



EPC's FOUR-PILLAR PROGRAM

EDUCATION 🏹 **EXERCISE** 🏹 **COMMUNITY** 🏹 **SERVICE**

Vision

The Endorphin Power Company contributes to the greater good of local and global communities by promoting the benefits of healthy-living, healthy connections, and environmental consciousness. We envision creative individuals and communities fostering health, happiness and global awareness through our four pillars of education, exercise, meaningful relationships and service to others.

Mission

The Endorphin Power Company is dedicated to improving lives and communities, with special focus on the substance-dependent and homeless, thus alleviating many of the challenges faced by emergency medical systems. Additionally, EPC is dedicated to the promotion of mental and physical health through exercise, energy consciousness and volunteerism.

(EPC's Four-Pillar Program was adopted May 1, 2010 and revised August 21, 2010)

"To put the world in order, we must first put the nation in order; to put the nation in order, we must put the family in order; to put the family in order, we must cultivate our personal life; and to cultivate our personal life, we must first set our hearts right." – Confucius



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The Endorphin Power Company (EPC), founded in 2003, opened its transitional housing program in Albuquerque in 2007. EPC provides a safe environment that allows and supports newly clean and sober individuals to replace their unhealthy and illegal addictions with their own endorphins and healthy behaviors. (Endorphins, often referred to as *inner uppers* which get us *high* on life, are increased through exercising, laughing and connecting with other people.)

The program is framed by four pillars: Education, Exercise, Community and Service. Applicants who are accepted into the program are expected to actively participate in all areas, as well as do their chores, and are required to log their activities daily.

- ¶ **EDUCATION:** The act or process of acquiring knowledge, developing the powers of reasoning and judgment, and preparing oneself intellectually for mature life.
- ¶ **EXERCISE:** Regular and sustained physical exertion for the sake of training or improvement of health.
- ¶ **COMMUNITY:** A social group whose members reside in a specific locality and/or have a common bond.
- ¶ **SERVICE:** Helpful acts done by persons or groups that benefit others or communities without expectation of personal reward or payment.

EPC's program was created and designed by many committed individuals who believe that every person can overcome any of life's hardships – bad decisions, family disappointments, loss of freedom, loss of possessions, etc. – if the person is motivated and believes it's possible *and* if that person is given a fair chance. EPC is an organization that gives that chance.

Our goal is that each person who masters the Four Pillars and completes EPC's program will walk out the door with employment (or financial stability if unable to work), a safe place to call home, and a circle of friends and healthy relationships that will last a lifetime.

Sincerely,

EPC's Staff and Board of Directors



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A. GENERAL INFORMATION

Community is the cornerstone of the EPC philosophy. The following information, with the policies that follow, defines EPC's community and the parameters and expectations of those who live at and visit EPC. Everyone is welcome. All we require is that you stay clean and sober, respect your fellow citizens and everyone's property.

(The following topics are in alphabetical order.)

After-Hour Emergencies

If there is a life-threatening situation call 911. If a situation arises that you are not able to resolve on your own you may call one of the staff members. Their mobile numbers are posted near the Sign In & Out Board in the downstairs community room. If you witness any illegal activity please call 911 or the Albuquerque Police Department at 505-242-2677 to report the situation. *If you are not comfortable calling the police you may call a staff member and ask that person to make the call.*

Curfew

Structure is important for one's recovery and also daily living in general. Residents must be on-site at EPC for the night by 11:00 pm, Sun–Thur, and by 12:00 midnight on Fri and Sat nights. Failure to meet curfew will result in a demerit and possible termination from the program. Working overnight shifts is not permitted.

Drug Testing

EPC utilizes the services of an outside drug testing agency. If you are randomly selected to be drug tested or you are being tested based on suspected use you will be asked to go to Alliance Drug Testing Service where a disinterested third party will administer a drug test. When asked to submit to a drug test you have two (2) hours to comply before it is considered a refusal and grounds for your removal from the program.

Fire Prevention

As listed below under *Termination Policies*, smoking in rooms or setting fire to anything outside of EPC's fire pit are grounds for removal. Candles, incense, and other open flames are not permitted. In addition, you will be held responsible for damages, both physical and financial, incurred by setting off the sprinklers.

Food and Meals

Food preparation and cooking or heating food are permitted only in the café or on the grill. Each resident is provided with a key and a shelf in one of the locking community refrigerators. (You may purchase a small refrigerator for your room if you choose.) After preparing any food, the kitchen and eating areas must be cleaned thoroughly before leaving. You are responsible for cleaning up after yourself.

Laundry

A washer and dryer are available for use in the 1st floor community room in the Waterman Power House and upstairs meeting room in the main building. Please do not use the upstairs washer and dryer when meetings are in session. Please remove your clothes from the machines when the cycles are finished. If you forget and leave your clothes unattended, they may be removed and placed in a basket (if available) or on top of the machines.

Maintenance

All landscaping and repair of mechanical equipment must have prior approval from EPC staff, unless repair is emergent or simple and unlikely to cause personal injury. Please submit any maintenance requests to the EPC Office, Room #1.

Noise

Noise pollution will not be tolerated including, but not limited to, profanity and loud music. Be respectful of your neighbor and the community-at-large.

Non-discrimination

EPC does not discriminate on the basis of race, ethnic group identification, color, national origin, religion, gender, age, sexual orientation, or disability.

Parking

There is limited parking available at EPC. Each resident is allowed only one vehicle in the EPC parking lot. Parking is first come first serve.



