

FFW GUIDELINES AND POLICIES:**Proof of Covid-19 Vaccination!!**

1. ATTENDANCE: All FFW family members are expected to attend and participate in all scheduled FFW events and activities; including **(Wednesday Evening Service/M meal)** campus responsibilities and/or other assigned tasks by either the Director and/or Board member.
2. Family members must be on time and come to activities with required materials.
3. The FFW attendance policy is as follows: mandatory meetings/classes
 - a. House meeting: Monday 6:00pm
 - b. Bible Study meeting: Monday 6:00pm
 - c. Bible Study meeting: Tuesday 6:00pm
 - d. Church/Worship Service: Wednesday 6:30
 - e. Life Skills Class/Rotation: Thursday 6:30pm
 - f. Celebrate Recovery Class: Friday 6:00pm
 - g. Devotion: Monday-Friday (M-F 5:45 pm)
 - h. Sunday Church Service: *(outside of FFW at a church & time of your choice)*
 - i. Family members will be given two unexcused absences and upon the third unexcused absence they will be terminated from the FFW program and asked to leave. Unexcused absences include failure to observe policies and procedures of Freed From Within; non-attendance to any and all class programs; non-attendance to Wednesday evening service; assigned responsibility; violation of curfew.
 - j. All family members have 1 mentor assigned to them, and approved by the director.
4. Excused absences include the following: employment, illness, family emergency, family activity, and mandatory court ordered meetings. Effort should be made to schedule any activities around FFW programs. When it is necessary to miss an FFW activity family member(s) must notify the director prior to being absent. Final decision on whether an absence is excused or unexcused is left up to the director and board.
5. Curfew: Family members are required to be on FFW property by 9:00 p.m. Sun-Thur. and 11 PM Fri.-Sat. Exceptions to this can only be granted by the director and board. Except for the

first 30 days family members must remain on site after classes, weekends are for family visits and supply runs.

6. Work:

- a. Family members are required to make a consistent daily effort to find work and inform the director of their progress in job search. It is encouraged for a family member to be employed within the first 30 days of residence.
- b. All employment needs to be approved by the director and/or board before a family member accepts employment.
- c. If a family member does not make a consistent effort to find employment within a reasonable amount of time he may be terminated from FFW.
- d. Whether employed or not, family members are expected to complete daily and weekly campus responsibilities as assigned. If a family member is unemployed, due to a disability or due to waiting for an employment opportunity, he is expected to complete additional work duties.
- e. All family members are required to participate in the upkeep and ongoing maintenance of FFW property.

7. RENT:

- a. Rent must be paid every Monday night for the previous week's rent. (\$100.00)
- b. If rent falls more than one week behind a payment plan must be made with the director and board.
- c. Rent Payment must be **(money order), (debit/credit card)** the only accepted forms.

8. ALCOHOL AND DRUGS:

- a. The use of alcohol and illegal drugs is strictly prohibited. This includes FFW property and when a family member is off FFW property, including oral hygiene, or (OTC) cold medicines.
- b. Use of prescription drugs must be accompanied by a prescription. Also, all prescribed medication will be subject to a pill count at any given time announced or unannounced.
- c. Alcohol and drug screens may be given at any time. Urine for drug use and urine samples for alcohol use can be administered by the director and/or board member.
- d. **No Methadone or Suboxone pills allowed on property. Residents must get the shot for both at the Dr. office not a clinic. (Sublocade-Suboxone; Vivitrol-Methadone)**

9. TRAVEL AND VISITORS:

- a. Family members are required to inform the director and board of their whereabouts at all times.
- b. Overnight passes will not be given during the first 60 days of residence. Approval of passes is based on a family member's behavior and attitude.
- c. All overnight passes need pre-approval from the director and board, turned in by Thursday at 5:00pm.
- d. Visitors are allowed on FFW property only if consent has been given by the director and board.
- e. Visits are allowed in the meeting room (room off the kitchen), kitchen, and outside grounds only. Visitors are not allowed in family member's rooms, laundry rooms, supply rooms, or tool building.
- f. FFW reserves the right to ask a visitor to leave at any time.

10. HOUSEKEEPING/RULES OF ETIQUETTE:

- a. Family members are responsible for cleaning their own rooms and should keep their room in a presentable condition at all times.
- b. **No drilling, No Tacks, No Nails are allowed to hang anything on walls of apartment only form acceptable is removable peel/stick 3M brand products.**
- c. **No tv's, refrigerators, microwave ovens, and coffee pots.**
- d. Family members are asked to dress appropriately and maintain proper hygiene.
- e. Smoking is only allowed in designated areas. Smoking is not allowed within 8 feet of any FFW property (buildings), (this includes family member rooms and common areas). No electronic smoking devices and/or vapor devices allowed.
- f. Family members are asked to refrain from cursing, any abusive or threatening language or behavior, or any inappropriate physical behavior with another family member, board member, or volunteer of FFW.
- g. Family members will allow the director or board members to enter their room at any time.

11. All emails, social media, and electronic devices must be presented upon request for inspection by the Executive Director and/or Board of Directors.