

NEW STUDENT FORMS CHECKLIST**STEP 2**

Name _____ Date _____

Staff Name: _____

INITIAL INTERVIEW ITEMS			CODE	Notes
	1	Checklist Form STEP 2 - (this paper)	InI-01c	
Collect These Items & Review				
	2	Student Application	InI-06	
	3	Medical Form	InI-06	
	4	Entrance Agreement	InI-06	
	5	Goals, Hopes & Dreams	InI-06	
	6	Authorized Communication Form	InI-06	
Do These Items at the Initial Interview				
	4	Drug Test (bottom of Medical Form)	InI-06	
	8	Authorization for release of information	InI-08	
Go Over These Items in The Initial Interview				
	9	Work Experience & Agreement	InI-09	
	10	Personal Story & Media Release	InI-10	
Give or Email a Copy of these Items				
	11	SFATC Sample Center Schedule	InI-11	
	12	Child Visitor	InI-12	
	13	Notice of Residency	InI-13	
	14	What to Bring	InI-14	

InTake

Appointment Date _____ Time _____

Notes:



AUTHORIZATION FOR RELEASE OF INFORMATION

If you receive information, released with this form, the following regulations applies to

This information has been disclosed to you from records protected by Federal confidentiality rules (42 CFR Part II). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part II. A general authorization of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any drug or alcohol abuse patient.

Student Name: _____ Date of Birth: _____

I, _____, hereby authorize San Francisco Adult & Teen Challenge

1) Provide information to _____ ; or, 2) to receive information from:

Name: _____

Address: _____

Information Requested:

Purpose: The information received and/or sent shall be used to evaluate my program participation and progress, to plan for and coordinate services for me. Or, other purpose(s) as specified:

I know that this release may be revoked by me at any time, except to the extent that reliance has been taken thereon, and except if I have been referred by the Criminal Justice System, in which case the authorization is irrevocable. If not expressly revoked by me; this release will expire one (1) year from the date below, unless a different date, event or condition is listed here:

Date and/or condition for this release to expire: _____

SFATC Student Signature _____ Date: _____

SFATC Staff Signature _____ Date: _____



SFATC WORK EXPERIENCE PROGRAM

Biblical Basis for Work Experience Program

San Francisco Adult Teen Challenge (SFATC) Work Experience Program derives its inspiration from our belief in the Holy Scriptures, which views work as one of the central purposes for human existence. In the beginning, God worked, and placed man, who was created in His image, on the earth to "fill the earth and subdue it" (Genesis 1:28). Work was a principal means of reflecting God's image even before the Fall by applying labor, skill, and creativity to make productive and fruitful the latent resources of the earth. After the Fall, work did not become bad, only more challenging and difficult (Genesis 3:17-19). God designed work to be redemptive, allowing us to enter the joy of co-laboring with Him (1 Thessalonians 3:2). Work is the dominant enterprise of most healthy people in sound societies. Through the illumination and renewing of the mind by the Scriptures and the Holy Spirit, communion with God, the encouragement of fellow Christians, and God's grace, one may capture a vision of work as the blessing that God originally intended for man.

The Bible is filled with exhortations and illustrations concerning work.

Diligent, hard work is associated with prosperity (Proverbs 10:4; 14:23), serving people in high rank (Proverbs 22:29), satisfaction in life, (Ecclesiastes 2:24) and reaping eternal rewards (Colossians 3:23- 24).

The apostle Paul writes in his letters of the example he and others set working with their own hands to provide for themselves and those who labored with them (1 Corinthians 4:12). He encourages his readers to not be dependent on anyone, but, if possible, to work with their hands to provide for their own needs (Titus 3:14). Above all, Paul exhorts his readers to do everything as though God was the supervisor (Colossians 3:23).

Hard work is the fruit of a repentant lifestyle (Ephesians 4:28) and wins the respect of the local community (1 Thessalonians 4:11-12). Where one has led a less than wholesome lifestyle involving antisocial behavior, there is further moral imperative to "make up for" the wrongs done by providing for oneself, and to have enough to give to those in need, through hard work (Ephesians 4:28).

One of the primary objectives of the Teen Challenge program is to encourage students to live in repentance from a self-destructive lifestyle. Participating in work assignments, therefore, is one means by which students may practice and develop the godly habit of a repentant lifestyle prior to their return to society.