Personal Medications

Residents must disclose any and all prescribed medications being taken – as well as over-the-counter meds – to EPC staff. *Any time medications are added or discontinued the staff must also be informed.* All medications must be in their original containers.

Pets

EPC is a pet-friendly environment. Pets are allowed with the following stipulations:

- ❑ Resident must pay additional deposit of \$200;
- ❑ When outside, dogs must be kept on a leash and supervised at all times.
- ❑ Dog owners must pick up waste, secure it in a plastic bag and deposit it in an appropriate trash bin every time dog is walked.
- ❑ EPC reserves the right to require resident to find another home for pet if pet is aggressive, destructive or disruptive.
- ❑ Pets must receive treatment to prevent flea and tick infestation.

Phone Line for Residents' Use

A phone line is available in the downstairs community room for residents who do not have a mobile phone. The number is 505-268-2378. It is the responsibility of residents to set up voice messaging on the phone provided and to check for incoming messages. Do not give out the EPC office number for your personal business.

Rooms in Waterman Power House (WPH) & Room Checks

Each private unit contains a bedroom and bathroom. It is your sanctuary. To help build basic living skills as well as develop and demonstrate respect for the community and EPC, you are required to keep your room clean. Scheduled and random room checks will periodically be performed by the staff. (Room checks will be conducted by a minimum of two (2) staff members. A note will be left if resident is not home at time of inspection.) Demerits will be issued for having an unkempt room or for having heating/ cooling units and lights on when room is not occupied.

Signing In and Out

Residents must sign out when leaving EPC and sign in when returning to EPC on the board located in the downstairs community room. Failure to do so will result in a demerit and possible termination from the program.

Smoking – Not Allowed

EPC is a completely smoke-free environment. Smoking is NOT ALLOWED anywhere on EPC grounds or parking areas. This is a zero-tolerance policy. Demerits will be issued for a failure to comply.

NOTE: If you smoke and want to quit, call **1-800-QUIT-NOW** for information, free self-help materials, and to obtain free nicotine patches or gum.

Sober-Living and Substance-Free Environment

EPC is a substance-free campus and sober-living community. Anyone (residents, staff, visitors, gym members and /or meeting attendees) who appears high, intoxicated or smells of alcohol will be asked to leave or be escorted to MATS if requested.

Television

Residents are not permitted to have televisions in their rooms. There are TVs in both community rooms.

Visitors & Guests

While friendship and fellowship are valued and encouraged, *residents are not permitted to enter the rooms of other residents.* Guests of residents are allowed in the common areas only and are not permitted to enter residents' rooms. Guests may knock on door upon arrival, but may not remain or hang out on WPH premises – deck, patio, courtyard or stairways. Residents are responsible for their guests' actions. (For more details please see the Visitor Policy).

NOTE: Please remember that EPC is a community center and non-residents also attend meetings and classes and use the facilities, e.g. gym, library, etc. It is not possible – nor desirable – to create a wall between the Waterman Power House and the community center. Courtesy and respect are the name of the game.



B. RENT

The Endorphin Power Company is a self-supporting organization and has limited financial resources. EPC charges \$430.00 per month rent (*effective 09/15/10*) for Waterman Power House residents. Rent includes utilities, laundry facilities, internet access, and gym membership. Residents are solely responsible for rent. Full payment is due on the 1st of each month and is considered late after the 1st Wednesday. A \$10 late fee will apply. Rent is non-refundable.

Payment can be made in person 9:00am–2:00pm, Mon through Fri, in the EPC Office (Room 1) or by dropping payment in a clearly marked envelope through the mail slot of Room 1.

Resident must address unforeseen financial difficulties with the Operations Director as soon as they appear *and* before a rent payment is delinquent in order to demonstrate personal responsibility. If a payment is delinquent as of the 15th of the month, resident will receive an *Eviction Notice*. Eviction may be avoided by paying all back rent and late fees within 7 days of receipt of eviction notice.

Issuance of one *Eviction Notice* is allowed per resident.

NOTE: You will be notified in writing 30 days prior to any change or modification in rent amount or payment procedure.



C. PROGRAM DETAILS


The Endorphin Power Company's Four-Pillar Program is designed to span twelve months. EPC's residents may choose to work other recovery programs concurrently, but their first priority is to the four pillars.

EDUCATION  **EXERCISE**  **COMMUNITY**  **SERVICE**


Recovery is not merely quitting bad habits. It is the adoption of a new lifestyle, new friends, and new interests. At EPC you will learn skills and acquire useful tools to gain control of your internal and external lives and become productive citizens and community members who do more than just stay clean and sober.

EPC residents are expected to participate an average of 2 hours a day in EPC's program. That leaves plenty of time for work, chores, other meetings, recreation and sleep. (EPC's staff is available to help you budget your time if you need assistance.)


EDUCATION: *The act or process of acquiring knowledge, developing the powers of reasoning and judgment, and preparing oneself intellectually for mature life.*

-  **You are expected to spend a minimum of 30 minutes a day learning something new.** Examples include attending a class, working on your GED, reading a book (one that could be found on a high school reading list) or any intellectual activity where you are thinking about something outside of yourself. (Any staff member can recommend books and offer suggestions.)


