



# EPC's FOUR-PILLAR PROGRAM

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

## Endorphin Power Company's Vision and Mission Statements

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.

The Endorphin Power Company is dedicated to improving lives and communities, with special focus on the substance-dependent and homeless. Additionally, we are dedicated to the promotion of mental and physical health through exercise, energy consciousness and volunteerism.



**Welcome!**

**This handbook contains a great deal of information about the Four-Pillar Program and the journey you're about to begin. You are not expected to remember everything the first week you're here...or even the first month. That's why we suggest you keep your handbook in a place where you have easy access to it. Refer to it. Write in it. Wear it out! If you have questions about the program or anything you read here, you are encouraged to ask the Program Director, any other EPC staff member, or a fellow resident.**

**We wish you success and a bright new future. Enjoy the program!**

**Sincerely,**

**EPC's Staff and Board of Directors**

*(EPC's Four-Pillar Program was adopted May 1, 2010, revised August 21, 2010 and December 21, 2011)*

*"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*







## **EPC'S FOUR-PILLAR PROGRAM**

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

Founded in 2003, the Endorphin Power Company (EPC) opened the Waterman Power House (WPH) transitional-living facility in 2007. EPC provides a safe environment that supports newly clean and sober individuals who want to replace harmful addictions with their own endorphins and new, healthy behaviors. (Endorphins, often referred to as *inner uppers* that get us *high on life*, are produced in the body by exercising, embracing positive emotions, and by maintaining meaningful relationships.)

The program is built upon Four Pillars: Education, Exercise, Community and Service. WPH residents are expected to actively participate in all of these areas, as well as do their chores, and log their activities daily.

-  **EDUCATION:** The act or process of acquiring knowledge, increasing powers of reasoning, improving judgment, and developing intellectual maturity.
-  **EXERCISE:** Regular and sustained physical exertion to improve and maintain health, and to increase skill and strength.
-  **COMMUNITY:** A social group whose members reside within a specific locality and/or have a common bond or interest.
-  **SERVICE:** Helpful acts by persons or groups that benefit others without any expectation of personal reward or payment.

EPC's program was created by many committed individuals who believe that every person can overcome life's hardships. Bad decisions, disappointments and losses can all be overcome if a person is motivated and believes it is possible, *and* if that person has a fair chance. EPC is an organization that provides that chance.

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



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## **A. GENERAL INFORMATION**

*Community* is the cornerstone of the EPC philosophy. The following information (with the policies that follow in Section D) defines EPC's community and the parameters and expectations of those who live at and visit EPC. All we require is that you stay clean and sober, respect your fellow residents and their property, and abide by EPC's program details and policies.

*(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 in the downstairs WPH Community Room, outside the Office (Room #1), and Page G-3 of this handbook. If you witness any illegal activity, please call 911 or the Albuquerque Police Department at 505-242-2677 (242-COPS) 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.*

### **Chain of Command**

You may become aware of situations that are in violation of policies and/or conflict with—or seem to conflict with—the spirit of the EPC program and community. Examples include: knowing a fellow resident was gone all night, witnessing non-family visitors entering a resident's room, witnessing smoking on EPC campus, etc. You may ask yourself, "What should I do?" If anything of this nature occurs, you should first contact the Community Chair. If the Chair is not on property, contact the [Building & Community Manager](#). If you are unable to reach that person, you may call one of the other EPC staff members, i.e. Program Director, Executive Director, or Office Manager, in that order.

### **Computer Lab**

Computers are available exclusively for residents in the 2<sup>nd</sup> floor Computer Lab (above the Gym).

### **Curfew**

Structure is important for one's recovery and also daily living in general. Residents must be on-site at EPC from 11:00pm–5:00am, Sun–Thu nights, and from 12:00–5:00am on Fri and Sat nights. Failure to meet curfew will result in a demerit and possible termination from the program. Working regular overnight shifts is not allowed. NOTE: A written *Curfew Contract* is available and *may* be implemented at the discretion of EPC staff on a case-by-case basis.

### **Drug Testing**

EPC utilizes the services of an outside drug-testing agency. If you are randomly selected to be drug tested – or if you are being tested based on suspected use – you will be asked to go to the contracted drug screening service where a disinterested third party will administer the 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 from the program. 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 WPH sprinklers.

### **Food and Meals**

Food preparation, cooking and heating food are permitted only in the Café or on the grill. Each resident is assigned a shelf in a locking community refrigerator in the café. Coffee makers are allowed in WPH rooms; microwave ovens are not. We discourage small refrigerators in WPH rooms (due to high energy use), but you may apply to use one by agreeing to pay an extra \$15.00 per month tuition. After preparing any food in the café, the kitchen and eating areas must be cleaned thoroughly before leaving. Remember, you are responsible for cleaning up after yourself!

### **Gossip**

***Please refrain from gossiping about others.*** Spreading rumors or outright lies is behavior not in keeping with the high standards of the Endorphin Power Company. If you are having a problem with a fellow resident, the best thing to do is to go directly to that person...not discuss it with others. If you are not comfortable with that approach you may enlist the assistance of the Community Chair or Program Director.



