



## Our Program

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### Mission Statement

We are a recovery community with the focus of helping those who have a sincere desire to find a place where alcoholics/addicts can practice and develop a healthy sober lifestyle and continue to grow mentally, physically, and spiritually. Our goal is to assist and motivate residents to obtain the skills necessary in becoming productive members of society.

### Our Vision

There are two major objectives of FARR (Freedom Arch Recovery Residence). One is the “Shelter” objective, which is to provide basic needs, comfort and sleeping space as well as providing a Spiritual message. The second is “Rehabilitation” where clients are offered a temporary place to live while they continue addiction treatment, pursue an education, acquire employment, mend relationships, learn relapse prevention tactics, and begin to live in recovery with the variables of the outside world.

FARR is self-supporting; the self-support status model consists of charging residents a nominal fee that will afford them a safe, clean, secure environment as well as a specific “care plan” to help bridge learning and application towards their recovery geared for their purpose and program.

The intent of Freedom Arch Recovery Residence is to provide a place where residents can re-establish their self-worth, rediscover their place in society, and find compassion

and love through Spiritual discovery and a genuine understanding of personal relationships. We want to try and maintain a “home” atmosphere where a family type relationship is developed between residents, staff, and volunteers. Our goal should be more than providing a “Half-Way” we should strive for a “Complete” experience.

## Admission Criteria

All residents must:

- Suffer from some form of Substance Use Disorder
- Be at least 18 years of age
- Pass a urinalysis drug screen for all substances aside from THC
- Admit to FARR following completion of a higher level of care
- Be willing to abstain from *all* mind-altering substances
- Be honest about oneself to staff and the community
- Be willing to contribute to the wellbeing of the community
- Be willing to follow suggestions from Staff and Mentors
- Be willing to follow all guidelines outlined in the Handbook
- Pay intake fee

## Discharge Criteria

A resident of FARR is subject to discharge from the Program when:

- A relapse occurs, warranting a higher level of care
- Refusal to comply with Program Guidelines
- Any verbal, sexual, or physical abuse occurs
- Fraternization
- Continuing to involve oneself in the realm of mind-altering substances
- Repeated offenses of minor infractions
- Not paying Program fees
- Being dishonest about oneself to Staff
- A higher level of care being warranted for other circumstances
- Not respecting FARR or complex property and rules
- Not abiding by any local, state, and federal laws
- All discharges are to Staff discretion

FARR or the resident may terminate the residence agreement at any time with notice being written (including by text and email), as well as verbal. Upon discharge, residents will be provided with an option of appropriate level of care for clinical and therapeutic needs. Readmission to FARR will be accepted if the resident completes the suggested protocol from FARR Staff and is deemed appropriate for readmission. All residents and property will be searched upon admission and will be provided with a copy of the Client Handbook following Resident Orientation.

## Resident Information

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Race: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
Sex: \_\_\_\_\_ Gender: \_\_\_\_\_ Marital Status: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_  
Primary Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

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### Emergency Contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Primary Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Release of Information: I, \_\_\_\_\_ release rights to FARR and Staff to contact the aforementioned Emergency Contact in the case of emergency or vital change in my Care Plan.

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## Legal

### Pending Legal Charges:

- ⌘ Charge(s): \_\_\_\_\_
- ⌘ Date: \_\_\_\_\_
- ⌘ Location: \_\_\_\_\_
- ⌘ Description: \_\_\_\_\_

### Current Legal Issues:

- Probation:
    - ⌘ Date Sentenced: \_\_\_\_\_
    - ⌘ Time Remaining: \_\_\_\_\_
    - ⌘ Special Conditions of Sentencing:  
\_\_\_\_\_  
\_\_\_\_\_
    - ⌘ Probation Location: \_\_\_\_\_
    - ⌘ Probation Officer's Information:
      - Name: \_\_\_\_\_
      - Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_
      - Email: \_\_\_\_\_@\_\_\_\_\_
    - ⌘ Attorney/Legal Representation Information:
      - Name: \_\_\_\_\_
      - Phone Number: \_\_\_\_\_
      - Email: \_\_\_\_\_
    - ⌘ PROBATION RELEASE OF INFORMATION:
      - I, \_\_\_\_\_, release rights of information from FARR and FARR Staff to the aforementioned legal jurisdiction for presence in residence, participation in programming, and disciplinary protocol.
  - Outstanding Sentencing: \_\_\_\_\_
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## Employment