EXERCISE: *Regular and sustained physical exertion for the sake of training or improvement of health.*

-  **You are expected to spend a minimum of 30 minutes exercising in the gym – or 30 minutes of other sustained aerobic exercise - five days a week.** The human body responds quickly to regular exercise; you'll be amazed. (If you need assistance beginning a program, ask a fellow resident for guidance or contact a staff member to find a volunteer to work with you.) On the two days you're not in the gym or doing strenuous exercise, you are encouraged to engage in other physical exercise that brings you joy – jogging, hiking, climbing, biking, walking, etc.

COMMUNITY: *A social group whose members reside in a specific locality and/or share a common bond.*

-  **You are expected to spend a minimum of 30 minutes a day involved in EPC's community.** (This is separate and apart from any 12-step meeting held at EPC.) This could be as simple as talking with another resident in the courtyard, cooking or eating a meal together, playing ping pong or basketball, working on a project, attending an EPC class, etc. The purpose of this pillar is to be engaged – and get to know – those you live with so you may forge healthy and meaningful relationships that will continue beyond your time at EPC.

SERVICE: *Helpful acts done by persons or groups that benefit others or communities without expectation of personal reward or payment.*

-  **You are expected to spend a minimum of 3 hours a week involved in service activities.** Service work may be performed as one activity or in 3 one-hour increments. Examples include: painting, tutoring, or cultivating a garden; working at EPC, a school or other non-profit organization, etc. (The Program Director or other staff members can offer suggestions.)



C.1. PROGRAM PHASES

EPC's program is not rigidly structured, but there are several lines of demarcation.

The Program Director will conduct scheduled meetings with each resident twice a month as well as be available for drop-in visits. These meetings are opportunities where residents can discuss their progress and challenges. Guidance will be provided with job searching, working the pillars, following policies and abiding by rules, transitioning out of the program, etc.

Residents are required to be on-property by curfew each and every night. After 60 days, residents in good-standing are eligible for overnight privileges. These are detailed in Section D.4. – *Overnight Leave Request*.

Holding leadership positions is a program requirement. The three positions – described below in C.4. – are assigned randomly each month to residents who have completed at least three months of the Four-Pillar Program.

The only other program marker is at the end of the ninth month when each resident is given a letter indicating projected program completion date. At that time the Program Director will work closely with the resident to insure that a healthy exit strategy is proceeding on schedule. Each person's plan will address: (a) employment (if applicable), (b) housing, (c) financial responsibilities, and (d) remaining clean and sober.

One extension (no longer than three months) may be requested at the end of nine months. This option is available for residents who feel they will not be ready to assume all of the responsibilities of clean, sober and independent living at their one-year anniversary. A written request for extension with a proposed action plan is required.

The Endorphin Power Company hopes everyone who passes through its Four-Pillar Program will remain a part of the greater EPC community to pay it forward to future residents.

C.2. DAILY LOG REQUIREMENTS

An important and indispensable part of EPC's Four-Pillar Program is the *Daily Log*. The log is intended to make you accountable and give you visible proof of your achievements. A sample form is found on pages F1-F2. You are expected to complete a form each day.

Daily Log Dos and Don'ts:

- ☞ Activities must meet the requirements described on previous page.
- ☞ Provide details. Examples:
 - ☞ *Education* Pillar – "I read first chapter of *Huckleberry Finn*. I think I'm going to like this book."
 - ☞ *Exercise* Pillar – "I walked slowly on the treadmill, but I sweat a lot. This will get easier." Or "I rode my bike 4 miles to work."
 - ☞ *Community* Pillar – "Jeff and I made burritos and talked over dinner."
 - ☞ *Service* Pillar – "I scheduled a time on Sat to go exercise dogs at the Humane Society." Or "I went to an EPC neighbor's home and cleaned out her garden bed and got it ready for planting. Hard work but I felt good afterwards."
- ☞ Don't just go through the motions. You owe it to yourself.



C.3. WEDNESDAY NIGHT WPH COMMUNITY MEETING

Every resident living in the Waterman Power House is a member of the WPH Community and is required to attend the weekly Wednesday night meeting from 8:15-9:30pm in the 2nd floor community room. The weekly meeting is the time and place where residents may formally discuss any issues, problems or concerns, and interview – and vote on – prospective residents.

Agenda items should be submitted to the Community Chair at least 24 hours prior to the meeting.

Be mindful of the following:

- ☞ Unauthorized tardiness or absence will result in a demerit. Chronic tardiness or absence may result in termination from the program.
- ☞ If you have a special circumstance that will prevent you from attending the Wednesday night meeting, you must notify the Community Chair in writing prior to the meeting and request to be excused.

EPC staff reserves the right to veto any decision made by the WPH Community and promises to exercise this right judiciously.

C.4. LEADERSHIP POSITIONS

All leadership positions are assigned randomly by the EPC staff to any resident who has lived at EPC for a minimum of three months. Positions rotate monthly. Every resident will have the opportunity to perform at least one leadership role during the year-long program.

☞ **Community Chair:**

- ☞ Sets the agenda and runs the weekly WPH Community Meeting and keeps it focused and productive.
- ☞ Point of contact for issues or conflicts between residents that do not require immediate staff attention.
- ☞ Liaison between residents and staff.

☞ **Chore Master:**

- ☞ Explains and demonstrates what the chore entails and what is expected in terms of quality and consistency.
- ☞ Ensures that all residents are performing their chores completely and thoroughly on a daily basis.
- ☞ Addresses any problems or shortcomings directly with residents.
- ☞ Distributes supplies as needed.
- ☞ Informs Operations Director when supplies run low.