## Laundry

A washer and dryer are available for use in the downstairs WPH Community Room and the upstairs meeting room of the main building. (Please do not use the upstairs washer and dryer when meetings are in session.) Promptly remove your laundry from the machines when the cycles are finished. If you leave your clothes unattended, they may be removed and placed in a basket (if available) or on top of the machines. [SUGGESTION: Residents have found that placing your magnetic nameplate from the Sign In/Out Board on the machines helps others know whom to contact if laundry is left unattended.]

## Maintenance

All repairs and landscaping must have prior approval by EPC staff, unless the repair is simple and unlikely to cause personal injury. Please submit *Work Order Request* forms for routine and/or non-emergency work to Building Manager. (Blank forms are located in their own slot in the blue mailboxes in downstairs WPH Community Room. Deposit the request form in the "Submitted Work Orders" slot.) For emergency repairs, please contact a staff member.

## Noise

**Noise pollution will not be tolerated.** This includes, but is not limited to, profanity and loud music. Be respectful of your neighbors and the community-at-large.

## Non-discrimination

EPC does not discriminate on the basis of race, ethnicity, 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 and regularly-used over-the-counter medications to the Program Director at the time of Intake. **Staff must also be informed when any changes in medications are made.** All medications must be in their original containers. Failure to disclose medications – or change in medications – may result in a demerit or termination.

## Pets

Dogs and cats are not allowed to live at EPC. Small pets, e.g. gerbils, lizards and other caged animals *may* be allowed. Permission will be determined on a case-by-case basis. If allowed, residents are expected to care for their pets. Permission may be rescinded if it is determined that the pet is being neglected or abused.

## Phone Line for Residents' Use

A phone line for residents' use is available in the downstairs WPH Community Room. **The number is 505-268-2378.** Any messages are solely the responsibility of residents. Do not give out the EPC office number for 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 inspections will be performed periodically by the staff. The main items that will be checked are: floors, sink/toilet/tub, food in proper containers, etc. Demerits will be issued for having an unkempt room, for heating/cooling units and/or lights left on when the room is not occupied, and/or for having unapproved items in room.

A room inventory will be done when you move in and again when you move out. All EPC furniture and equipment must be accounted for in order for your full security deposit to be returned. Residents are not allowed to trade EPC property with other residents. Please let Office Manager know if you need a particular item and an effort will be made to secure a donation.



### **Signing In and Out**

**Residents must sign out when leaving EPC and sign in when returning to EPC.** The Sign In-Out Board is located in the downstairs WPH Community Room. Be sure to include time you are expected to return and brief description of where you are. Failure to do so will result in a demerit and possible termination from the program. NOTE: Residents may not ask other residents to sign in or out for them. If it is confirmed that this behavior is occurring, either or both residents may be issued a demerit or terminated 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. Smoking in Waterman Power House or other community facilities may result in termination from the Four-Pillar program. NOTE: If you smoke and want to quit, call **1-800-QUIT-NOW** for information, free self-help materials, and to obtain free nicotine gum or patches.

### **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 and may be escorted to MATS if requested. If offending person(s) resist leaving, please let staff know or call 911 if staff is not available.

### **Televisions**

Residents are not permitted to have televisions in their rooms. There are TVs in both WPH Community Rooms and the Bamboo Room in the main building.

### **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 only allowed in the common areas and are not permitted to enter residents' rooms. Guests may knock on the door upon arrival, but may not remain nor hang out on WPH premises—deck, patio, courtyard, stairways—nor converse with resident in front of the open door of a resident's room. Residents are responsible for their guests' actions. (For more details, including specifics about guests who are family members, please see the Visitor Policy on Page D-3 ).

NOTE: Please remember that EPC is a community center as well as a transitional-housing program, 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.

### **Words, Language & Profanity**

Words matter. We encourage residents to be aware of their words, language and use of profanity. Remember that one of the program goals is to help you transition and become a fully functioning, respectful, clean & sober citizen. If a member of EPC's community (resident, staff, volunteer, etc) asks you to refrain from using offensive language in their presence, we respectfully require that you honor the request.



## **B. TUITION & MOVE-IN FEES**

### **Tuition**

The Endorphin Power Company is a self-supporting organization and has limited financial resources. EPC's Four Pillar Program does not receive local, state or federal government funding. EPC therefore must charge Waterman Power House residents for its program services. Program tuition is currently \$5,160 per year, and is paid monthly, i.e. \$430 per month. Tuition includes a private room & bathroom, utilities, laundry facilities, computer lab & wireless Internet access, gym membership and two formal meetings per month with the Program Director. Residents are solely responsible for tuition. Monthly payments are due on the 1<sup>st</sup> of each month and are considered late after the 5th. A \$10 late fee will be assessed on all late monthly payments. Tuition is non-refundable.

