

**Welcome to
Inside/Out
A Community Re-Entry Place
(CRPIO)**

Welcome to Community Re-Entry Place Inside/Out (CRPIO)! We are glad that you have taken this opportunity to make significant changes in your life. (CRPIO) is an affordable and highly regarded Faith-Based ministry program that is designed specifically to help individuals move out of homelessness and institutionalism. We are supporting people who are in need of a “re-entry” back to life that are in the stage of willingness and readiness to go to any length to reconcile themselves, their loved ones, and their community. We focus on excellence, and uphold the best practices. We believe that an abundant life can be discovered through a living faith in Jesus Christ, and that all are welcome to partake in the life He offers.

Since our inception in 2011, we have been developing and shaping a program that offers a holistic approach to addressing your needs. Because we understand that overcoming negative life patterns and addictions is a challenge, we strongly encourage each resident to follow through with the “first threes,” and an outlined transition designed by you with your case manager to move you to self-sufficiency. The time between the first three hours and the first three years after getting out of prison can be incredibly challenging for anyone, and we are here to assist you in transforming your life. Welcome home!

This handbook is designed to help you understand what the program offers, and what it expects from you. Please read it carefully and feel free to ask CRPIO staff any questions that you may have. The goals of our program are as follows:

1. Assist individuals in overcoming the negative experiences and life patterns of their past (addictive behaviors, unhealthy relationships and unemployment.)
2. Assist individuals in establishing healthy, nurturing relationships with their families and children.
3. Assist individuals in obtaining education and specific job skills that would allow them to become self-sufficient.
4. Train individuals to live responsible, productive, and fruitful lives.

If these are your desires as well, we think you will find hope and restoration at CRPIO. We truly believe Apostle Paul’s statement to the Corinthians: *“Therefore, if anyone is in Christ, there is a new creation; everything old has passed away; see, everything has become new!”* --2 Corinthians 5:17

Each participant will receive an interview to determine their eligibility. Eligibility requirements are as follows:

- Must be at least 18 years of age
- Must be 3 months or 90 days sober
- Cannot be on any narcotics or narcotic medications
- Must commit 3 months to 1 years’ in house

All program participants follow the pathway of “**The First Three’s.**”

FIRST THREE HOURS	FIRST THREE DAYS	FIRST THREE WEEKS	FIRST THREE MONTHS	FIRST ONE TO THREE YEARS
<ul style="list-style-type: none"> • Meet the individual at the gate upon release • Pick up the resident from halfway house or prison • Visit Parole/Probation//Re-entry • Documentation of medications • Provide basic essentials of daily living 	<ul style="list-style-type: none"> • Obtain identification (State ID, Social Security Card, Medicaid, etc.) • Introduce transportation • Connect with food stamp office • Update address with Medicaid • Orientation process/assessment/ Complete intake paperwork and • UA color 	<ul style="list-style-type: none"> • Determine Parole/Probation schedule • Establish financial responsibility/budget • Introduction to church services • Balance work and activity schedule • Pay weekly rent • GED preparation • Higher education preparation • Counseling/Case Management (Individual & Group) • Outpatient treatment 	<ul style="list-style-type: none"> • Establish employment “path” • Financial mentorship • Transportation plan • Obtain driver’s license/car insurance • Stability within (CRPIO) housing and program • Running schedule of commitments • Secured mandated programming • Stabilized physical and mental health needs • Fellowship road map fully engaged • Creation of a new community and healthy relationships 	<ul style="list-style-type: none"> • Grow in faith and fellowship within the church and community • Create strategies for achieving goals • Grow in independence with honest self-assessments • Develop deeper ties and positive relationships

Community Re-Entry Place Inside/Out centers around five basic elements: spiritual development, case management, Christian counseling, literacy and education, and family leadership. This program is developed for those willing to go to any length to change their lives.

A. Spiritual Development

Each resident will be given many opportunities for personal spiritual development. This will be offered through morning devotions, Bible enrichment classes, and pastoral faith-based support. As you progress, you will be encouraged to seek more spiritual support outside of (CRPIO) by connecting with a local church, church-related group, or personal spiritual mentor. These support relationships are crucial to your continued growth and health.