The following position is a shared position and directly related to the four pillars. One or more pillars will be spotlighted during the month. You are encouraged to be creative! If you need guidance, please contact any of the staff for suggestions and/or direction. If you desire financial support from EPC for the activity, please put together a short proposal describing the event and justification for the funds requested. (Maximum limit per month is \$100.00.)

☞ **4-Pillar Activity Co-Leaders (two residents):**

- ☞ Promote learning and growth through *education*, and/or
- ☞ Promote health and well-being through *exercise*, and/or
- ☞ Promote fun and *community*-building through leisure activities, and/or
- ☞ Promote the benefits of volunteerism and giving through group *service* activities.
- ☞ Organize one group activity during the month for residents to attend.
- ☞ Announce the activity date/time by the second (2nd) Wed of the month WPH Community Meeting.
- ☞ Record attendance at the activity.



Activity ideas/examples:

- ☐ Viewing a thought-provoking movie followed by a discussion
- ☐ Trip to local museum
- ☐ Weekend hike
- ☐ Bowling night
- ☐ Friday night dance
- ☐ Cookout for residents and families (maybe even invite the staff and board members!)
- ☐ Service project at EPC – paint doors, paint gallery, clean a neighbor's yard

C.5. DEMERIT SYSTEM

EPC's program is meant to inspire you to grow and be your best. It is not meant to be punitive. But there are consequences for not following rules, negligence and irresponsible behavior.

Demerits will be issued in the event of non-compliance with any of EPC's rules or policies. Examples of actions that will result in demerits include, but are not limited to, the following:

- ☐ Failure to participate in EPC's Four-Pillar Program or keep daily log
- ☐ Failure to perform daily chores
- ☐ Failure to sign in and out on a regular basis
- ☐ Staying out past curfew without authorization
- ☐ Smoking anywhere on EPC's campus or in any room or building
- ☐ Failure to keep a clean room
- ☐ Argumentative or disrespectful behavior

A total of 3 demerits can result in dismissal from the program. Demerits are issued in writing and expire after 60 days if no additional demerits are issued during that period.



D. POLICIES

D.1. CHORES

WPH residents are required to perform chores as part of the EPC program. Doing chores builds character, teaches responsibility and allows one to take pride in the community.

Chores are assigned for two-week intervals by EPC staff, and the assignments are updated every other Thursday. Each resident is responsible for a chore every day.

Following completion of the task the resident initials and enters the date & time on the *Chore Sign-Off* clipboard.

Residents will be held accountable for the chores they have been assigned. The Chore Master is responsible for distributing trash bags, toilet paper, and paper towels to the residents responsible for the corresponding chores. The Chore Master also ensures that the chores are being done daily and thoroughly. If a resident is ill and cannot perform the task, he/she needs to find a resident to cover the chore or inform the Chore Master.

NOTE: Chores are mandatory and they do not meet the Service pillar requirement.

D.2. GRIEVANCES

The Endorphin Power Company and Waterman Power House form a community where residents, staff, volunteers, board members, guests and visitors come together. There are bound to be differences of opinion, disagreements and disputes.

When problems arise we hope they can be resolved by the parties involved. When necessary, seek counsel from the Community Chair or a member of EPC's staff. Unresolved issues may be brought to the Wednesday night WPH Community Meeting. The resident community will reach consensus and make recommendations to the EPC staff.

Below are suggestions on how to deal in the moment with a difficult situation:

- ☞ Be respectful.
- ☞ Do not lose your temper. If necessary, go to the gym and pedal a bike or lift weights for a few minutes!
- ☞ Put yourself in the other person's shoes.
- ☞ Remember the power of words; choose to be kind rather than right.

D.3. GYM

Exercise is an integral part of the Four-Pillar Program. EPC's gym is open 24 hours a day, 7 days a week. There's no good excuse to not exercise while you're living at the Endorphin Power Company!

When using the gym it is important that you:

- ☞ Put weights where they belong and wipe off equipment.
- ☞ Turn air conditioner, equipment, lights, and radio off when you leave. Close windows.
- ☞ Keep the gym secure. Do not give the door code to anyone and make sure to completely shut the door behind you.
- ☞ Be respectful. People work and live above the gym. Choose non-offensive music, and keep the volume at a reasonable level.



D.4. OVERNIGHT LEAVE REQUEST

WPH residents may request overnight leave from the Endorphin Power Company's Four-Pillar Program by submitting an *Overnight Leave Request* form to the Program Director at least 48 hours prior to the requested leave date. Deliver requests to EPC's office (Room 1) Monday through Friday.

Absence from the program is a privilege, not a right. Leave requests will only be approved for residents who are in good standing. Staff reserves the right to deny any request.

The frequency and amount of time away from EPC is based on the length of time you have been in the program.

- ☞ During the first 60 days overnight leave is not allowed.
- ☞ 3-6 months – Residents in good standing can request a maximum of one 24-hour pass a month.
- ☞ 7-9 months – Residents in good standing can request a maximum of one 48-hour pass per month.
- ☞ 10-12 months – Residents in good standing can request a maximum of two 48-hour passes per month.

Leave requests cannot be pooled together to result in long term absences from the program. They can be used in 24 hour increments throughout the month. Residents returning to EPC following leave are subject to a drug/alcohol test.