Start Date: \_\_\_\_\_ Employment in jeopardy? \_\_\_\_\_

### Employer Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

Company Address: \_\_\_\_\_

## Insurance

Insurance Company: \_\_\_\_\_ Policy Holder: \_\_\_\_\_

Member ID: \_\_\_\_\_ Group Number: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Insurance Phone Number: \_\_\_\_\_

## Medical

Outstanding medical problems/complications (i.e. diabetes, asthma, etc):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Allergies:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Current Medications (name, dosage, frequency)

- ∅ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
- ∅ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
- ∅ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
- ∅ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

### Medical Provider Information:

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

Location: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

Release of Information: I, \_\_\_\_\_, release rights to FARR and Staff to contact the aforementioned medical provider for any clinical, medical, or therapeutic needs.

## Phase System

The Phase System at FARR is designed to mitigate variables in one's life more intensely toward the beginning of the program and easing in restriction and raising in individual responsibility as one progresses through FARR programming. The purpose of the Phase System is to encourage a smooth transition back into full control of one's life and to provide a sense of accomplishment as one moves through the program. The more senior and progressed members of the program will be responsible for helping newer members of the community learn the ropes and guiding them in a successful pathway. Please see the following pages for expansion on the Phase System.

PHASE	RULES	ADVANCEMENT REQUIREMENTS
PHASE 1: First 30 days	<ul style="list-style-type: none"> <li>• 10 p.m. curfew</li> <li>• Buddy System for the first 2 weeks</li> <li>• No Therapeutic Leave</li> <li>• All locations must be shared with Staff</li> <li>• 4 U.A.s per week</li> </ul>	<ul style="list-style-type: none"> <li>• No violations of Buddy System (violations will cause reset of 2-week time)</li> <li>• 5 recovery fellowship meetings per week</li> <li>• Gain a sponsor</li> <li>• Adherence to Treatment Provider's treatment plan, as applicable</li> <li>• No outstanding behavioral issues</li> <li>• Participate in Recovery Coaching and follow guidelines</li> <li>• Develop Recovery Plan and Goals with Recovery Coach</li> <li>• Maintain Chore compliance</li> </ul>
PHASE 2: Month 2	<ul style="list-style-type: none"> <li>• 10:30 p.m. curfew M-F <ul style="list-style-type: none"> <li>◦ 11pm curfew on weekends (Fri &amp; Sat)</li> </ul> </li> <li>• Eligible for 1 Therapeutic Leave Pass</li> <li>• 3 U.A.s per week</li> <li>• Location must be shared with Staff</li> </ul>	<ul style="list-style-type: none"> <li>• No disciplinary marks in 30 days</li> <li>• 4 recovery fellowship meetings per week</li> <li>• Gain employment or education</li> <li>• Actively work a recovery-oriented program</li> <li>• Join a homegroup</li> <li>• Participate in Recovery Coaching and follow guidelines</li> <li>• Satisfy 5 goals from Recovery Plan and Goals</li> </ul>