Payment may be made in person or by dropping payment in an envelope through the mail slot of EPC's Room #1 Office. (NOTE: Cash payments *must* be made in person.)

Residents must address financial difficulties with the Executive Director as soon as they appear and *before* a tuition payment is delinquent in order to demonstrate personal responsibility. If a payment is delinquent as of the 15<sup>th</sup> of the month, residents will receive a *Program Suspension Notice*. Program suspension and termination from the program may be avoided by paying all back tuition and late fees within 7 days of receipt of suspension notice (21<sup>st</sup> of month). Otherwise, the resident must move out within 24 hours.

Issuance of a maximum of one *Program Suspension Notice* will be allowed per resident.

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

### **Move-In Fees**

Applicants accepted into the Four-Pillar Program need to be able to pay the initial fees of \$650.00 before moving in. This amount includes: \$430—first monthly tuition payment, \$200—security deposit, and \$20—initial drug screen. The second month's tuition payment will be prorated and due on the 1<sup>st</sup> of the second month.

NOTE: The \$200 security deposit will be returned to the resident if the resident (a) gives a 30-day notice, (b) leaves his or her room in good order (with all EPC property accounted for), and (c) leaves the program in good standing. The deposit will be forfeited if the resident is terminated from the program or fails to give 30-day notice.



## **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 residents' first priority is to the Four Pillars.

### **EDUCATION    EXERCISE    COMMUNITY    SERVICE**

Recovery is not merely about giving up bad habits; it is about developing a new lifestyle, new friends, and new interests. At EPC you will learn skills and acquire useful tools to help you gain control of your internal and external lives, and to become a productive citizen and community member who does more than just stay clean and sober.

At EPC we assume residents *willingly* participate in EPC's program because they *have chosen* to be here. Residents should recognize that living at EPC presents a unique opportunity to live in an environment that actively supports their efforts to develop good lifelong habits. Spending a minimum of 30 minutes a day on each pillar amounts to a 2-hour per day investment towards a healthier, more meaningful life. That should leave 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, increasing powers of reasoning, improving judgment, and developing intellectual maturity.*

**You are expected to spend a minimum of 30 minutes per day on education.** Examples include attending school classes, working on your GED, reading a book, researching a topic on the Internet; basically, any intellectual activity where you are thinking about something other than yourself. (Any staff member can recommend books and offer suggestions.) NOTE: This endeavor should be separate and apart from your 12-step work (if you are in a 12-step program) because the goal is for you to cultivate interests and connect to other facets of life, and not to just focus on yourself as a person with an addiction.

**EXERCISE:** *Regular and sustained physical exertion to improve and maintain health and to increase skill and strength.*

**You are expected to spend a minimum of 30 minutes exercising in the gym – or 30 minutes of other sustained exercise – at least five (5) days per week.** It takes at least 20 minutes to begin producing endorphins! You'll be amazed; the human body responds quickly to regular exercise! (If you need assistance beginning a program, ask a fellow resident for guidance or contact a staff member to find someone to work with you.) On the two days you're not in the gym or exercising, you are encouraged to engage in other physical activity that brings you joy – jogging, hiking, climbing, biking, walking, etc.

**COMMUNITY:** *A social group whose members reside within a specific locality and/or have a common bond or interest.*

**You are expected to spend a minimum of 30 minutes per day involved in EPC's community.** (This should be separate and apart from any 12-step meeting you attend.) This could be as simple as talking with another resident in the courtyard, cooking or eating a meal together, playing ping pong, working on a project, attending an EPC class, etc. The purpose of this pillar is to be engaged with – and to get to know – those you live with so you may forge healthy and meaningful relationships that will continue beyond your time at EPC. It is an opportunity to practice your communication skills while interacting with friends, fellow residents, and even with those you may not get along with that well.



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

**You are expected to spend a minimum of 3 hours per week involved in service activities.** Service work may be performed as one activity or in increments. Examples include: painting, tutoring, or cultivating a garden; doing extra chores at EPC, volunteering at a school or other non-profit organization, etc. (The Program Director or other staff members can offer suggestions.) NOTE: Over the years since the Four-Pillar Program was introduced at EPC, this pillar has been the most challenging for the residents. It may take time to willingly incorporate "doing for others" into your daily or weekly schedule.

Great people who walked the earth before us spoke about the power of giving.

*We make a living by what we get. We make a life by what we give. ~ Winston Churchill*

*You cannot do a kindness too soon because you never know how soon it will be too late.  
Ralph Waldo Emerson*

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## **C.1. PROGRAM PHASES**

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

The Program Director conducts scheduled meetings with each resident twice a month and is available for drop-in visits. These meetings are opportunities during which residents can discuss their progress and challenges. Guidance is provided for job searching, working the pillars, following policies, 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-2 – *Overnight Leave Request*.

Holding leadership positions is a program privilege. The two positions – described below in C.4. – are assigned every eight weeks to residents who have completed at least three months of the Four-Pillar Program.