In contrast, laziness is associated with poverty (Proverbs 10:4), destructiveness, (Proverbs 18:9), and sinfulness (2 Thessalonians 3:6-8). One is considered worse than an unbeliever if he does not work hard and provide for his dependents (1 Timothy 3:1, 4, 5; 5:8). Christians must avoid fellowship with "one who is idle." (2 Thessalonians 3:6) If an individual "does not work, he shouldn't eat." (2 Thessalonians 3:10)

Practical Application and Experience

The experience of SFATC confirms these Biblical pronouncements, as we have found that work assignments often help surface unbiblical attitudes towards work, authority, and God, and occasionally, racism, dishonesty, and disorganization, and reveal (at least in part) why students may have misused alcohol and/or other substances to cope with their failures. In exposing and addressing sinful attitudes, work assignments also provide Teen Challenge staff the opportunity to teach students the benefits and blessings of mature Christian character, in making the best of the same circumstances and honoring God in the process. Work assignments also prepare students to live a productive life after they complete the Teen Challenge program. Students learn specific principles regarding a healthy work ethic such as:

- 1) Punctuality
- 2) Cheerfulness and willingness regarding work
- 3) Submission to authority
- 4) Collegiality and collaboration with fellow co-workers
- 5) Completing tasks and experiencing the satisfaction of work well done
- 6) Dealing with and overcoming failure
- 7) Taking initiative and seeking greater responsibility
- 8) Understanding the correlation between job production and future wages
- 9) Desiring greater knowledge and skills within one's line of work

Accomplishing Our Mission

In summary, the Work Experience Program permits Teen Challenge staff members to discern and disciple the character and behavior of our students. The Program also trains and equips our students to apply first-hand the lessons they are learning from staff members, as they seek to undertake a new drug-free, mentally sound, emotionally balanced, socially adjusted, physically well, and spiritually alive lifestyle upon their graduation from Teen Challenge.

Scriptures on Work

Proverbs 10:4 Lazy hands make a man poor, but diligent hands bring wealth.

Proverbs 18:19 One who is slack in his work, is brother to one who destroys.

Proverbs 14:23 All hard work brings a profit, but mere talk leads only to poverty.

Proverbs 22:29 Do you see a man skilled in his work? He will serve before kings; he will not serve before obscure men.

Proverbs 24:30 I went past the field of the sluggard, past the vineyard of the man who lacks judgment; 31 thorns had come up everywhere, the ground was covered with weeds, and the stone wall was in ruins. I applied my heart to what I observed and learned a lesson from what I saw: A little sleep, a little slumber, a little folding of the hands to rest and poverty will come on you like a bandit and scarcity like an armed man.

Ecclesiastes 2:24 A man can do nothing better than to eat and drink and find satisfaction in

1 Corinthians 4:12 We work hard with our own hands. When we are cursed, we bless; when we are persecuted, we endure it; when we are slandered, we answer kindly. Up to this moment we have become the scum of the earth, the refuse of the world.

2 Corinthians 6:4 Rather, as servants of God we commend ourselves in every way: in great endurance; in troubles, hardships and distresses; in beatings, imprisonments and riots; in hard work, sleepless nights and hunger; in purity, understanding, patience and kindness; in the Holy Spirit and in sincere love; in truthful speech and in the power of God; with weapons of righteousness in the right hand and in the left; through glory and dishonor, bad report and good report; genuine, yet regarded as impostors; known, yet regarded as unknown; dying, and yet we live on; beaten, and yet not killed; sorrowful, yet always rejoicing; poor, yet making many rich; having nothing, and yet possessing everything.

Ephesians 4:28 He who has been stealing must steal no longer, but must work, doing something useful with his own hands, that he may have something to share with those in need.

Colossians 3:23 Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.

1 Thessalonians 4:11 Make it your ambition to lead a quiet life, to mind your own business and to work with your hands, just as we told you, so that your daily life may win the respect of outsiders and so that you will not be dependent on anybody.

2 Thessalonians 3:6 In the name of the Lord Jesus Christ, we command you, brothers, to keep away from every brother who is idle and does not live according to the teaching you received from us. For you yourselves know how you ought to follow our example. We were not idle when we were with you, nor did we eat anyone's food without paying for it. On the contrary, we worked night and day, laboring and toiling so that we would not be a burden to any of you. 9 We did this, not because we do not have the right to such help, but in order to make ourselves a model for you to follow. For even when we were with you, we gave you this rule: "If a man will not work, he shall not eat."