PHASE 3: Month 3	<ul style="list-style-type: none"> <li>• 11 p.m. curfew M-F <ul style="list-style-type: none"> <li>◦ 11:30pm curfew on weekends (Fri &amp; Sat)</li> </ul> </li> <li>• Eligible for 1 Therapeutic Leave pass</li> <li>• 3 U.A.s per week</li> <li>• Location Must be shared with Staff</li> </ul>	<ul style="list-style-type: none"> <li>• No disciplinary marks in 30 days</li> <li>• 3 recovery fellowship meetings per week</li> <li>• Maintain employment or education</li> <li>• Hold service position in Homegroup</li> <li>• Continue Recovery Coaching participation</li> <li>• Begin to help newer residents assimilate with the community and help the community wherever possible and practical</li> <li>• Satisfy 10 goals from Recovery Plan and Goals</li> </ul>
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PHASE 4: Month 4+	<ul style="list-style-type: none"> <li>• 12 a.m. curfew</li> <li>• Eligible for 2 Therapeutic Leave passes per month</li> <li>• 2 U.A.s per week</li> <li>• Location must be shared with Staff</li> </ul>	<ul style="list-style-type: none"> <li>• No disciplinary marks in 30 days</li> <li>• 3 recovery fellowship meetings per week</li> <li>• Maintain Employment or education</li> <li>• Continue Recovery Coaching participation</li> <li>• Begin Peer-Mentorship</li> <li>• Satisfy all attainable goals from Recovery Plan and Goals</li> <li>• Continue full recovery fellowship participation</li> </ul>
PHASE 5: Transitional	<ul style="list-style-type: none"> <li>• No curfew</li> <li>• Eligible for 3 Therapeutic Passes per month</li> <li>• Random U.A.s</li> </ul>	<ul style="list-style-type: none"> <li>• Develop outbound aftercare plan</li> <li>• Establish inquiry for individual living arrangements</li> <li>• Set up continuing therapeutic care plans</li> <li>• Complete all goals in Recovery Plan and Goals</li> <li>• Establish a plan for credit/financial improvement, resume improvement, legal repair, right restitution, etc.</li> </ul>



# Resident Expectations

## Living Expectations

Every resident is responsible for upholding the cleanliness of both the individual living space and public living space. Bedrooms and shared spaces are expected to be clean and neat at all times. There will be a chore list for each apartment that residents are required to complete daily and weekly. Chore assignments will rotate weekly with each resident. If residents are unwilling to perform chore duties, they will be given a warning. If there is continued rejection of chore duties and cleanliness, disciplinary action with consequences will be taken, up to and including discharge from FARR programming for repeated offenses. No smoking is permitted in any of the apartments. All trash must be in appropriate containers and emptied as applicable. If any maintenance is required on property, residents are responsible for notifying their House Leader or Staff. Thermostats are not to be manipulated without Staff direction.

## Urinalysis

Frequency of urinalysis will vary contingent upon position in the Phase System. All UAs are mandatory, and refusing a UA will be considered a failure and applicable

disciplinary action will be taken. UAs will be administered randomly and upon suspicion. All male residents will be observed on their UA by a male Staff member, and all female residents will be observed on their UA by a female Staff member. FARR does not send UAs to a lab and does not cover lab costs. UA cups are FARR's financial responsibility. However, in the case of a positive result that a resident wishes to dispute, they may have a lab test administered at their own expense within a 24 hour period. In the event of a positive drug screen result, appropriate disciplinary and accountability actions will be taken, up to and including a referral to an applicable level of care.

## Supplies

Housing and cleaning supplies are provided by FARR. It is the responsibility of the residents to use the supplies in a respectful manner, for appropriate use and responsible quantities. When a resident is in need of supplies, they are to report the need to Staff.

## Fee Collection

The intake fee for admission into FARR is \$250, and the monthly cost of residence at FARR is \$1200. Fees are due at the beginning of every month. All fees are prorated for the duration of residence. Any deviation of the monthly fee schedule will be considered on an individual basis and is the discretion of Staff to accept or reject negotiation. Failure to uphold fee responsibilities will result in restriction of privileges, disciplinary action, or discharge from the FARR program. All fees are non-refundable.

## Fraternization

Fraternization with other residents of both sexes is strictly prohibited and will result in immediate discharge. Prohibited fraternization includes, but is not limited to: dating,

romantic or sexual involvement, or being at the opposite sex's property location without a Staff member present. However, friendship and social activities are actively encouraged with the resident's respective sex, and co-ed activities will be Staff supervised.

