

Orientation – VTHP Guidelines

Welcome to Spring Street Veterans Transitional Housing Program! We're glad you're here! Here are a few of the most important rules to keep in mind. You are responsible for knowing and adhering to them, so please ask questions if you are confused about any of the rules.

1. **Sign in on the sign-in sheet daily.** The sign-in sheet is located on the board by the mailboxes. The GPD program requires daily proof of occupancy, and the sign-in provides staff with insight into possible illness or health issues.
2. **Keep all meds in your medication safe, and keep it locked.** Your code is the last 4 of your SSN.
3. **Attendance at the biweekly Monday resident meeting is mandatory.** You may only be approved for Wednesday evenings if you have a work-related absence on Monday or your absence is otherwise approved by staff.
4. **You must attend at least two of Loran's Men's Groups in your first month.** These meetings are an opportunity for you to examine your own life concerns. Whether you have a history of domestic violence, AODA issues, anger management concerns, anxiety/depression, or just feel overwhelmed by life, Loran offers a supportive life skills group that helps you navigate the changes you want to make as you progress through life.
5. **Meals times are listed on the dining room door, along with the weekly menu.** Regular times are listed as Breakfast: 6-8:15am, Lunch: 11-11:45am, Dinner: 4:30-5:15pm. Weekend hours are posted separately, as Sunday includes a continental breakfast and a brunch-type meal. If you are working and need to miss a supper, please ask kitchen staff to sign the sheet for a save dinner *at least 24 hours in advance*. The same goes for bag lunches for work, appts, etc. The sign-up sheet for both is available every Sunday so staff can try to preplan meals as needed.
6. Laundry machines are in the second meeting room by the dining room on the ground floor. **Please do not do laundry after 10pm.**
7. Please attend *at least one* of the biweekly **Recovery Movie Discussion Groups** per month.
8. Guests are welcome as long as they are over 18 years of age, but must not be left unattended in any area of the house. **All guests must leave by 10pm.** Overnight guests are not allowed.
9. **Please be courteous of your neighbors.** Try not to slam doors or drop heavy items, and be aware that the bathroom doors are very thin.
10. The Spring Street Staff **On-Call After Hours phone number is (608) 438-9701.** Residents should contact staff after hours if they have concerns that cannot wait until staff would regularly return during business hours. Put the number in your phone!
11. **Going to jail or being AWOL for three days without contact will result in automatic discharge.**
12. **Aggressive behavior towards staff or other residents will not be tolerated.** If you have a problem or an issue that needs to be addressed, talk it out with staff and figure out how best to approach the situation. Do not take matters into your own hands.

We hope you will enjoy your new home!