Titus 3:14 Our people must learn to devote themselves to doing what is good, in order that they may provide for daily necessities and not live unproductive

Student Acknowledgement and Agreement Regarding Work Assignments

1. I understand that if I am admitted as a student I will be required to participate in the Teen Challenge Work Experience Program.
2. I acknowledge that I have read and fully agree with Teen Challenge's description of its Work Experience Program; which addresses the importance of my work assignments in helping to build in me the Biblical values of a good work ethic and the character of a responsible, upright individual.
3. I understand that if I am admitted to Teen Challenge as a student I will be performing work assignments not as an employee; but, solely for my benefit to further my spiritual growth, maturity, character development, recovery from controlled substances and a preparedness to go back into the work place.
4. Accordingly, by signing this Agreement, I am not applying for a position of employment with Teen Challenge, and if admitted as a student into the program, I understand I will not receive any compensation or in-kind benefits in exchange for the performance of my work assignments.
5. I further understand that if I fail to perform my assigned work related tasks, Teen Challenge may revoke my status and privileges as a student. Because, performance of work assignments are a consideration for the receipt of such status and benefits, each student's participation in the Work Experience Program is a necessary and vital part of the restoration process.

SFATC Student Name (Print) _____ Date: _____

SFATC Student Signature _____

SFATC Staff Signature _____ Date: _____



AUTHORIZATION TO USE/DISCLOSE PROTECTED CONFIDENTIAL INFORMATION FOR MARKETING, PUBLIC RELATIONS AND EXTERNAL COMMUNICATIONS

I _____ hereby authorize San Francisco Adult Teen Challenge (SFATC) Christian growth and discipleship ministry and its sublicensees, affiliates, assigns, and legal representatives to use and/or disclose protected information including my recovery story for promotional, inspirational, educational and/or informational purposes includes:

- a. On SFATC and its affiliate organization's websites, print and electronic media
- b. To the public, local, state and national government officials
- c. To reporters for local, state and national media publications, including newspapers, magazines and on-line media; and to reporters for local, state and national television broadcast stations.

I specifically authorize the use and/or disclosure of the following protected information: My name, details about my addiction, recovery and my story, my appearance on camera, in still photos or video footage for use in publications (*print or electronic*), websites, audio, video, television commercial, advertising of film.

I consent to SFATC recording of my voice, name, likeness, image, appearance, performance or story (*all referred to as "Images"*) by SFATC. I agree that the recording may be created in any form, including, but not limited to, photography, video recording, and digital recording and may be transferred to or duplicated using any form of media now known or later developed, including, but not limited to, digital imaging, computer media file, videotape, film, slides, photographs and audio tapes. I agree that SFATC has the full right to produce, use, copy, distribute, exhibit, and transit images, including, without limitation, the right to edit, mix or duplicate and to use or re-use images in whole or part as SFATC may elect. I agree that any images provided by me or recorded of me become the sole and exclusive property of SFATC in perpetuity and that SFATC shall, in its sole discretion, decide if, when, and how images are to be used.

I release SFATC from any and all claims I might otherwise have to control my images including, but not limited to, claims based on a violation of the right to privacy or right to publicity, defamation, or claims to royalties or compensation of any kind. I agree that this Agreement is binding on me and anyone who may have rights through me, including, but not limited to, my legal heirs, personal representatives, trustees, or assigns, and that neither I nor they will have a right to bring any claim or legal action of any kind against SFATC.

I understand that

- a. I may refuse to sign this authorization and that it is strictly voluntary.
- b. I may revoke this authorization at any time in writing, but if I do, it will not have an effect on any actions taken prior to receiving the revocation (*i.e. SFATC cannot recall images once they are in the public domain.*) Further details may be found in the SFATC Notice of Privacy.
- c. Once released, the information may be re-disclosed and no longer protected under federal or state confidentiality law.
- d. I understand that I may see and obtain a copy of the information described on this form, for a, if I ask for it.
- e. I may have a copy of this form after I sign it.

This authorization will expire ten (10) years after the date below unless I earlier revoke this authorization as provided above.