## Safety

It is FARR's responsibility to ensure that the living quarters and activities are within the bounds of a safe, recovery-centered environment. Any and all suspicious activities by another resident or member of the outside community should be immediately reported to a FARR Staff Member. If unable to immediately contact a Staff member, please call (470) 265-7676 for the Program Director. Any strangers on property should be identified and/or asked to leave. There are NO mind-altering substances permitted on FARR property. In the case of any emergency, the immediate protocol is to call Emergency Services via 911, followed by a notification call to FARR Staff. In the case of a fire, residents are expected to follow complex guidelines and evacuation plans. There are absolutely NO weapons allowed on FARR premises, including firearms, brass knuckles, batons, knives, or anything deemed dangerous by Staff. Any weapons are cause for immediate discharge from FARR property and programming.

## Emergency (expanded)

Staff and resident safety is a top priority of FARR. If at any time there is a situation that arises with staff or residents that requires police, ambulance, or the fire department 911 MUST be dialed and appropriate authorities notified of the situation. Once authorities are notified the Program Director and FARR ownership must be notified immediately. It is the responsibility of FARR Staff to notify appropriate parties if at any time a resident is found to be in need of medical assistance. If at any time a resident is in need of police, fire, or medical attention and cannot speak for themselves, FARR Staff will provide such parties with necessary information regarding the resident using an implied consent. Once proper authorities have been notified, it is FARR staff responsibility to notify resident emergency contact on situation regarding the FARR resident.

## Vehicle Privileges

Driving is a therapeutic privilege that is given to residents upon admission to FARR. All residents are expected to respect complex parking rules. At no time shall another

resident drive a vehicle that is not their own. However, FARR reserves the right to revoke vehicle privileges when driving blocks community involvement, as disciplinary action, or upon Staff discretion. All vehicles are subject to search at any time by FARR staff with the resident present. Drivers are responsible for helping transport other community members where possible and practical. All drivers are expected to have an active license, current insurance, and current registration. Any violation of having proper information related to any local, state, and federal ordinance will result in the immediate revoking of vehicle privileges. FARR is not responsible and will not be held liable for any local, state, or federal driving laws that are violated by a resident.

### Buddy System

All newer members (Phase 1) of the FARR community are required to have a more senior member of the FARR community (Phase 2+) accompany them at all times when off FARR property for the first 2 weeks. This serves a twofold purpose of accountability and developing relationships with those that have progressed and have been successful in the FARR program.

### Therapeutic leave (TL)

Residents will only be eligible for a Therapeutic Leave pass after being with us for 30 days, showing proof of working with a sponsor and upholding Phase System requirements. Resident's must fill out a TL form and submit it to staff for screening no less than 7 days before they wish to leave. Staff reserves the right to deny or approve the request. If approved, the resident will have no more than 72 hours approved off property and must return in accordance with curfew on the day they are set to return.

### MAT

If a client comes to FARR and is already receiving MAT, they may continue this treatment provided these requirements are met. The client must turn over any MAT prescriptions to FARR Staff so that it can be distributed at the appropriate times and in the appropriate amount. Clients must take their medication in front of staff and confirm that it was consumed. If the client is found to be secretly in possession of some or all of this prescription, selling or giving out this prescription, or taking more than what is prescribed, it will result in immediate discharge from FARR. A log will be kept of all MAT prescriptions including the quantity, dosage, frequency, and a signature from the client and staff in congruence with every time it is taken.

## Prescription Medication

Upon admission to FARR, residents must present all active prescription medications to Staff. Staff will investigate bottles and medications with the resident present to ensure that all medications match the prescription protocol and to collect a medication count. All medications that are prescribed must be prescribed to the resident that has possession of the medications. There are no controlled substances or narcotic medications permitted on property without the express consent of FARR Staff. Residents found with contraband medications will be immediately discharged from the FARR program and property. FARR reserves the right to search and count client medications at any time. Client medications will be held in a locked container on property, and access to them has to be observed by Staff. Residents are responsible for having their own medical provider, as FARR is not a clinical facility.