B. Case Management

A chaplain/counselor will provide case management duties that will help each resident address various goals, issues, and struggles. Any questions relating to spiritual, emotional, physical, psychological, legal, financial, or employment-related are encouraged.

C. Counseling

All participants will enroll in Relapse Prevention Strategies required for the first 24 weeks. A professional clinical chaplain/counselor will provide each resident with a Life Skills group and Bible Study group each week. You will have the opportunity to share matters that are important to you, resolve painful issues, and make healthier choices. (CRPIO) is staffed with certified addictions counselors, licensed professional counselors, psychiatrists, physicians and nurses. We work with Denver Inner City health services to provide your medical needs.

Treatment Models utilized:

- Motivational Interviewing
- Strategies for Self-Improvement and Change (SSC)
- Dialectical Behavioral Therapy (DBT)
- Cognitive Behavioral Therapy (CBT)
- Relapse Prevention
- Moral Recognition Therapy (MRT)
- Psychoeducational Groups
- Integrated Mental Health Services
- Aftercare Group and Individual Sessions
- 12 Step Facilitation
- Monitored Sobriety

D. Literacy and Education

Each resident will be given the opportunity to further their education and prepare for a life of successful employment and self-sufficiency. We believe academic discipline is extremely important, and it will help you accomplish your career and/or educational goals.

E. Work ethics

This component of the program is to assist you in learning solid work ethics, professionalism, and self-confidence to prepare you for successful employment. We aim to help you find meaning and value in your work along with learning to balance work with other areas of your life.

F. Family Leadership

This element of the program is designed to assist you in learning to establish a healthy and nurturing home for your family. Our focus is to help you shape the physical, emotional, and spiritual experiences of your children. It is our job to assist you in reaching your parenting goals, learning more about how you can best meet your child's developmental needs, and developing balance between family, work and other areas of your life.

WELCOME TO A NEW BEGINNING!

May your hope be restored and your purpose fulfilled by experiencing Christ's life-changing power. "Being confident of this, that He who began a good work in you will carry it on to completion." Philippians 1:6

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1. Rules of Residency

1. Participants must obtain employment outside of CRPIO.
2. Participants who are receiving SSI upon admission to the program must be willing to work part-time or volunteer for CRPIO and other resources.
3. Participants will agree to work with the case manager to prepare a budget and to maintain that budget.

PROGRAM FEES

CRPIO participants will pay a maintenance fee of **\$50.00** upon moving into CRPIO. Fee is non-refundable. Participants will pay rent fees to CRPIO in the amount of: (This is subject to change at any time)

Weekly	\$ 125.	Bi-Weekly	\$ 250.	Monthly	\$ 500.
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With respect to one another the following rules are to serve as a guideline for all residents of the property. The rules outlined in this document are NOT meant to be limited to what has been included, but are also meant to be used as a guideline by house management in determining the needs of each resident both individually and collectively. Therefore, the house manager reserves the right to modify the rules if such a need occurs. Written notification of any changes will be posted, and reviewed with each resident prior to implementation. Curfew times for (CRPIO) are 10:00pm on Sunday through Friday, and 12:00pm on Friday and Saturday. Work schedules will be followed giving yourself 2 hours travel time to and from. Adherence is required for any curfews established by parole, when applicable. Whether on parole or not, all residents are expected to fully cooperate and be respectful with parole officers when they visit. ***Any violations of the rules or any type of criminal activity can be grounds for immediate removal from this housing. Depending upon the severity, a first violation is considered a warning. A second violation is consideration for possible removal from this housing.*** All residents residing on the property must adhere to the following:

- All residents will be required to maintain clean and orderly living areas throughout the house and allow management access to rooms
- Beds must be made every morning and kept neat
- The kitchen and bathrooms must be cleaned after each use
- Eating and drinking is only allowed in the kitchen and dining room area
- Try to conserve energy at all times:
 - The thermostat is to be set at 70 degrees ***at all times***
 - Turn off all electrical appliances when leaving the house including- TV's, radios, lights, etc.
 - Rinse dishes thoroughly after each use, and load into the dishwasher. **ONLY** run the dishwasher for full loads