SFATC Student Signature _____ Date: _____
 SFATC Staff Signature _____ Date: _____

SFATC Student Schedule

Academic Week 1 February to November

REC DAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:30 LEADERS UP	6:30 LEADERS UP	5:30 LEADERS UP	5:30 LEADERS UP	5:30 LEADERS UP	5:30 LEADERS UP	6:30 LEADERS UP
6:45 <i>Leaders Prayer</i>	6:45 Leaders Prayer	5:45 <i>Leaders Prayer</i>	5:45 <i>Leaders Prayer</i>	5:45 <i>Leaders Prayer</i>	5:45 <i>Leaders Prayer</i>	6:45 <i>Leaders Prayer</i>
7:00 Students UP	7:00 Students UP	6:00 Students UP	6:00 Students UP	6:00 Students UP	6:00 Students UP	7:00 Students UP
7:25 Line Up/Devotions	7:25 Line Up/Devos	6:20 Line Up/Devos	6:20 Line Up/Devos	6:20 Line Up/Devos	6:20 Line Up/Devos	7:20 Down & Ready
7:30 BREAKFAST	7:30 BIG BREAKFAST	6:30 BREAKFAST	6:30 BREAKFAST	6:30 BREAKFAST	6:30 BREAKFAST	7:25 Line Up/Devos
7:40 ANTHEM Depart	7:50 Chores/Get Ready	6:50 Chores/Get Ready	6:50 Chores/Get Ready	6:50 Chores/Get Ready	6:50 Chores/Get Ready	7:30 BREAKFAST
7:50 Chores	8:25 Down & Ready	7:25 Down & Ready	7:25 Down & Ready	7:25 Down & Ready	7:25 Down & Ready	7:50 Chores
8:30 SOZO Depart	8:30 Bible Reading	7:30 Morning DEVO	7:30 Morning DEVO	7:30 Morning DEVO	7:30 Morning DEVO	8:20 <i>Down & Ready</i>
9:10 SBA 1 Depart	8:50 Break	8:30 BREAK	8:30 Break	8:30 Break	8:30 BREAK	8:30 <i>Depart</i>
10:00 SBA 2 Depart	9:00 GSNL Class	8:50 Down & Ready	8:50 Down & Ready	8:50 Down & Ready	8:50 Down & Ready	9:00 Car Wash
1:30 LUNCH	11:30 Break	9:00 GSNL Class	9:00 GSNL Class	9:00 GSNL Class	9:00 Study Hall	1:00 LUNCH
FREE TIME	12:25 Line-up	11:30 Break	11:30 Break	11:30 Break	11:30 Break	1:30 Car Wash
4:25 Line Up	12:30 LUNCH	12:25 Line-up	12:25 Line-up	12:25 Line-up	12:25 Line-up	3:30 <i>Return 2 Center</i>
4:30 DINNER	12:50 Chores	12:30 LUNCH	12:30 LUNCH	12:30 LUNCH	12:30 LUNCH	4:25 Line up
4:50 Chores	1:30 Electives/Work	12:50 Chores	12:50 Chores	12:50 Chores	12:50 Chores	4:30 DINNER
5:20 Depart	4:30 DINNER	1:30 Workcalls	1:30 Work Calls	1:30 Work Calls	1:30 Work Calls	4:50 Chores
6:00 Church	4:50 Chores	4:20 Line-up	4:25 Line-up	4:25 Line-up	4:25 Line-up	5:30 FREETIME
8:30 Circle-up	5:30 Down & Ready	4:30 DINNER	4:30 DINNER	4:30 DINNER	4:30 DINNER	8:30 Circle-up
8:45 Showers/dorms	6:00 AA Meeting	6:45 Arrive 2 Read	4:50 Chores	4:50 Chores	4:50 Chores	8:45 Showers/dorms
9:30 Wind Down	7:15 Break	7:00 CHAPEL	5:30 Showers	5:45 <i>Down & Ready</i>	5:30 FREETIME	9:30 Wind Down
9:30 Quiet Time	8:15 Rule Reading	8:45 Showers/dorms	6:45 <i>Down & Ready</i>	6:00 Study Hall	8:45 Circle-up	9:30 Quiet Time
10:00 LIGHTS OUT	8:45 Circle up/Prayer	9:00 Circle up/Prayer	7:00 SBA Prayer	8:15 <i>Return to Center</i>	9:00 Showers/dorms	10:00 LIGHTS OUT
	9:00 Showers/dorms	9:30 Quiet Time	9:00 <i>Return to Center</i>	8:45 Circle-up	9:30 Wind Down	Student Leaders
	9:30 Quiet Time	9:30 Leaders Shower	9:30 Quiet Time	9:00 Showers/dorms	9:30 Quiet Time	
	9:30 Leaders Shower	10:00 LIGHTS OUT	10:00 LIGHTS OUT	9:30 Quiet Time	10:00 LIGHTS OUT	
	10:00 LIGHTS OUT	Student Leaders	Student Leaders	10:00 LIGHTS OUT	Student Leaders	
	Student Leaders			Student Leaders		



SFATC RESIDENT CHILD VISITATION WAIVER

Student Name: _____

I, _____,

will not hold San Francisco Adult Teen Challenge (SFATC) responsible for well being of my child/children while they visit SFATC; and/or while they are involved in any SFATC activity (this includes times of being transported in a SFATC vehicle.) I realize I am the one who is fully responsible and directly supervising the full care of my child/children.