## Over the Counter Medication

The purchase of all and any over the counter medication must be approved by staff. Residents in need of medication must be able to properly take their medication. Residents must follow the usage label when taking OTC medication. Upon being found to be abusing over the counter medication resident will be discharged from FARR. Prohibited OTC medications include those that contain dextromethorphan (DXM), pseudoephedrine, ephedrine, or alcohol. All OTC medications are subject to approval or rejection by FARR Staff.

## Mind-Altering Substances

FARR has a **ZERO** tolerance policy with mind-altering substances. There are ABSOLUTELY no mind-altering substances and/or drug paraphernalia permitted on FARR property. This applies to all residents and staff. Any resident found with mind-altering substances or paraphernalia will be discharged from FARR immediately. Any sale of drugs or alcohol on FARR property is prohibited. Any individuals found to be selling drugs on FARR property shall be reported to authorities immediately. Any resident aware of any such activities must report them to staff. Failure to report any drug or alcohol use may result in immediate discharge from FARR property. FARR staff reserve the right to search any resident property at any time. Upon mind-altering substances or paraphernalia being discovered in the search of resident's belongings, such residents will be Drug Screened immediately. The resident will also be interviewed by staff as to how the contraband ended up on property. Based on the results of the Drug Screen and interview with the resident, Staff will determine the appropriate action. Any and all contraband must be destroyed immediately and a witness shall be with the staff at time of destroying such items.

## Good Neighbor Policy

We must maintain a good relationship with our fellow members of the apartment community without overstepping boundaries. Where it is acceptable to exchange pleasantries with other tenants it is unacceptable for our residents to: Ask for or give out phone numbers, plan times to socialize with other tenants outside or inside the community, invite them inside the unit, or go inside their respective unit. In order to respect those in our immediate vicinity, there is to be no music played through speakers, phone calls (on speaker or otherwise) or loud conversation with other FARR residents on the patio or in the parking lot of the complex past 9pm. If there is ever an incident or altercation with another tenant within the housing complex, the resident is not responsible for amending the situation and is required to notify FARR Staff immediately. Once Staff has pertinent information surrounding the situation, Staff is responsible for remedying the situation. If any neighbors have a concern, please contact the Program Director at: (470) 265-7676.

## Community Meeting

Community meetings are sex-specific and will be held every Sunday night at 3pm. This meeting is mandatory for all residents. Without an exemption from FARR Staff, if a resident is absent from the Community Meeting, it will mark disciplinary action. Any obligations that interfere with the Community Meeting schedule must be brought up to FARR Staff at least 24 hours in advance so that a decision can be made in reasonable time.

## Mail Policy

Considering FARR cannot be the permanent address of any resident, no mail can be sent to FARR property under any circumstance. In the instance of requiring mail, a resident must obtain a personal PO box or pick up any mail sent to a distributor's location. All mail received must remain unopened until FARR Staff is present and is able to observe the mail/package. FARR is not responsible for any mail or packages that are lost when being sent to FARR property.

## Phones/TVs/Computers/Video Games

Televisions are not allowed in any resident's bedroom. Televisions must be in public areas of the apartment. Any usage of the television is required to be respectful and considerate to other residents in terms of time, volume, and content. If a resident brings their own electronics, FARR is not liable for any loss or damage to personal property. Computers, gaming systems, and cell phones are permitted on FARR property. FARR Staff reserves the right to restrict or remove privileges of using electronics if deemed appropriate.

## Resident Searches

FARR Staff reserves the right to search any resident, vehicle, or property. Searches will occur upon admission, suspicion, or randomly. Searches may be made without prior warning. Failure to comply with a search will be considered a failure. FARR has a commitment to maintaining a safe environment.

## Personal Property

All possessions brought in by a resident are the resident's responsibility to ensure that they are safe and in working order. Any belongings that are confiscated by FARR are to be kept stored and safe and are to be returned upon discharge from FARR or completion of consequence. Any belongings left on FARR property following discharge will be stored for 7 days. Following 7 days of storage, the former resident forfeits the property, and it will be removed from FARR. FARR is not liable for any belongings left after the 7-day period.