At the end of nine months, residents are given letters indicating their projected program completion dates. The Program Director works closely with residents to ensure healthy exit strategies are established, addressing: (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 in good standing who feel they will not be ready to assume all of the responsibilities of clean, sober and independent living at their one-year anniversary. Written requests – with appropriate reasons for extension – are required before requests for extension are granted.

The Endorphin Power Company hopes everyone who passes through the Four-Pillar Program will remain a member of EPC's community for years to come.



## **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 to give you visible proof of your achievements. A sample form is found on page F1. You are expected to complete and turn in a form every day during your stay. Drop completed form through the mail slot in the Office door (Room #1).

*NOTE: Failure to submit a Daily Log for more than two (2) consecutive days will result in a demerit. If you fail to submit a Daily Log more than six (6) times in any calendar month, a demerit will also be issued.*

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.

SUGGESTION: A good habit to get into is to fill out your log at the end of each day and drop it through the slot the following morning – or determine any routine that works for you. "Routine" is key!



## **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 8:00-9:30pm in the 2<sup>nd</sup> floor WPH Community Room. The weekly meeting is a 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 when possible.

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 and/or Program Director in writing at least 4 hrs 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**

Leadership positions are awarded by the EPC staff to residents who have lived at EPC for a minimum of three (3) months and who have demonstrated their commitment to the Four-Pillar Program. Positions rotate every eight (8) weeks. Every resident should have an 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, keeping it focused and productive.
- ☞ Is a point of contact for issues or conflicts between residents that do not require immediate staff attention.
- ☞ Serves as liaison between residents and staff.

☞ **Choremaster:**

- ☞ Checks all chore logs each day to make sure they are filled out.
- ☞ Checks all areas to make sure chores are completed satisfactorily.
- ☞ Notifies a resident if his or her chore log is not filled out or if the work was not done satisfactorily.
- ☞ Notifies staff if the chore log was not filled out, the chore was not done, or if the work was not done satisfactorily two days in a row.
- ☞ Notifies the staff if supplies are running low and need to be ordered.
- ☞ Notifies the staff if light bulbs need to be replaced or if repairs are needed.

#### **C.5. DEMERIT SYSTEM**

EPC's program is meant to inspire you to grow and to be *and do* your best. It is not meant to be punitive. But there are consequences for not following rules, for negligence and for 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 a Daily Log.
- ☞ Failure to perform and/or document daily chore.
- ☞ Failure to sign in and out, and/or signing in and out for another resident.
- ☞ Staying out past curfew without authorization.
- ☞ Smoking **anywhere** on EPC's campus - inside any building or outside on any part of the property.
- ☞ Failure to keep a clean room.
- ☞ Argumentative or disrespectful behavior to any member of or visitor to EPC.

**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** - Chores are something you do that nobody notices until you don't do them. ~Author Unknown

WPH residents are required to perform chores as part of the EPC program for two important reasons. 1) doing chores builds character, teaches responsibility and allows one to take pride in the community, and 2) EPC is a small nonprofit organization that operates on a shoestring budget with minimal staff. It takes a team of many to maintain the quality and standards that make EPC what it is.

Chores are assigned by the Office Manager for two-week intervals that run from Thursdays to Wednesdays. Chore rotations are announced at Wednesday night Community Meetings before each new rotation begins the following day.

Each resident must complete or inspect his or her chore and fill out the appropriate Chore Log every day. (A sample Chore Log and complete list of chores and descriptions is found on pages F3-F6.)

Residents are accountable for the chores they have been assigned. The Choremaster is responsible for checking that all chores are completed satisfactorily and that all chore logs are filled out. The Choremaster will notify Office Manager if a chore log is not filled out, a chore is not done, or work is not satisfactory two days in a row. The Office Manager is authorized to issue demerits for any of the above deficiencies.

If a resident is on overnight leave or for some reason is unable to perform chore, he or she needs to find someone to cover chore or inform the Choremaster.

NOTE: Completing your daily chore obligation does not meet the Service Pillar requirement. If, however, you do an additional chore – either to cover for another resident or simply because it needs doing – that does qualify as service...a good service project indeed!

### **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, personality clashes, disagreements and disputes.

When problems arise we hope that they can be resolved respectfully by the parties involved. When necessary, seek counsel from the Community Chair, the Program Director or another staff member. Unresolved issues should be brought to the Wednesday night WPH Community Meeting. Ideally, the resident community will carefully discuss the issue and be able to facilitate resolution or consensus. If the problem is not resolved it should be tabled and one or more staff members will mediate at the next Community Meeting. During the interim, please refrain from gossiping, complaining or whining.

Below are suggestions for deal in the moment with difficult situations:

- 1 Be respectful.
- 2 Try not to lose your temper. If necessary, go to the gym and pedal a bike or lift weights for a few minutes!
- 3 Put yourself in the other person's shoes.
- 4 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. Remember to close both doors and 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 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 48 hours prior to the requested leave date. (A sample *Overnight Leave Request* form is found on pages F7.) Deliver completed forms to the Office (Room #1). If you are unable to provide 48 hours notice, you must still submit a form, but you also may call the Program Director and request verbal approval. Being gone from EPC overnight without prior permission is grounds for termination from the program.