D.5. RELAPSE

Alcohol or drug use, in any amount, is grounds for termination. As a resident you will be asked to submit to random drug testing through an outside agency. When asked to submit to a drug test you have two hours to comply with the request. After two hours, you will be in non-compliance and will be treated as a relapse. As a resident you may also face termination from the program if you verbally admit to relapse. No drug or alcohol test is required when the resident self-admits to relapse.

Relapse Procedure

If a resident admits to being intoxicated or fails a drug/alcohol test, EPC staff will suggest that they go immediately to MATS and will help to get the resident admitted. Once the resident has been released from MATS, after no less than 72 hours, EPC will begin the procedure to determine if the resident can remain a part of the EPC community.

If the resident refuses to go to MATS she/he will be asked to leave the campus and will be immediately terminated from the program. The resident will then have 72 hours to collect personal belongings. Anything left on EPC property after the 7th day will be forfeited and will become property of EPC.

Upon return from MATS, EPC staff and the WPH community will decide the best course of action. EPC does not have a "one free relapse" policy. If the staff and/or community determine that the resident is no longer a good fit, the resident will be given 24 hours to move out. After leaving the resident will be given 7 days to collect personal belongings. Anything left on EPC property after the 7th day will be forfeited and become property of EPC.

Re-admittance to EPC after a relapse is a one-time maximum policy. If the resident is allowed to remain at EPC a modified admissions contract to help prevent future relapses will be agreed upon and signed.

NOTE: Any relapse within the first 30 days of residency will result in immediate termination from the program.



D.6. TERMINATION

You may be terminated from EPC's Four-Pillar Program for the following reasons. (If terminated from the EPC program, rent and deposit will be forfeited.)

- ☒ By your request. (Being a resident at EPC is voluntary.)*
- ☒ Services provided can no longer meet your needs as determined by the EPC staff.
- ☒ Refusal of medical and/or psychiatric evaluation or treatment when advised by EPC staff.
- ☒ Failure to comply with EPC directives or policies.
- ☒ Possession or use of alcohol or unauthorized drugs.
- ☒ Abuse of prescription or over-the-counter drugs.
- ☒ Smoking anywhere on EPC property or grounds.
- ☒ Possession of drug paraphernalia.
- ☒ Failure to submit to drug testing or breathalyzer within two hours of staff request.
- ☒ Possession of weapons.
- ☒ Physical violence or threats of violence, endangering self or others, or verbal abuse towards other residents, visitors or staff.
- ☒ Refusal or inability to pay for housing.
- ☒ Vandalism or destruction of EPC or private property.
- ☒ Theft.
- ☒ Having legal problems that interfere with your stay.
- ☒ Involvement in romantic or sexual relationships with other residents, or engaging in sexual activity on EPC grounds.
- ☒ Unexcused or unexplained breaking of curfew.
- ☒ Unexcused absence from mandatory Wed WPH community meeting.
- ☒ Being party to or participant in another resident's relapse without notifying staff.
- ☒ Any other behavior or activity deemed detrimental to EPC staff, residents or community.

**Thirty days written notice is required in order to receive any portion of the deposit.*

D.7. VISITORS

Visitors are welcome. EPC residents are encouraged to interact with friends, family, and the community. However, in order to respect the rights and privacy of other residents, as well as to promote individual recovery, certain rules must be followed.

- ☒ Residents may not visit the rooms of other residents. Residents are encouraged to socialize with each other in the WPH community rooms and other common areas of EPC.
- ☒ Parents, children, and siblings of residents may enter their rooms. Staff is to be notified when family will be visiting. You may also meet with family members in any of the common areas of EPC.
- ☒ Visitors (other than immediate family) may only come on to the porch to knock on residents' doors and then must move to one of the common areas of EPC to visit.
- ☒ Visitors under age 18 must be supervised by an adult at all times.
- ☒ No visitors, including children, will be allowed to stay overnight at EPC.
- ☒ Visitors need to leave by 9:00pm Sun-Thur and by 10:00pm Fri-Sat.
- ☒ Visitors who are not residents are not allowed in the WPH community rooms, resident rooms, or the courtyard in front of the WPH. (Exception: Non-residents may be in the courtyard if a community-wide EPC activity is taking place.)

NOTE: EPC Common Areas include the main building (library, gallery, sitting area in café, upstairs meeting room), the garden outside the library, the basketball court, west garden with ramada, and parking area.



E. FREQUENTLY ASKED QUESTIONS (FAQs)

1. Q: *What do I do if I have a problem with plumbing or electricity in my room?*

A: If the problem is easy to fix, simply fix it. If not, report it to EPC staff verbally or by submitting a request at the EPC Office in Room 1. If the problem is an emergency and occurs during EPC business hours, contact EPC staff. If the emergency occurs after hours, call any of the staff whose numbers are listed on the Sign In & Out Board in the downstairs community room.

2. Q: *What do I do if I suspect one of the other residents is drinking or using drugs?*

A: Safety comes first. If you know someone is drinking or using it is your responsibility to yourself and the rest of the community to report it to staff ASAP. If this means calling an EPC staff member then please do so. Ignoring the problem can result in your removal from the program.

3. Q: *What do I do if I know someone is breaking the rules?*

A: Respectfully discuss the situation directly with the individual. If this does not resolve the issue then report it to staff or ask the Community Chair to address the topic at the next community meeting.

4. Q: *What do I do if I fear I am about to relapse?*

A: Utilize your resources. You may choose to talk directly with your sponsor, other residents or staff. Remember that one of the greatest assets EPC has to offer is community support. And you can always call an EPC staff member.