- Limit showers to no more than 10 minutes. NO GUESTS are allowed to use the shower facilities
- Use the clothes washer/dryer ONLY for full loads. NO GUESTS are allowed to use the laundry facilities
- Keep the volume of television, radios, and all music devices to a minimum
- Assist in the upkeep and mowing of the front and backyard
- NO candles are to be burned anywhere in the house, including the bedrooms
- NO space heaters are allowed anywhere in the house
- NO coffee pots, refrigerators, or hot plates are allowed in the bedrooms
- Smoking is ONLY permitted in the backyard
- NO pets are allowed to live on the property, NO EXCEPTIONS
- No person besides the occupant may enter ANY of the bedrooms without management or approval from management
- **No Guest allowed at any time. (exception is children only)**
- Men and women may only gather in a coed manner when directed by management for official and or professional purposes
- Children of residents are only allowed to visit on a limited basis and must have PRIOR approval from house management and program staff

VISITATION POLICY

NO guests. The number of children per person is limited to NO more than TWO at a time without prior permission and they are required to follow all rules as are applied to the residents. Children of any residents will be allowed to visit ONLY on a limited basis and with PRIOR approval by the management of Community Re-entry Place Inside/Out CRPIO is a safe refuge for participants in the program.

WEEKEND PASSES AND CURFEW EXTENSIONS

1. Staff may allow curfew extensions for special activities. Curfew extension may be given by a parole officer and then reported to staff/ house managers.
2. Weekend passes begin at 12:00 p.m. on Friday afternoon and end at curfew on Sunday.
3. Participants are permitted an offsite holiday pass over the Thanksgiving and Christmas holidays if they desire with permission from their parole officer and CRPIO staff.
4. Need travel permit from parole/probation before leaving for vacation.

LIVING UNIT POLICY

1. Staff may show participants' living units during tours of CRPIO.

2. Participants are not permitted to paint or alter their living units.
3. Quiet time begins at 8pm every night, and 9pm Friday and Saturday.
4. Radios and stereos are allowed in living units, but they should be played low enough that they cannot be heard through the walls or in the common area when the living unit door is closed.
5. Participants must keep room clean and organized.

MEALS AND FOOD

The participant is responsible for cooking. Participants are encouraged to create a nutritious and well-balanced meal for themselves. It is encouraged to create a community of sharing. CRPIO food bank is held twice a month.

TELEPHONE USAGE POLICY

Participants may use the participant telephone. Telephone hours begin at 7:00 A.M. and end at 9:00 P.M. Phone calls are to be limited to 20 minutes to respect other participants' telephone needs.

LAUNDRY POLICY

CRPIO has an on onsite laundry facility. Laundry hours are from 7:00 A.M to 8:00 P.M. Participants will be allowed one day a week to do laundry.

DRESS CODE POLICY

Participants are required to dress in a modest manner while residing at CRPIO. All participants must be fully dressed and wearing shoes when outside of their personal living unit. Personal hygiene must be adhered to, and all individuals must shower once a day. House managers or staff will approach individual if personal hygiene isn't being followed through.

3. General Behavior and Policies

(CRPIO) believes that responsibility, respect, and an appropriate Christian character is to be taught, and displayed by each resident.

- Live cooperatively with other residents
- Be honest at all times, lying is unacceptable and can be grounds for dismissal
- Treat all staff, participants, visitors, and property with respect
- Use speech that is respectful and edifying (NO profanity, gang signs, or street talk)
- Refrain from gossip and slanderous talk, understanding that all participants are working out their own issues
- Maintain a positive attitude, and refrain from complaining (Both verbal and nonverbal communication)
- CRPIO is obligated to report all suspected drug abuse or criminal activity
- No gang colors are to be worn at any time on (CRPIO) property nor is gang related behavior tolerated

- All participants will follow the “The First Three’s pathway”
- Participants will sign a release of information form for any additional information regarding their treatment that staff deems necessary while they are residing at CRPIO
- Participants must complete their house chores and have their living unit clean
- Participants may use cell phones once employed and able to pay for it
- Internet access at CRPIO is allowed after basic computer training is completed. If privileges are abused, Internet access will be denied.
- Participants may not bring pornography, occult paraphernalia, or books containing sorcery, witchcraft, or explicit sexual content onto the CRPIO premises
- Movies and video games that contain violent, sexually inappropriate or occult content are not permitted
- Staff reserves the right to conduct random room and bag/purse checks
- No personal belongings are to be left in common areas, inside, or outside the house
- Quiet time is observed every day at 8pm (vacuuming or washing cloths upstairs after 8pm-7am any night of the week is not permitted).
- All residents are required to attend house meetings
- Bible study/Living Skills is held in the houses every Wednesday at 6:00pm
- Every resident is required to attend the Aftercare services, held every Tuesday for a minimum of 24 weeks at the (CRPIO) location: 14221 E. 4th Ave. Suite 330 Aurora, Co. 80011
- We encourage Church attendance, Celebrate Recovery, AA, NA attendance