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.
- ☐ 3-4 months – Residents in good standing can request a maximum of one 24-hour pass a month.
- ☐ 5-6 months – Residents in good standing can request a maximum of two 24-hour passes a month.
- ☐ 7-8 months – Residents in good standing can request a maximum of three 24-hour passes a month.
- ☐ 9-10 months – Residents in good standing can request a maximum of four 24-hour passes per month.
- ☐ 11-12 months – Residents in good standing can request a maximum of five 24-hour passes per month.

Leave requests cannot be pooled together to result in long term absences from the program. Residents returning to EPC following leave are subject to drug/alcohol tests.

**D.5. RELAPSE**

Alcohol and 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. If you do not report for the drug screen within the 2-hour period, you will be in non-compliance and will be treated as a relapse. If a resident verbally admits to relapsing, a drug test is not required.

**Relapse Procedure**

If a resident admits to relapsing or fails the drug/alcohol test, the resident has two choices:

1. Resident may go immediately to MATS. An EPC staff member will assist the resident in getting the resident admitted. (If a bed is not immediately available, the resident may stay at EPC in a WPH room until a bed is available at MATS within 12-24 hours. During that time, the resident will be restricted to EPC property. If the resident needs to smoke, the resident must be escorted to the other side of the street by another resident or staff member.)

The resident must stay at MATS at least 72 hours. After release from MATS, the resident must return directly to EPC and begin performing all program responsibilities, i.e. his or her obligation to the Four Pillars, Daily Logs and chore. The resident will need to be interviewed by the community at the next Wednesday Community Meeting, and a readmission vote will be taken.



EPC does not have a "one free relapse" policy. If the community and/or staff determine that the Four Pillar Program is no longer a good fit, the resident will be given 24 hours to exit the program. After leaving, the resident will be given 7 days to collect personal belongings. Anything left on EPC property after the 7<sup>th</sup> day will be forfeited and become property of EPC.

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

2. If the resident refuses to go to MATS, the resident will be terminated from the program immediately. Departure arrangements will be made by the individual and/or staff, and he or she must leave the EPC campus as soon as possible.

If terminated resident becomes disruptive or is deemed to be a threat to the safety of his or her self or of others, EPC reserves the right to call the Albuquerque Police Department to remove the person from EPC property.

The terminated resident will have 72 hours from the time of termination to collect personal belongings. Anything left on EPC property after the 7<sup>th</sup> day will be forfeited and will become property of EPC.

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

## **D.6. TERMINATION**

You may be terminated from EPC's Four-Pillar Program for any of the following reasons. (If terminated from the EPC program, tuition 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 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 campus – including inside buildings or on grounds.
- ☐ Possession of drug paraphernalia.
- ☐ Failure to submit to drug testing or breathalyzer within two hours of staff request.
- ☐ Possession of firearms.
- ☐ Physical violence or threats of violence, endangering self or others, or verbal abuse towards other residents, visitors or staff.
- ☐ Refusal or inability to pay program tuition.
- ☐ 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 staff members, or engaging in sexual activity on EPC grounds.
- ☐ Unexcused or unexplained breaking of curfew.
- ☐ Unexcused absence from mandatory Wednesday 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 security 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 all residents, certain rules must be followed.

- ☞ Residents may not enter or 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, but are encouraged to be mindful of the amount of time spent in the resident's room. (You may also meet with family members in any of the common areas of EPC.)
- ☞ Visitors (other than immediate family) may only enter the WPH area to knock on residents' doors and then must move to one of EPC's common areas to visit.
- ☞ Visitors under age 18 must be supervised by the resident at all times.
- ☞ No visitors, including children, will be allowed to stay overnight at EPC.
- ☞ All visitors, including family members, must leave the EPC campus by 9:00pm Sunday through Thursday and by 11:00pm Friday and Saturday nights.
- ☞ Visitors and guests, including family members, are not allowed in the WPH community rooms.
- ☞ Only immediate family members are allowed to visit residents in 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 the problem is an emergency and occurs during EPC business hours, contact the Building Manager or other EPC staff member. If the emergency occurs after hours, call a staff member. If the problem is not an emergency, please submit a *Work Order Request* form to Building Manager. (Blank forms are located in their own slot in the blue mailboxes in downstairs WPH Community Room. Deposit the request form in the "Submitted Work Orders" slot.)

**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 suspect or know someone is drinking or using drugs, 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 ask the Community Chair to address the topic at the next community meeting if it is a minor infraction, or report it to staff.

**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. 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 keys. If locked out you can call an EPC staff member to be let in. If this happens more than once a month you will be assessed a \$10 fee for each additional occurrence.

