



2130 SE 59th Oklahoma City, Oklahoma 73129
P.O. Box 2896, Oklahoma City, OK, 73101
Phone: (405) 236-3349 – Fax: (405) 232-5871
Please email to Joe@huminc.org

ALCOHOL AND DRUGS

1. I agree that NO ALCHOL OR ILLEGAL DRUGS INCLUDING MEDICAL MARIJUANA will be used or possessed by me while participating in the Hand Up Ministries program.
2. I agree that if any staff member at the direction of the executive director, requests a drug/alcohol test, I will submit to an observed urine specimen immediately and without argument or comment.
3. I agree that the drug/alcohol tests will be requested on a random and regular basis.
4. I agree that if I refuse to submit to or falsify a drug/alcohol test that the test will be considered positive.
5. I agree that any positive drug/alcohol test will result in IMMEDIATE ACTION by staff to recommend corrective action, or removal from the Hand Up Ministries program.
6. I agree that if I'm aware of the presence of alcohol/drugs on the premises of Hand Up Ministries, I will notify authorized staff immediately.

VISITORS

1. I agree that all visitors will be met in the common area only.
2. I agree that if any visitor is deemed inappropriate by authorized staff of Hand Up Ministries, that the visitor will leave the premises immediately.

COMMON AREAS

1. I agree that all common areas are to kept clean an that I will remove my trash and cigarette butts after each use of a common area.
2. I agree that when entering a common area I will be bathed and dressed properly.
3. I agree that if I am not properly attired and/or maintaining clean hygiene, I will be required to leave the area.
4. I agree that if at any time it is determined by Hand Up Ministries staff that I am not acting in an appropriate manner, I will leave the common area without further disturbance.



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MAINTENANCE

1. I agree that if anything in my residence requires repair or replacement, that I will put in a work order (that is available in a box outside the office) and wait patiently for my request to be processed and executed by a maintenance worker.
2. I agree to cooperate with the Maintenance staff in any reasonable request made of me.
3. I agree that I will not try to dictate to the maintenance director which maintenance staff I will allow into my trailer for repairs or inspection.
4. I agree that I will not try to do repair work on my trailer myself, but will leave the maintenance to the maintenance staff.

OTHER RULES

1. I agree to participate in community service each month at a location designated by Hand Up Ministries.
2. I agree that I will not participate in cursing, vulgar and/or suggestive language or gestures, or rude or negative behaviors.
3. I agree that I will not wear any article of clothing that displays any vulgar and/or suggestive language or image, and/or that is vulgar or suggestive in style, and/or that is related to any gang. I further agree that I will keep my shirt on at all times when outside at Hand Up Ministries.
4. I agree that there will be no violence or threats of violence made by me.
5. I agree that I will not possess any guns or any illegal weapons while on the property of Hand Up Ministries.
6. I agree to protect the privacy of each member in the Hand Up Ministries program. I agree that anything that is said in any group meeting will be kept in strictest confidence and will not be discussed with anyone outside of the Hand Up Ministries staff.
7. I agree to have my photograph taken by Hand Up Ministries.
8. I agree to write out a testimony (my story) for Hand Up Ministries to use in the Hand Up Ministries newsletter as advertising for the program. I agree that I may request my photograph not be used in the newsletter if I so choose.
9. I understand that any proposed changes to these Rules must be submitted in writing and signed by both the participant and an authorized representative of Hand Up Ministries.
10. I agree that I will adhere to an 11:00 PM curfew on Sunday thru Thursday and 12:00 AM curfew on Friday and Saturday, if I am to be out past the curfew I will notify staff. If a need arises that requires me to be absent overnight, arrangements will be made with the staff prior to my leaving Hand Up Ministries, and sign out in the overnight sign out log. This does not apply to those who have notified the office that they are working nights.



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_____	_____	_____
Print Your Full Name	Date of Birth	Soc. Sec. Number
_____	_____	
Sign Your Full Name	Date	
_____	_____	
Witness Signature	Date	