CHORE POLICY

Participants will be required to complete chores in the CRPIO facility. The amount of chores that each participant is required to complete will depend upon the number of participants in the house. All chores apply to participants. Participants should see the house manager or staff on duty if they have any questions regarding their chore. (These chores are subject to change at any time by House Managers or staff.)

Daily Chore Checklist

LIVING UNIT	HALLS, STAIRS, & LAUNDRY	LIVING ROOM & DINING ROOM	YARDS	KITCHEN & PANTRY
<ul style="list-style-type: none"> • Beds made • Vinyl floors swept • Carpet vacuumed • Dishes washed, dried, & put away • Empty trash • Counters clear of food & clutter • Toys put away • Clothing put away • Clean hallway outside of unit • Clean bathroom (toilet, tub, sink) 	<ul style="list-style-type: none"> • Vacuum all carpeting • Empty trash & replace bags • Sweep & mop entryway • Spot clean all windows • Sweep & mop laundry floor • Disinfect stair railings, banisters and doorknobs • Empty mop bucket • No laundry from previous day out • Wipe counter tops 	<ul style="list-style-type: none"> • Disinfect dining room table • Sweep & mop floors • Empty mop bucket • Straighten dining room • Straighten living room • Straighten entertainment center • Vacuum carpet • Empty trash & replace bags 	<ul style="list-style-type: none"> • Pick up trash • Sweep sidewalks, back lot, dumpster areas, & driveway • Pick up & organize yard • Water lawn/flowers • Rake leaves or shovel snow & salt walks • Mow & trim yard 	<ul style="list-style-type: none"> • Empty trash & replace bags • Wipe inside & bottom of trash cans • Sweep & mop kitchen floors • Empty mop bucket • Disinfect counters & clear of clutter • Place dirty dishcloths in laundry • Straighten/organize pantry & fridge • Unload dishwasher • Dishes washed, dried, & put away • Sweep pantry floor, stairs, and back porch

	<ul style="list-style-type: none"> ● Empty lint catcher in dryer 			<ul style="list-style-type: none"> ● Host volunteer groups who bring dinner
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4. Disciplinary Policies

(CRPIO) has developed a policy that all participants must follow while they are in the program. When participants need to receive consequences for poor choices or negative behavior, they should be held accountable in a way that teaches and edifies them instead of merely punishing. A “NO TOLERANCE RULE” applies to each and every resident. If any of the following have been brought to the attention of (CRPIO) staff, an investigation will be conducted, and the resident may be on grounds for suspension from the ministry program:

- If there is contraband in the residents’ rooms (Drugs, alcohol, material of a sexual nature, weapons, stolen items, etc.). If any of these items are found in a resident’s room, this will constitute grounds for prompt removal from the housing. If necessary, and when applicable, we will ask parole to do room searches.
- If any resident is found to be selling or suspected of drug usage (including marijuana, whether medical or NOT, and synthetic marijuana) and/or alcohol usage, it will be grounds for prompt removal.
- All residents must submit to random urinalysis tests. If a resident refuses to submit to testing, the test is considered positive. Resident can be suspended from the ministry program if, at any time, a urinalysis test is positive for drugs or alcohol. The resident’s parole or probation officer(s) will be notified.
- Male and female residents and participants are ***strongly discouraged from dating, this could cause dismissal from the program***
- NO sexual activity or relationship is allowed with other residents or participants of the program.
- NO sexual activity of any kind is permitted on the premises.
- Your date/significant other/”friend” may pick you up at the door and drop you off at the door. ***No parking*** anywhere near/around the residency.
- NO acts of violence directed toward any resident, house manager, or staff will be tolerated. Fighting, threats, damage to the property, name calling, cursing, or racial slurs can be cause for removal.