**8. 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.



# EPC's Four-Pillar Program

## Daily Log



Name: \_\_\_\_\_ Room # \_\_\_\_\_ Date: \_\_\_\_\_

### **EDUCATION PILLAR:**

What did you do to fulfill this pillar today? \_\_\_\_\_  
\_\_\_\_\_

How long did you spend on this pillar today? \_\_\_\_\_

On a scale of 1-5 (1=really enjoyed it and 5=disliked it), how would you rate this activity today? \_\_\_\_\_

If you did not fulfill this pillar today, why not? \_\_\_\_\_  
\_\_\_\_\_

### **EXERCISE PILLAR:**

What did you do to fulfill this pillar today? \_\_\_\_\_  
\_\_\_\_\_

How long did you spend on this pillar today? \_\_\_\_\_

On a scale of 1-5 (1=really enjoyed it and 5=disliked it), how would you rate this activity today? \_\_\_\_\_

If you did not fulfill this pillar today, why not? \_\_\_\_\_  
\_\_\_\_\_

### **COMMUNITY PILLAR:**

What did you do to fulfill this pillar today? \_\_\_\_\_  
\_\_\_\_\_

How long did you spend on this pillar today? \_\_\_\_\_

On a scale of 1-5 (1=really enjoyed it and 5=disliked it), how would you rate this activity today? \_\_\_\_\_

If you did not fulfill this pillar today, why not? \_\_\_\_\_  
\_\_\_\_\_

### **SERVICE PILLAR:**

What did you do to fulfill this pillar today? \_\_\_\_\_  
\_\_\_\_\_

How long did you spend on this pillar today? \_\_\_\_\_

On a scale of 1-5 (1=really enjoyed it and 5=disliked it), how would you rate this activity today? \_\_\_\_\_

If you did not fulfill this pillar today, why not? \_\_\_\_\_  
\_\_\_\_\_

**GRATITUDE PRACTICE:** *"Gratitude is the ultimate expression of hope. ... keep a pad or journal at your bedside and each night write down three things you are grateful for that happened that day. It can be simple things such as a great meal, a good joke, or just being happy that you ran into someone you liked. As you develop this practice, you will find that you begin to look for things to write each day and that instead of looking for things that are wrong in the world, you start focusing on things that are right. After doing this for about three weeks, you will start to notice a difference. **You are remodeling your brain to be grateful, even optimistic.**"*  
(Enjoy Every Sandwich – Living Each Day as if it Were Your Last by Lee Lipsenthal, MD)

**Please list three (3) specific things that you are grateful for today:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



**SAMPLE**

**Chore Description & Log**

Chores are something you do that nobody notices until you don't do them.  
~ Author Unknown

**Chore Period:** August 25 – September 7  
**Chore #1:** MAIN BUILDING – Building Cleaner  
**Resident:** \_\_\_\_\_

**Description:**

- Sweep all high traffic areas daily including the Stairs to the second floor and Bamboo Room
- Wet mop once a week (or more often if necessary, i.e. floor is sticky or dirty)
- Ensure all light bulbs are working and not burned out or missing.
- Ensure all electrical equipment is turned off if not in use (e.g. fans, AC/heaters, etc.)
- Make sure doors are locked, i.e. art room and tool room.

**Check each box and sign after chore is completed**

Date	Swept	Wet mopped	Inspected lights	Checked equip & locks	# Min.	Signature & Time
Thu, Aug 25						
Fri, Aug 26						
Sat, Aug 27						
Sun, Aug 28						
Mon, Aug 29						
Tue, Aug 30						
Wed, Aug 31						
Thu, Sep 1						
Fri, Sep 2						
Sat, Sep 3						
Sun, Sep 4						
Mon, Sep 5						
Tue, Sep 6						
Wed, Sep 7						

**Complete as necessary**

Date	Requires follow-up by choremaster <i>(Example – light bulb on stairway out)</i>	Supplies Needed	Initials
Thu, Aug 25			
Fri, Aug 26			
Sat, Aug 27			
Sun, Aug 28			
Mon, Aug 29			
Tue, Aug 30			
Wed, Aug 31			
Thu, Sep 1			
Fri, Sep 2			
Sat, Sep 3			
Sun, Sep 4			
Mon, Sep 5			
Tue, Sep 6			
Wed, Sep 7			



## Chore Descriptions

### Chore #1: MAIN BUILDING – Building Cleaner

- Sweep all high traffic areas daily including the stairs to the second floor and Bamboo Room
- Wet mop once a week (or more often if necessary, i.e. floor is sticky or dirty)
- Ensure all light bulbs are working and not burned out or missing
- Ensure all electrical equipment is turned off if not in use (e.g. fans, AC/heaters, etc.)
- Make sure doors are locked, i.e. art room and tool room

### Chore #2 & 3: GYM (Floors, Equipment & Bathroom)

- Sweep entire gym daily, incl bathroom floor
- Mop or vacuum every two days (incl behind equip, weight racks and lockers) and wet mop bathroom floor
- Wipe down equipment (incl bikes and machines)
- Clean toilet & sink
- Ensure all light bulbs are working and not burned out or missing
- Ensure all electrical equipment is turned off if not in use (e.g. fans, AC/heaters, etc.)
- Make sure windows are locked and take out trash as needed.

