest Entry and not return for 30 days. Refusal to have urinalysis and breathalyzer test administered will result in immediately being asked to leave the program.

I acknowledge that I have received a briefing on the rules, regulations, and guidelines of said Hope House. I hereby agree that if I am unwilling to respond to the program of the said Hope House or if I conduct myself in such a manner as to break the rules or to bring reproach upon said Hope House, that after a hearing before the Hope House management staff to be subject to expulsion from the program and requested to leave. I have read and accepted the above statement of this agreement.

BENEFICIARY _____ Date _____ / _____ / _____

Guest Rules

Please read all the rules carefully. You will be expected to follow them all to continue staying as a guest.

1. Registered sex offenders may eat but not stay. Prospective guests will have their name checked against the sex offender registry.
2. All guests MUST attend chapel services at 7:00 each day and discipleship classes should you choose to stay and be part of the work therapy program.
3. No non-prescription drugs, alcohol, or weapons permitted. Random checks through Urine analysis test, Breathalyzer and if necessary, with a drug dog may occur and prosecution of any offenders will take place.
4. **Prescription Medication will be turned over to staff to be locked up in the Medication file and logged in and out by staff and person that owns the Meds.**
5. **At NO time will anyone be able to have Prescription medications of any kind legal or illegal on them or their property while staying here at the Hope House. Upon leaving the Hope House they may sign out their Meds to take with them. Any Prescription medication left behind after a person leaves the Hope House after 30 days will be discarded.**
6. Must be in bed by 10:00 PM, may not be in dining room until 6:00 AM.
7. Wake up is at 6:00 AM Monday through Saturday, 7:00 AM Sunday.
8. Must leave Hope House property and take all belongings by 8:00 AM if not in the Guest Work Program or classes, Monday through Saturday and 9:00 AM on Sunday.
9. If you choose not to be in the Guest Work Program, you will still be required to participate in cleaning up after yourself and helping in setting up and cleaning up after meals. Must leave Hope House property and take all belongings as stated in rule #9.
10. All are welcome to three meals per day (Hours posted on front door)
11. No food or drink permitted in chapel, TV rooms, or dorms.
12. Turn into the desk electronic devices, including cell phones, during chapel services. Cell phones are to be turned into the front desk by 10:00pm. Guests are not allowed to have their phones during chapel services or work hours.
13. Do not disrupt the chapel in any way. Save all comments or questions for the speaker until service is over.
14. You are not allowed to exit and reenter the property once you sign in.
15. Beds will not be assigned until after evening chapel service, and only after a shower has been taken and **your cell phone has been turned into the desk.**
16. Guests may not sit on the sidewalk wall or parking lot.

17. Hope House staff has the right to inspect and search all personal property on HH grounds as needed.
18. Guests are to use proper English during your stay. This means no swearing or bad language.
19. **Guests have no mail privileges with the Hope House. Guests are not permitted to receive mail at Hope House, nor will they be issued a letter of Ministry Program Entry until they are officially signed onto the Ministry Program.**
20. You are under direct supervision of the desk person. They must be made aware of any medication you are taking. Failure to disclose this information will result in my being unable to stay at the Hope House in the future.
21. Men and children are permitted on Hope House property ONLY during meals times. (Breakfast 6:30-7:30, Lunch 11:00-12:00, Dinner 4:00-5:00). If it is found you have guests on Mission property outside of these times, you will be asked to leave.

Any guests violating these rules will be asked to leave the Hope House property immediately.

GUEST Signature

GUEST Print Name

Date

Staff Signature

Staff Print Name

Date

Internet Use Policy

Ministry program participants are expected to use the Internet responsibly and productively. Internet access is limited to local, state, and federal benefits, personal email, job search activities / skills training / bible study only. Job search activities include research and educational tasks that may be found via the Internet that would help in employment search.

All Internet data that is composed, transmitted and/or received by Hope House computer systems is considered to belong to Hope House and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

The equipment, services and technology used to access the Internet are the property of Hope House and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent, or received through its online connections.

All sites and downloads may be monitored and/or blocked by Hope House if they are deemed to be harmful and/or not productive to business.

The following is prohibited on the Hope House computers and / or internet access:

- The installation of software such as instant messaging technology
- Unacceptable use of the internet by anyone includes, but is not limited to:

Sending or posting discriminatory, harassing, or threatening messages or images on the Internet, any form of pornography (including but not limited to visiting pornographic websites, viewing of sexual / inappropriate videos on social media websites or sending / receiving sexual / inappropriate messages through email / social media websites).