5. Q: *What do I do if there is a particular resident I do not get along with?*

A: Make a concerted effort to get along. If that is not possible, then attempt to avoid interaction and confrontation. It is unlikely that you will get along with everyone in the world. Resolving conflict rationally can be viewed as just another opportunity for personal growth at EPC. Setting up mediation with staff is an alternative option.

6. Q: *Do I have to keep my room in any certain order?*

A: Yes. A clean room correlates with a clean brain. Room checks will be conducted and demerits issued for dirty rooms.

7. Q: *If I misplace my keys, what do I do?*

A: Be responsible for your key. If locked out you can call an EPC staff member to be let in. If this happens more than once a quarter you will be assessed a \$10 fee.

8. Q: *What if I want to repaint my room?*

A: Submit a written request to room #1 for any permanent changes you wish to make to your room.

9. Q: *Does money grow on trees?*

A: No, so please conserve energy! Please turn off lights, radios, etc. when you are not in your room or in the WPH community rooms. Also, please keep your heater/AC unit thermostat at 68 degrees in the cooler months and at 70 degrees in the warmer months. Wasteful practices can result in a demerit. Being part of the EPC community means learning to be responsible. However, if you find a money tree please let EPC staff know and we will plant it in the courtyard. Thank you.



Daily Log for EPC's Four-Pillar Program

An indispensable and mandatory part of EPC's Four-Pillar Program is the Daily Log. This log is intended to make you accountable and give you visible proof of your achievements. You must make an entry each day and details for each pillar must be provided. Activities must meet the requirements described in the program description (found on EPC's Social Network website). NOTE: Demerits may be given for missed entries or activities that do not meet the requirements.

1. **Date** – Enter date activities performed ___/___/___

2. **Name** _____ 3. **Room #** _____

4. EDUCATION PILLAR: YOU MUST SPEND A MINIMUM OF 30 MINUTES A DAY LEARNING SOMETHING NEW. EXAMPLES INCLUDE ATTENDING A CLASS, WORKING ON GED, READING A BOOK (ONE THAT COULD BE FOUND ON A HIGH SCHOOL READING LIST) OR ANY INTELLECTUAL ACTIVITY WHERE YOU ARE THINKING ABOUT SOMETHING OUTSIDE OF YOURSELF.

WHAT ACTIVITY DID YOU PERFORM THAT MEETS THE REQUIREMENT FOR THE EDUCATION PILLAR? PLEASE PROVIDE DETAILS. (EXAMPLE: "I READ FIRST CHAPTER OF HUCKLEBERRY FINN. I THINK I'M GOING TO LIKE THIS BOOK.")

5. HOW MUCH TIME DID YOU SPEND WORKING ON THE EDUCATION PILLAR?

- 0 Minutes 15-30 Minutes 30 Minutes More than 30 Minutes

6. EXERCISE PILLAR: YOU MUST SPEND A MINIMUM OF 30 MINUTES EXERCISING IN THE GYM - OR 30 MINUTES OF OTHER SUSTAINED EXERCISE - FIVE DAYS A WEEK. ON THE TWO DAYS YOU'RE NOT IN THE GYM OR DOING STRENUOUS EXERCISE, YOU ARE ENCOURAGED TO ENGAGE IN OTHER PHYSICAL ACTIVITY THAT BRINGS YOU JOY - JOGGING, HIKING, BIKING, WALKING, ETC.

WHAT ACTIVITY DID YOU PERFORM THAT MEETS THE REQUIREMENT FOR THE EXERCISE PILLAR? PLEASE PROVIDE DETAILS. (EXAMPLE: "I WALKED SLOWLY ON THE TREADMILL, BUT I SWEAT A LOT." OR "I RODE MY BIKE 4 MILES TO WORK.")

7. HOW MUCH TIME DID YOU SPEND WORKING ON THE EXERCISE PILLAR?

- 0 Minutes 15-30 Minutes 30 Minutes More than 30 Minutes



8. COMMUNITY PILLAR: YOU MUST SPEND A MINIMUM OF 30 MINUTES A DAY INVOLVED IN EPC'S COMMUNITY. (THIS IS SEPARATE AND APART FROM ANY 12-STEP MEETING HOSTED BY EPC.) THIS COULD BE AS SIMPLE AS TALKING WITH ANOTHER RESIDENT IN THE COURTYARD, COOKING OR EATING A MEAL TOGETHER, PLAYING A GAME, WORKING ON A PROJECT, ATTENDING AN EPC CLASS, ETC. THE PURPOSE OF THIS PILLAR IS TO BE ENGAGED WITH THOSE YOU LIVE WITH.

WHAT ACTIVITY DID YOU PERFORM THAT MEETS THE REQUIREMENT FOR THE COMMUNITY PILLAR? PLEASE PROVIDE DETAILS. (EXAMPLE: "JEFF AND I MADE BURRITOS AND TALKED OVER DINNER.")

9. HOW MUCH TIME DID YOU SPEND WORKING ON THE COMMUNITY PILLAR?

- 0 Minutes 15-30 Minutes 30 Minutes More than 30 Minutes

10. SERVICE PILLAR: YOU MUST SPEND A MINIMUM OF 3 HOURS A WEEK INVOLVED IN A SERVICE ACTIVITY. THIS CAN BE PERFORMED AS ONE ACTIVITY OR IN 3 ONE-HOUR INCREMENTS. EXAMPLES INCLUDE: PAINTING, TUTORING OR CULTIVATING A GARDEN; WORKING AT A SCHOOL OR OTHER NON-PROFIT ORGANIZATION, ETC.