### Chore #4: MAIN BUILDING – Downstairs Bathrooms (x 2)

- *This is a VERY important chore because guests (and potential donors!) use the facilities.*
- Work from top to bottom
- Clean mirrors daily
- Clean sinks and fixtures and toilet bowls daily
- Ensure light bulbs are working and not burned out or missing
- Wet mop floors (or wipe down with cloth or sponge)
- Make sure there are plenty of paper towels and toilet paper and empty trash daily

### Chore #5: MAIN BUILDING – Gallery & Library

- Sweep Gallery and Library floors daily (vacuum if you prefer)
- Sweep spiral staircase if necessary
- Wet mop both floors once a week (or more often if necessary, i.e. floor is sticky or dirty)
- Wipe down gas stove in Gallery and computer tables and book shelves in Library, as necessary
- Ensure all light bulbs are working and not burned out or missing
- Ensure all electrical equipment is turned off if not in use (e.g. lights, fans, etc.)
- Take out trash as needed

### Chores #6 & 7: MAIN BUILDING – Upstairs – Couch Room, Kitchen & Bathroom

- Sweep Couch Room, Kitchen & Bathroom daily
- Vacuum or wet mop Couch Room & Kitchen once a week
- Wet mop Bathroom floor every other day (or more often if necessary, i.e. floor is sticky or dirty)
- Straighten up cushions & chairs
- Dust coffee tables and clean glass tables
- Ensure all light bulbs are working & not burned out or missing.
- Ensure all electrical equipment is turned off (e.g. lights, fans, etc.) & windows are closed
- Take out trash when  $\frac{3}{4}$  full or if it smells
  
- *Bathroom - This is a VERY important chore because guests (and potential donors!) use the facilities.*
- Work from top to bottom
- Clean mirrors daily
- Clean sinks and fixtures and toilet bowls daily
- Ensure light bulbs are working and not burned out or missing
- Wet mop floors (or wipe down with cloth or sponge)



- Make sure there are plenty of paper towels and toilet paper
- Empty trash daily

**Chore #8: MAIN BUILDING – Café Cleaner**

- Sweep entire café and sofa & table area daily
- Wet mop floors twice a week
- Mop under all appliances under tables, move sofa once a week
- Wipe down (or dust) corner table
- Clean out community shelf in the refrigerator once a week
- Wipe down exterior of refrigerators every other day
- Clean microwave ovens every other day or as needed

**Chore #9: MAIN BUILDING – Café Surfaces**

- Clean and wipe down all hard surfaces including stove tops, prep and eating tables/counter, microwave table, café tables
- Keep prep counters neat and organized
- Make sure all sinks and faucets (incl water fountain and mop sink) are empty and clean daily
- Clean oven/stove knobs and door handles, refrigerator handles, drinking fountain buttons
- Put clean dishes away
- Clean microwave ovens every other day or as needed
- Take out trash as needed, i.e. when it's  $\frac{3}{4}$  full or if it smells

**Chore #10: OUTSIDE – Community Grounds Cleaner**

- Perform quick, visual inspection of Zuni-Cardenas perimeter, backyard garden, walled-in Secret Garden
- Check for and remove trash, large weeds, dead plants, etc.
- Ensure that all watering hoses are coiled and that tools are put away
- One more time, don't forget the trash!

**Chore #11: OUTSIDE – Parking Lot & Curbs (incl smoking area on Cardenas)**

- Ensure parking lot is free and clear of garbage/trash, large branches, tools, toys, etc, especially along southern wall that divides EPC and rental property
- Report to staff any neighbors who are dumping trash or furniture, etc on EPC property
- Sweep front and side/back parking lot at least twice a week.
- Sweep up trash and cigarette butts on opposite side of Cardenas *daily*
- One more time, don't forget the trash!

**Chore #12: OUTSIDE – WPH Courtyard Cleaner**

- Perform quick, visual inspection of Waterman Power House Courtyard
- Ensure that all walkways, balconies, and stairways are free of trash, gravel, trash, large weeds, dead plants, etc.
- Sweep downstairs patio area at least every other day
- Make sure that furniture is arranged nicely
- One more time, don't forget the trash!

**Chore #13 & 14: WATERMAN POWER HOUSE – Community Rooms (Upstairs & Downstairs)**

- Sweep floors daily
- Vacuum and/or wet mop twice a week (or more often if necessary, i.e. floor is sticky or dirty)
- Wipe down/dust all tables and counters
- Wipe down window sills once a week
- Ensure all light bulbs are working and not burned out or missing
- Ensure all electrical equipment is turned off if not in use (e.g. fans, AC/heaters, etc.) & windows are closed
- Empty trash



**Chore #15: Floater**

- Check with Choremaster daily
- Cover any chore that is not covered and/or is assigned by Choremaster
- Be aware of the buildings, EPC grounds and other outdoor areas and note any areas that need work. Notify Choremaster.