- Using computers to perpetrate any form of fraud, and/or software, film, or music piracy.
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying, or pirating software and electronic files that are copyrighted or without authorization.
- Sharing confidential material, trade secrets, or proprietary information outside of the organization
- Hacking into unauthorized websites
- Sending or posting information that is defamatory to the Hope House, its products/services, colleagues and/or customers.
- Introducing malicious software onto the Hope House network and/or jeopardizing the security of the organization's electronic communications systems
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.

- Passing off personal views as representing those of the organization

If a participant in the Ministry Program is unsure about what constituted acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification.

All terms and conditions as stated in this document are applicable to users of Hope House network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by Hope House.

User compliance

I understand and will abide by this Internet Usage Policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

Print Name

Signature

Photo / Video / Likeness Release

I hereby grant Hope House permission to my rights of me. image, likeness, and sound of my voice captured in a photograph, audio, or video in any, all its publications or presentations, including website entries. I understand and agree that these materials will become property of the Hope House which is a program of the Martinsburg Union Rescue Mission and will not be returned.

I hereby authorize the Hope House to edit, alter, copy, exhibit, publish or distribute this photo for purposes of publicizing the Hope House programs or for any other lawful purpose.

In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness or voice appears. Additionally, I waive any right to royalties, payment or other compensation arising or related to this use.

I am 18 years of age and am competent to contract in my own name. I have read this release before signing and I fully understand the contents, meaning and impact of this release.

Print Name

Signature Name

Date

Ministry Program Rules

1. All Ministry Program participants will all be given work assignments based on need and abilities. Ministry Program participants will:
 - a. Report to their job assignment on time and on the days scheduled.
 - b. Perform the duties assigned.
 - c. Remain at their job assignment until the shift is over.
 - d. Show respect to coworkers and be courteous.
 - e. Respect the authority of the supervisor.
2. All Ministry Program participants MUST attend their assigned daily discipleship class and evening chapel service every day.
3. Smoking is permitted outside in the designated areas ONLY and will be strictly enforced. Smoking is prohibited in front of the building.
4. No non-prescription drugs, alcohol, or weapons are permitted. Random checks with a drug dog may occur and prosecution of any offenders will take place.
5. All Ministry Program participants must be in the building by 9:00 PM daily, lights out by 11:00 PM, and may not be in dining room until 6:00 AM.
6. All program participants are welcome to the meals (Hours posted on front door)
7. No food or drink permitted in chapel, TV rooms, or dorms.
8. Ministry Program participants are not allowed to have their phones during chapel services or work hours. ***There are to be NO cell phones or electronic devices in the dorms in ANY way.***
9. Any electronic device playing audio is required to have earphones plugged in (i.e., mp3, cell phones, iPads, etc.) while in use.
10. Do not disrupt the chapel in any way. Save all comments or questions for the speaker until service is over.
11. Be courteous and mind language throughout the day every day.
12. Shower and change clothes daily.
13. Ministry Program participants may not sit on the sidewalk or parking lot.
14. Hope House staff has the right to inspect and search all personal property on grounds as needed.
15. **Prescription Medication will be turned over to staff to be locked up in the Medication file and logged in and out by staff and person that owns the Meds.**
16. **At NO time will anyone be able to have Prescription medications of any kind legal or illegal on them or their property while staying here at the Hope House. Upon leaving the Hope House they may sign out their Meds to take with them. Any Prescription medication left behind after a person leaves the Hope House after 30 days will be discarded.**

Ministry Program participant signature

Ministry Program participants print name.

Date

Staff Signature

Staff Print Name

Date

Information Release

I _____ authorize _____ to obtain information about my stay here at the Hope House which is a program of the Martinsburg Union Rescue Mission. I understand this information will only be distributed through the office of the Hope House and Case Manager and staff.

For the above-named person to obtain information, they must present themselves to the Case Manager and staff of Hope House in person with proper identification.

Ministry Program participant Signature

Date

I acknowledge that I have been informed that in the morning, I will be woken up at 6:00am and at 8:00am I will have a choice to make. I can decide to stay on the Hope House property, at which point I will be given a job duty to perform in either the Hope House duties, and classes, kitchen, or housekeeping departments. If I choose not to do this, I am to leave the Hope House property completely, taking all my personal belongings with me. Should I choose this option, I will not be able to check back into the Hope House until 4:00pm the same day.

I further acknowledge that I have watched the check in video, I have been informed of the rules and understand failure to adhere to these rules will result in disciplinary action up to and including removal from the Hope House property.

I understand that once I am checked in for the night, I cannot leave the Hope House property until 8:00am the next morning, and if I do so, I will forfeit my night's eligibility in the Guest Program.

Guest Print Name

Guest Signature

Front Desk Print Name

Front Desk Signature

Date

- _____ ***Photo release form received and signed.***
- _____ ***Internet use policy received and signed.***
- _____ ***Guest rules received and signed.***
- _____ ***Check In Video watched.***