WHAT ACTIVITY DID YOU PERFORM THAT MEETS THE REQUIREMENT FOR THE SERVICE PILLAR? PLEASE PROVIDE DETAILS. (EXAMPLE: "I SCHEDULED A TIME ON SATURDAY WHEN I WILL GO TO THE HUMANE SOCIETY TO EXERCISE DOGS." OR "I BEGAN PAINTING THE EPC GALLERY TODAY. THIS IS A HUGE JOB BUT IT WILL LOOK GREAT WHEN IT'S COMPLETED.")

11. HOW MUCH TIME DID YOU SPEND WORKING ON THE SERVICE PILLAR?

- 0 Minutes 15-30 Minutes 30 Minutes More than 30 Minutes

12. WHAT IS YOUR CURRENT CHORE?

13. HOW MUCH TIME DID YOU SPEND ON YOUR CHORE?

- 0 Minutes 15Minutes 30 Minutes 45 Minutes 60 Minutes More than 60 Minutes

14. OPTIONAL: EPC'S STAFF WELCOMES ALL COMMENTS - POSITIVE AND NEGATIVE - ABOUT THE FOUR-PILLAR PROGRAM. WITH YOUR FEEDBACK WE ARE ABLE TO MODIFY AND IMPROVE THE PROGRAM. PLEASE SHARE YOUR THOUGHTS AND SUGGESTIONS WITH US. THANK YOU.



OVERNIGHT LEAVE REQUEST

Resident Name: _____

Date: _____ Room # _____

Requested Departure Date and Time: _____

Requested Return Date and Time: _____

Emergency Action Plan for this overnight leave request - identify risks and plans to address them:

I agree to the return at the day and time indicated above.

Resident's Signature: _____

Resident's Name (printed) _____ Date: _____

For Official Use

Resident move in date: _____

Does the resident have any rule violations on file? Yes No

If yes, what and how recent? _____

Request approved: Yes No

Reason Denied: _____

EPC Staff Signature/Title

Date



ALL I REALLY NEED TO KNOW I LEARNED IN KINDERGARTEN

All I really need to know about how to live and what to do and how to be I learned in kindergarten. Wisdom was not at the top of the graduate school mountain, but there in the sand pile at Sunday School. These are the things I learned:

- Share everything.
- Play fair.
- Don't hit people.
- Put things back where you found them.
- Clean up your own mess.
- Don't take things that aren't yours.
- Say you're sorry when you hurt somebody.
- Wash your hands before you eat.
- Flush.
- Warm cookies and cold milk are good for you.
- Live a balanced life – learn some and think some and draw and paint and sing and dance and play and work every day some.
- Take a nap every afternoon.
- When you go out in the world, watch out for traffic, hold hands and stick together.
- Be aware of wonder. Remember the little seed in the Styrofoam cup: the roots go down and the plant goes up and nobody really knows how or why, but we are all like that.
- Goldfish and hamsters and white mice and even the little seed in the Styrofoam cup - they all die. So do we.
- And then remember the Dick-and-Jane books and the first word you learned - the biggest word of all - LOOK.

Everything you need to know is in there somewhere. The Golden Rule and love and basic sanitation. Ecology and politics and equality and sane living.

Take any one of those items and extrapolate it into sophisticated adult terms and apply it to your family life or your work or government or your world and it holds true and clear and firm. Think what a better world it would be if we all - the whole world - had cookies and milk at about 3 o'clock in the afternoon and then lay down with our blankies for a nap. Or if all governments had as a basic policy to always put things back where they found them and to clean up their own mess.

And it is still true, no matter how old you are – when you go out in the world, it is best to hold hands and stick together.

Source: *ALL I REALLY NEED TO KNOW I LEARNED IN KINDERGARTEN* by Robert Fulghum, Ivy Books, 1986.



INTERVIEW GUIDELINES FOR APPLICANTS

An important part of having a healthy community is finding the right mix of residents for EPC. It is crucial that current residents play an active role in deciding who may be a good fit for the program. The community's interview of a prospective resident is an important part in making that decision. Residents should remember – from personal experience – that the process can be stressful and intimidating for the applicant. In order to respect the rights and privacy of applicants certain lines of questioning are off-limits. Prospective residents have been screened and interviewed by EPC staff and confidential information should not be brought up in the community meeting.

Do not ask questions about:

- Age**
- Race**
- Gender**
- Sexual Orientation**
- Religion**
- Political Affiliation**
- Financial Status**
- Medical or Psychological History (incl medications)** However, if you are concerned that an applicant may be abusing his or her prescription medication you may ask more general questions such as, "You seem a little distant/tired/disoriented. Why is that?"

NOTE: 12-step meetings and other recovery meetings are held at EPC, but EPC is not a 12-step program. People engage in recovery in many different ways, and while it is fine to ask if a member attends meetings or has a sponsor, these are not requirements to become a resident.



STAFF CONTACT INFORMATION

Jeff Holland, Program Director
505-268-3372 or 505-261-8715
jeff@endorphinpower.org

Jeff is responsible for EPC's Four-Pillar Program and his main role is to guide all residents to success. He meets with residents bi-weekly to ensure their needs are being met and concerns are being addressed. He can help you gain access to programs and people in the community that will contribute to a healthy and balanced life.