\*\*\*\*\*

**Choremaster:**

- Check all chore logs each day to make sure they were filled out
- Check all areas to make sure chore was completed satisfactorily
- Notify resident if log was not filled out or if work was unsatisfactory
- Notify staff if log is not filled out, chore is not done, or if work is not satisfactory two days in a row
- Notify staff if supplies are running low and need to be ordered
- Notify staff if light bulbs need to be replaced or if repairs are needed



**Cool words about work...and other related thoughts**

St. Francis of Assisi was hoeing his garden  
when someone asked what he would do if  
he were suddenly to learn that he would die  
before sunset that very day. "I would finish  
hoeing my garden," he replied.


People seem not to see that their opinion of the world is also a confession of their character.

 Ralph Waldo Emerson

*If each of us sweeps in front of our own steps,  
the whole world would be clean.*

 Goethe

*Talk does not cook rice.*

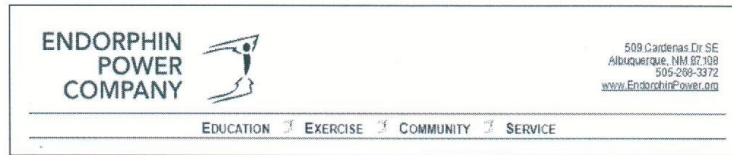
 Chinese proverb

*My grandfather once told me that there were two kinds of people:  
those who do the work and those who take the credit.  
He told me to try to be in the first group; there was much less competition.*

 Indira Gandhi

There should be less talk; a preaching point is not a meeting point. What do you do then?  
Take a broom and clean someone's house. That says enough.

 Mother Teresa (1910-1997)



**WORK ORDER REQUEST**

Please complete the form and return it to the **Submit Work Orders** slot in the community room mail box. Thank you.

*NOTE: If you need immediate assistance (e.g. plumbing or electrical problem), please contact the Building Manager or other staff member.*

Depending on what the problem is, and when it is reported, every effort will be made to repair or rectify the problem within 24-72 hrs.

DATE: \_\_\_\_\_  
 NAME: \_\_\_\_\_  
 ROOM #: \_\_\_\_\_ or  
 LOCATION: \_\_\_\_\_

PROBLEM: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*\*\*\*\*

Office Use Only:  
 Date & Time Repaired: \_\_\_\_\_ Time Required: \_\_\_\_\_  
 Items Purchased: \_\_\_\_\_  
 \_\_\_\_\_  
 Cost of Repair: \_\_\_\_\_ Signature \_\_\_\_\_



## OVERNIGHT LEAVE REQUEST

Resident Name: \_\_\_\_\_

Date: \_\_\_\_\_ Room # \_\_\_\_\_

Requested Departure Date and Time: \_\_\_\_\_

Requested Return Date and Time: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Resident's Signature: \_\_\_\_\_

Resident's Name (printed) \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

### For Official Use

Resident move in date: \_\_\_\_\_

Does 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.

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 (including 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.

## SAMPLE INTERVIEW QUESTIONS

- ⌋ What made you decide to get clean; details and circumstances of last use?
- ⌋ What do you feel it will take for you to stay sober?
  - \* If you are designing your program of recovery what do you need?
  - \* What is recovery to you?
- ⌋ What is your current living situation and why do you need to change it?
- ⌋ What attracts you to EPC?
- ⌋ What do you want/expect from EPC?
- ⌋ What do you feel you will bring to the EPC community?
- ⌋ What will be the hardest thing for you to change in order to stay clean?
- ⌋ Do you attend 12-step meetings: If not, what do you do for your recovery to build a supportive system of people in your life?
- ⌋ How will you spend your days while living in the Waterman Power House?
- ⌋ What is your understanding of the Four Pillars – Education, Exercise, Community, Service?



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## **STAFF CONTACT INFORMATION**

Jeff Holland, Interim Executive Director  
505-261-8715  
[jeff@endorphinpower.org](mailto:jeff@endorphinpower.org)

Jesse Lepluart, Office Manager  
505-553-8413  
[jesse@endorphinpower.org](mailto:jesse@endorphinpower.org)

Janice Mancuso, Creator, Osler Symposia  
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Roger Mohler, Building & Community Manager  
505-470-5167  
[roger@endorphinpower.org](mailto:roger@endorphinpower.org)



**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 including back or current tuition 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 tuition payment.

-----  
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 tuition 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"/> Tuition (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](http://www.endorphinpower.org).

### **UNM Study**

- I met with a research assistant of the UNM study being conducted in conjunction with EPC's Four-Pillar Program during the interview/volunteer process before being accepted into the program.
- I have not yet met with a research assistant of the UNM study being conducted in conjunction with EPC's Four-Pillar Program but agree to do so within a week, and will notify the Program Director that I have done so.

### **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: \_\_\_\_\_