I will not bring any legal action against SFATC concerning my children during their visit at any SFATC center.

I further acknowledge that ALL SFATC employees are mandated reporters in the case of suspected child abuse.

SFATC Student Signature _____

SFATC Staff Signature _____



Adult & Teen Challenge

SAN FRANCISCO ADULT TEEN CHALLENGE WHAT TO BRING

WHAT TO BRING

Items listed are not mandatory, but it is the maximum you can bring

NOTE: There is lack of space, students must limit the amount of materials and clothing they bring.

You may choose **one** of the three options below:

- 1 Two (2) small suitcases
- 2 One (1) large suitcase
- 3 One (1) small suitcase

Below is a list of items you will need:

Suggested Clothing

- | | |
|---------------------------------------------|---------|
| 5 Pairs of jeans (one pair of black jeans) | 5 Dress |
| 5 Work shirts | 1 Suit |
| 3 Pairs of dress pants | 4 Ties |

Shoes

- | | |
|-------------------------------|--------|
| 1 Dress shoes. (church shoes) | 1 Work |
| 1 Casual shoes/Tennis shoes | |

Undergarments

- | | |
|-----------------------------------------|------------|
| 7 T-shirts. (be aware of various logos) | 3 Pairs of |
| 7 Underwear | 5 Pairs of |

Personal Items

Grooming

- | | | |
|---------------------------------------|----------------------------------------|------------------------------------|
| <input type="checkbox"/> Shampoo | <input type="checkbox"/> Razors | <input type="checkbox"/> Deodorant |
| <input type="checkbox"/> Hair product | <input type="checkbox"/> Shaving cream | <input type="checkbox"/> |
| <input type="checkbox"/> Toothpaste | <input type="checkbox"/> Soap | <input type="checkbox"/> |
| <input type="checkbox"/> Toothbrush | <input type="checkbox"/> Cologne | <input type="checkbox"/> |

Other

- | | |
|-----------------------------------------|-------------------------------------|
| <input type="checkbox"/> Bible | <input type="checkbox"/> Picture ID |
| <input type="checkbox"/> Small backpack | <input type="checkbox"/> |

Do Not Bring

Electronics: *Computers, cell phones, video games, fit bits*

- | | |
|----------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Vehicles | <input type="checkbox"/> Tobacco |
| <input type="checkbox"/> Pets | <input type="checkbox"/> Magazines |
| <input type="checkbox"/> Playing Cards | <input type="checkbox"/> Non-prescribed medications |



Adult & Teen Challenge

NOTIFICATION OF RESIDENCY

Student Notification of Entrance into San Francisco Adult Teen Challenge

Date: _____

Dear _____

I arrived at San Francisco Adult Teen Challenge (SFATC) _____. I will be on a **30-60 day "black out" period PHASE I** - during which time I may have no contact from outside the program. I need to use this time to settle or into the routine of the Center. There are many new aspects to this program that will benefit me and those I love. I will focus my attention and energy by learning the rules and schedule as well as unlearn habits that have hurt me and the people that love me.

After PHASE I, I am entitled to one 15-minute phone call per week on Saturdays (*hours to be determined*). I may call you on the phone collect, or by using a phone card.

At this time, I may also send and receive mail from immediate legal family. Mail is unlimited; please remember to be encouraging. The people with whom I may have mail or telephone contact are:

Name: _____ Relationship _____

Name: _____ Relationship _____

Name: _____ Relationship _____

After the first 60 days, I may have Sunday visitors here at the Center, I do need to know about visits ahead of time to put in a written request. I may also request an 8- hour pass on pass weekend (*9am- 5pm Saturday*), during which time I am allowed to leave the Center with family members or other approved accountability.

Also after the first 30 days, I can be reached by mail at:

Mail to: **SFATC**

Attention: (Student Name)

1464 Valencia Street

San Francisco, CA 94110

I am not allowed to hold money until after Day 61, where I can only keep \$5 on my person at a time. Should you wish to send money for my incidentals, please send a check or money order made out to "SFATC", add my name to the memo line and mail to the address above.

As I successfully progress in my program, I will be given additional privileges, such as passes for home and other off-campus activities. I will let you know more about these when the time comes. Your prayers and encouragement are greatly needed and appreciated.

From,