5. Conflict Resolution

It is not uncommon for disagreements to arise between participants. In Galatians 6:1, it teaches the appropriate way to deal with such issues, “...if someone is caught in a sin, you who are spiritual should restore him (her) gently.” If another participant sins against you, speak to them privately. Humbly point out their offense, and give them the opportunity to acknowledge their sin. If they acknowledges their fault, forgive them, and drop the matter. Do not mention it to the other participants. If the issue still cannot be resolved, it needs to be taken to the appropriate staff. The staff will assist in bringing the issue to resolution, or appropriate action will be taken. If a participant has a conflict with a staff member, it is expected that they will go directly to that staff member to discuss it. If it cannot be resolved, it needs to be taken to the Program Director. “Be completely humble and gentle; be patient, bearing with one another in love.” Ephesians 3:10

Keep in mind the following scriptures when dealing with conflict:

Matthew 18:15-17 *James 1: 19-20* *1 Corinthians 13:1-13* *Colossians 3:12-17*

Matthew 7:1-5 *Galatians 6:1-5* *Ephesians 4:25-32*

RESOLVING HOUSE ISSUES

All residents will attend a quarterly house meeting (or as needed) led by the house manager. This gives residents the opportunity to voice general house issues. The House Meeting is not a gripe session, but a forum through which residents can clarify rules and policies, discuss maintenance needs, and highlight upcoming house activities and current house issues.

HOUSE MEETING RULES

To keep from unnecessary or hurtful things being said, and also to keep meetings brief, focused, and productive please follow these three simple rules. Failure to follow these rules will result in suspension from the rest of the meeting, and possibly further consequences.

1. Do not single anyone out

- If the issue is with a specific staff member; go directly to the Program Director with the problem.
- If the issue is with another participant, please go to that participant. If you do not feel comfortable going to the resident, or if speaking to her does not solve the issue, go directly to the house manager.
- Bring “issues” up in house meetings

2. Use speaker/listener technique

- **Attack the problem, not the person**
- Be willing to listen and try and understand where other person is coming from
- No yelling or talking over others
- Wait your turn to speak
- Explain your point once, and keep statements brief

3. Ask yourself first

- Does this issue affect everyone in the house?
- Have I made any effort to work through this issue on my own time before bringing it to the floor?

6. Substance/Medication Use Policy

(CRPIO) staff require that all residents read this section VERY carefully to make sure that the Substance/Medication Use Policy is clearly understood. Any violation of this policy is grounds for immediate removal from the program.

- Drinking any ***alcohol based product*** (Nyquil, Listerine, communion wine, etc.), the ***use of illegal drugs or narcotics***, or the abuse of any **LEGAL or ILLEGAL** drug is not permitted while a participant is in the program.
- Possession of drug paraphernalia is prohibited.
- Random urine analysis tests will be administered to all participants. If a participant reports that they are unable to comply with the test, they will be given 8 oz. of water, and may wait in staff presence for up to 2 hours until they are able to comply. If a resident continues to refuse to submit to testing, the

test is considered positive. Residents can be suspended from the program if, at any time, a urine analysis test is positive for drugs or alcohol.

- Prescription narcotic medications are NOT ALLOWED by any means in the program.
- Stealing medication or using someone else's medication is prohibited.
- Residents must consult with their doctor/psychiatrist and Individual Therapist at least one month before ceasing to take prescribed medication for ADHD, depressions, schizophrenia, OCD, or any other mental health issues.
- Participants MUST report any changes in their prescription medication to staff within 24 hours.

7. Sick Policy

All residents who are unable to attend group, school, or work due to illness must remain in their personal living area for at least 24 hours from the time of taking antibiotics, or until symptoms have subsided to prevent the spread of illness. Other residents will not be allowed access to the room until the individual is healthy and/or no longer contagious. Sick time will be used for sleeping and resting. Repeated or ongoing sickness will be reviewed by the staff, and may require that the resident transition from the program. If so, staff will help the resident find a more suitable place for healing and physical rehabilitation whenever possible.