Janice Mancuso, Executive Director
505-559-4497 or 505-506-4496
janice@endorphinpower.org

Janice is the administrator of the program and is available to handle or help with any emergency situation. Any concerns that you have regarding the program or unresolved grievances (after discussion with Community Chair and other staff) can be directed to her.

Carmel Merryman, Operations Director
(505) 268-3372 or 505-340-8722
carmel@endorphinpower.org

Any person who wants to rent space from EPC, apply to EPC's Four-Pillar Program or who needs general assistance can be directed to Carmel. She collects the rent and is also the frontline person for any problems, issues, or questions that you may have.

Sam Slishman, Founder
(505) 220-1014
sam@endorphinpower.org

In 2003, Sam had an idea about endorphins and addiction and how exercise and community, etc could replace unhealthy and illegal behaviors. Sam and a legion of volunteers brought EPC to life. Today Sam can be found on the climbing wall, renovating the building, transporting a person in the Slishman Rescue Harness, or on any continent in the world.

Ray Sedillo, On-Site Residential Manager
(505) 315-8769
ray.sedillo@yahoo.com

Ray keeps the building and property secure and offers assistance to staff and residents whenever the need arises.



DEPOSIT, NOTICE TO VACATE & PERSONAL PROPERTY AGREEMENT

Resident's Name _____

Date Deposit Received _____ Room # _____

Total Amount of Deposit _____

Deposit:

Resident delivered to EPC on date listed above a \$200.00 deposit. EPC may apply any or all of the deposit to recover losses caused by Resident's noncompliance of EPC's Four-Pillar Program Agreement including back or current rent payment, early termination fee, damage to the premises, missing furniture, computer, and other such costs. Resident must schedule a walk-through with the Operations Director to assess any damage or missing items and turn in all keys issued by EPC. Balance of the deposit will be returned to Resident within thirty (30) days of vacating residence with an itemized written statement listing any deductions held. It is the resident's obligation to provide EPC with a forwarding address. Resident may not use the deposit in lieu of rent payment.

Pet Deposit: Yes No

Resident paid an additional deposit of \$200.00 to cover any damage caused by pet inside Resident's room and/or in the common areas.

Notice to Vacate:

Resident shall give EPC written notice of intention to vacate at least thirty (30) days prior to move-out in order to be eligible to receive any portion of deposit. Failure to give thirty (30) days written notice will result in forfeiture of deposit. (Resident must be completely moved out by the 30th day and will be charged rent for any additional days.)

Personal Property:

30 days Notice: All personal property must be removed from EPC premises on or before the thirtieth day. Anything left behind will be forfeited and become the property of EPC.

Less than 30 days Notice: When a resident leaves the program with less than 30 days notice all personal property must be removed from EPC premises within 7 days of departure. Anything left behind will be forfeited and become the property of EPC.

Eviction from EPC: When a resident is terminated from EPC and the program, all personal property must be removed from EPC premises within 7 days of receipt of termination notice. Anything left behind will be forfeited and become the property of EPC.

Resident's Signature: _____ EPC Administrator: _____

Resident's Name (printed) _____ Date: _____

Date: _____



EPC's FOUR-PILLAR PROGRAM AGREEMENT

I, _____, have been given a full and complete description of the Endorphin Power Company's Four-Pillar Program, including all policies and rules. I have had all of my questions answered and I understand, agree, and accept all of the following:

(Please initial.)

- | | |
|---|--|
| <input type="checkbox"/> General Information (A.) | <input type="checkbox"/> Grievances Policy (D.2.) |
| <input type="checkbox"/> Rent (B.) | <input type="checkbox"/> Gym Policy (D.3.) |
| <input type="checkbox"/> Program Details (C.) | <input type="checkbox"/> Overnight Leave Request Policy (D.4.) |
| <input type="checkbox"/> Program Phases (C.1.) | <input type="checkbox"/> Relapse Policy (D.5.) |
| <input type="checkbox"/> Daily Log Requirements (C.2.) | <input type="checkbox"/> Termination Policy (D.6.) |
| <input type="checkbox"/> Wednesday Night WPH Community Meeting (C.3.) | <input type="checkbox"/> Visitors Policy (D.7.) |
| <input type="checkbox"/> Leadership Positions (C.4.) | <input type="checkbox"/> Frequently Asked Questions (E.) |
| <input type="checkbox"/> Demerit System (C.5.) | <input type="checkbox"/> Daily Log Form (F.1.) |
| <input type="checkbox"/> Chores Policy (D.1.) | <input type="checkbox"/> Overnight Leave Request Form (F.2.) |

I also understand, agree, and accept that all policies can be amended or revised. Therefore printed policies may become outdated. When amended, EPC will notify the community of changes at the weekly WPH community meeting. All current policies will reside on EPC's website – www.endorphinpower.org.

General Waiver

By signing below you agree to the following:

I do not and will not hold EPC liable for any injuries, thefts, or other misfortunes which may occur to me while I reside or volunteer at EPC. I understand that this release discharges EPC from any liability or claim that I may have against EPC with respect to any personal injury, illness, death, property damage or property loss that may result from my activities with EPC. I also understand that EPC does not assume any responsibility for, or obligation to provide, financial assistance or compensation, including but not limited to, medical, health, or disability insurance in the event of injury, illness or theft.

Resident's Signature _____

EPC Administrator: _____

Resident's Name (printed) _____

Date: _____

Date: _____