## Confidentiality Agreement

FARR or any of its Staff will not release any information about any resident without a Release of Information signed by the resident. Residents of FARR are expected to uphold confidentiality about other members of the FARR community. Violation of confidentiality will result in immediate discharge from the program. Confidentiality will only be broken if the resident if by not doing so is a harm to themselves or others.

## Additional Rules and Regulations

- No mind-altering substances are to be consumed under any circumstance
  - Including all illicit drugs, alcohol, marijuana, CBD, Kratom, Spice/K3, “smokeshop drugs” such as Add-Alls, Red Dawn, Sleepwalker, etc., alcohol - mouthwash, or Kava.
- Residents must agree to Urinalysis screens
  - Failure to comply is considered a failure
- No visitors on FARR property without express consent of FARR Staff
- Residents, if applicable, must follow formal Treatment Plan in accordance to any medical or clinical treatment they are receiving
- No fraternization amongst FARR residents
- Living arrangements must be kept clean and orderly at all times
- Disrespecting FARR Staff, property, or other residents is strictly prohibited
  
- No mail is to be received to FARR property, and all mail personally received is to be opened in front of FARR Staff
- Residents are not allowed to enter the apartment's main office at any time
- No gambling
- Abide by all local, state, and federal laws
- Must work a recovery-oriented program



## Resident Rights and Responsibilities

The State of Georgia Department of Human Resources, pursuant to ORS Chap. 290-4-2-.25 has assured that all residents in a substance abuse treatment program be advised of their rights and responsibilities. The following is a summary.

### Resident Rights:

- Right to reasonable access to treatment, care, and service regardless of race, religion, gender orientation, sex, ethnicity, age, or disability.
- Right to humane treatment environment that affords reasonable protection from harm, exploitation, and coercion.
- Right to an environment that preserves dignity and contributes to a positive self-image.
- Right to be informed of FARR rules and regulations concerning the conduct of the individuals served.
- Right to be informed of rights and responsibilities in a language that is understood.
- Right to participate in consideration of ethical issues that arise in the provision of treatment, care, and services.
- Right to be free of verbal and physical abuse.
- Right to be informed of the resident care plan and to be involved in planning.
- Right to request an in-house review of the care plan.
- Right to be fully informed of any changes to the care plan.
- Right to access protective and advocacy services.
- Right to accept or refuse treatment and to be fully informed of FARR's responsibilities and termination of resident relationship.
- Right to complete confidentiality.
- Right to possess personal property that does not jeopardize the individual's or others' safety and to have property treated with respect.
- Right to converse privately, have convenient and reasonable access to telephone and mail, and to see visitors, unless denial is necessary and denial is documented.
- Right to exercise all citizenship privileges.
- Right to display personal items that are approved, but doing so must not infringe upon other occupants' personal space or property.
- Right to be informed of FARR's complaint policy and right to submit complaints without fear of discrimination or retaliation. Right to have complaints investigated by FARR and to have a written response within 30 days of the complaint.
- Right to access their own client records.

### Resident Responsibilities:

- Be entirely honest about matters that relate to the resident or others
- Follow directions and advice from FARR Staff
- Report changes in personal condition
- Be considerate of other residents and FARR Staff
- Honor residents' confidentiality
- Cooperate with Staff and uphold appointments
- Comply with aforementioned rules and regulations
- Take an active role in care and participation
- Share incidents that are harmful to residents
- Abstain from the use of any mind-altering substances and only take medication that is approved.
- Hold other residents accountable to guidelines.

## Resident Agreement

I, \_\_\_\_\_, agree to the aforementioned Rules and Regulations, and am wanting to reside with FARR. I am willing to follow FARR Program guidelines, follow FARR Staff direction, abide by all rules and regulations, and contribute to and respect my fellow community members.

x\_\_\_\_\_ DATE: \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_