8. Relationship and Boundaries Policy

It is the desire of CRPIO for participants to develop solid and healthy relationships and boundaries between themselves, family and friends, interns, mentors, volunteers, and fellow church members. Therefore, CRPIO has established guidelines for consistent and ethical relationships. These guidelines are also for the protection of all CRPIO participants are intended to assist in making wise decisions during their time of service at CRPIO. If guidelines are not followed, CRPIO staff may determine that visitation privileges be reconsidered or revoked. Participants:

- A. Will refrain from borrowing or lending money to or from participants, interns, mentors, volunteers, church members and approved visitors.
- B. Will refrain from accepting or giving money, groceries, gift certificates, personal items or gifts to or from interns, mentors, volunteers, church members and approved visitors without prior staff permission (except immediate family members).
- C. Will refrain from being alone in a private, closed room with an intern, volunteer, mentor church member or visitor of the opposite or same sex (except immediate family).
- D. Will take ownership of personal responsibilities. Participants will not depend upon interns, mentors, volunteers, church members or visitors to complete responsibilities they are capable of fulfilling themselves.
- E. Will refrain from having a sexual relationship with any intern, mentor, volunteer, church member, visitor or another participant.

9. Personal Vehicle Policy

Participants may drive personal vehicles while in the program when/if approval by parole. Participants must maintain the vehicle in good running condition (without the help of CRPIO). Personal vehicles may not at any time be stored/parked on CRPIO property. Proof of insurance and a copy of the participant's driver's license must be submitted to the CRPIO Case Manager.

10. Disciplinary Policy and Procedure

In order to maintain an environment that is conducive to the goals of the CRPIO Program, and in order to help participants address negative behavior patterns, CRPIO has instilled the following disciplinary policy and procedure. If a participant does not adhere to program rules and/or requirements, the staff member who is on duty at the time the participant commits the infraction will initiate discussion and may proceed with giving consequences for the infraction. Consequences will always be given as a means of discipline (with the purpose of teaching participants to make appropriate choices), not as a means of punishment. The consequence will be determined by the severity of the infraction and the participant's history of infractions and/or program performance. Staff reserves the right to give the following types of consequences to participants who choose not to follow the CRPIO rules, schedules or program requirements:

1. Extra chores or work assignments.
2. Loss of curfew, loss of single bed room,
3. Probation, suspension or expulsion from the program

OFFENSES WARRANTING PROGRAM SUSPENSION

A participant who commits any of the offenses outlined below may be suspended from the program for up to 30-days. After that time, the participant may re-apply to the program. Participants readmitted to the program will restart the program.

1. Drinking alcoholic beverages (including "over the counter" products containing alcohol) or bringing such substances onto the CRPIO premises while in the program.
2. Consuming illegal drugs; bringing such substances or paraphernalia onto the CRPIO premises while in the program.
3. Abusing any legal drug while in program.
4. Dispensing a prescribed medication to another person.
5. Display intimidating and/or frequently disruptive behaviors toward staff and/or other participants (adults or children).
6. Stealing
7. Smoking or burning candles inside CRPIO buildings.
8. Engaging in any sexual activity on premises.
9. Staying overnight outside of CRPIO without staff approval.
10. Endangering others at CRPIO by bringing unauthorized persons onto CRPIO property without staff permission.

A participant who commits any of the following offenses will be expelled from the program and will not be given any future opportunity to return.

1. Possession of a weapon.
2. Physically fighting (on or off CRPIO premises).
3. Verbally threatening violence toward others.
4. Engaging in any sexual activity with a volunteer, guest, visitor, staff or resident.

11. Departure Policy

Participants must leave the CRPIO program cooperatively that day if staff determines that any conduct is not in keeping with the rules or if any participant is unable or chooses not to meet the expectations of the program. The participant will have seven days to collect all personal belongings, and must leave the room clean and in the condition in which they received it.

**Community Re-Entry Place Inside/Out
TERMS OF AGREEMENT**

*Please sign and date this form. Return it to your house manager within three days of admittance to the CRPIO Program.

I, _____, acknowledge that I have received and read this program handbook, and I understand the obligations it requires of me. I have asked any questions I have regarding its content.

I further agree to abide by the terms and conditions of all of the rules, guidelines, policies and procedures of the CRPIO, together with the disciplinary actions that may be taken if I violate any of those rules, guidelines, policies or procedures.

Finally, I commit to working through the challenges and demands of the CRPIO and am determined to persevere.

Signed this _____ day of _____, 20_____

Signature of Participant

Signature of House Manager