

**108 England Road, Chaplin CT 06235**

**www.veteransbasecampinc.org**

**(860)786-7163**

**R.E.S.E.T.**

“**R**egroup. **E**valuate. **S**trategize. **E**ngage. **T**rack”. Welcome to Veterans Base Camp and Community Training Center’s R.E.S.E.T. for Veterans program. Veterans Base Camp is not just a “housing” program, it is a supportive 100% sober (no smoking, drugs or alcohol on the grounds) transitional housing program, which is designed to give you the opportunity to “*Regroup*,” “*Evaluate*” where you are at this point in your life. Through your active participation in a “team” process-made up of VBC staff, the veteran and any other personal or community stakeholders of the veteran’s choice, actively “*Strategize*,” to create your “person-centered-plan” (PCP), identify your short and long-term life goals that will assist you in achieving independent- living status within the community. VBC will work alongside you to support you to “*Engage*” those identified strategies and “*Track*” your progress to help ensure your success.

 While in this program, you will be expected to be the one working the hardest to achieve the goals and objectives that are identified in your Person-Centered-Plan. This includes working on improving any targeted areas identified that would lead to achieving independent living status. You will be assigned a “battle buddy” or accountability partner during your stay at the Camp. To reinforce and support this objective, it is expected that you will “*Engage*” in at least 20 hours of goal-related health appts/counseling/work/school/vocational rehab/volunteer activities per week at Veterans Base Camp.

 VBC expects that you will make a sincere commitment to yourself, your veteran campmates, to the program staff and that you will work hard to make progress toward living a healthy, independent life. Remember, you are not alone here: We’ve Got Your Six!

I have read this page and have had the opportunity to ask questions: Initials/Date\_\_\_\_\_\_\_\_\_\_\_

 EMERGENCY

In case of emergency (personal, fire/safety, violence, intruders, etc.) CALL 911. Immediately after calling 911, contact Executive Director Cindy Archibald (860)942-4507, Program Director Mitch Willsie (860) 608-3396, or Assistant Director Dwayne Gardner ((860)728-9167.

**In Case of Fire:** “RACE”

 **R**: Remove self and others **A:** Activate alarm and dial 911 **C:** Close doors **E:** Evacuate the building . Meet in the driveway, near the fence, making sure to be out of the way for any emergency vehicles that might respond.

**Residential Fees**

While residents pay “rent” to live at the Camp, the rent is determined by which living quarters you inhabit. Rental fees for a cabin are $850.00/month and includes electric, trash and use of laundry facilities. Rental fees for rooms in the Main Building are $650/month. Rental fees must be paid by money order or bank check and is due by the 5’th of every month. Bank checks or money orders are to be made out to: “Veterans Base Camp” and presented to the Executive Director or the Assistant Director. No personal checks are accepted. *Any changes in income should be reported to the Executive Director within 72 hours, and they will help you obtain any adjustments to be made to your Residential fee.* Any veteran who does not pay their monthly residential fee in a timely manner and in full *may* be discharged from the housing program here at VBC. If this happens, every effort will be made by VBC to locate emergency housing for the veteran. However, lack of available emergency housing, or refusal of the veteran to accept the emergency housing, may not prevent the veterans discharge from the program.

 **Kitchen and Laundry Access:**  Access to the laundry room in the main building is daily from 7:00 a.m. to 9:00 p.m. Clothes should not be left in the washer or dryer after the cycle is completed. Empty dryer and lint filter after each load, as a full lint screen is a fire hazard! All bleach and detergent containers should have your name on it and disposed of when empty. **Kitchen access** is permitted during community meal preparation times: 7:00-8:30 a.m.; 11:00 a.m.-12:30 p.m. and 4:30 p.m.- 6:00 p.m. Personal snacks and foods can be kept in your refrigerator in your cabin/room or may be stored in airtight containers in your room.

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**Kitchen and Laundry Access (cont’d)** Meals are prepared community style and will be eaten “family-style” in the dining hall or weather permitting, at the Pavilion. Kitchen duty will be part of the “Duty Roster” and all residents are expected to participate in meal preparation and community meals as it is part of our therapeutic milieu routine. Meals are eaten “family-style” in the dining hall or weather permitting, at the Pavilion or deck if we are barbecuing. All leftovers must be labelled and dated and stored in the main kitchen refrigerator.

**Room/Cabin Info:** Cabins and rooms should be kept neat and orderly. Microwaves for reheating, small dorm size refrigerators and coffee pots are allowed in the rooms but no hot plates, open flames/candles or burners are allowed. Any infractions committed by residents by having hot plates or burners or open flames in rooms are grounds for immediate dismissal as it is a safety concern and a violation of our insurance policy. Random inspections to ensure compliance and the safety of all can occur unannounced at the discretion of the Executive Director or Program Director. All food/snacks must be stored in airtight containers in order to avoid roaches and other pests/critters. VBC is contracting with a pest extermination company to do monthly preventative treatments in the Main Building and each Cabin.

**Mandatory Quiet hours** 10:00 p.m.-8:00 a.m.

 **Medications:** Upon arrival to the program, each veteran must participate in an intake process where all medications and accompanying “doctor’s orders” must be presented to the Program Director or Designee where they will be reviewed. Each veteran should have a locked box in which to securely store their medications in their cabin or room.

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**Program Meetings:**

 All Veterans are required to attend a weekly program meeting. Meetings are held in the Main Building at a time which is convenient for most of the Veterans. Work and other treatment meetings or appointments are accepted as an excused absence, however, the Veteran must take responsibility to find out what information they have missed from either the Executive Director, Program Director or Assistant Director. Program meetings are used to share program information, event planning, social skill building, conflict resolution/challenge solving, and building community/team camaraderie. It is part of the program and attendance is expected.

**Cable T.V. and Computers:** The Main Building has WIFI, Cable in the Dining Hall. Residents are welcome to use the WIFI while in the Main building. WIFI in each Cabin/room is permitted but residents are responsible for their WIFI/Cable bill. Please speak to Cindy abut this if it is something you wish to have in your cabin.

 **Cars/Parking** Veterans may have cars parked on VBC’s property. ALL VEHICLES must be registered and insured. VBC is not responsible for any cars or vehicles parked on the property.

**Fire/Safety Inspections** Inspections of smoke detectors and fire extinguishers are done routinely as determined by the VBC’s Fire Safety Officer, VA and local codes. VBC’s Program Director or Designee conducts inspections. VBC Program Director or Designee can conduct an unannounced walk through inspection at random times, of each housing unit to insure compliance with safety/fires regulations. Any damage or infractions found during these “walk-throughs” will be documented and the responsible party will be charged for the repair costs. Please report any accidental or other damages immediately to VBC staff.

**Smoking/Vaping inside of cabins, and bedrooms**: including hallways, stairs and entryways is absolutely forbidden and strictly enforced. VBC is a smoke-free facility. There is a designated smoking area outside near the perimeter of the woods. That is the only place on grounds where smoking is allowed.

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 **Keys and Locks** You will receive one key to your Cabin or Main Building bedroom. Duplication of keys is prohibited. If you lose your key, please inform the Program Director or Assistant Director. There may be a charge to replace lost keys. You may not add or replace locks on your own. Any difficulties with locks must be reported to the Program Director or Assistant Director.

**Cleanliness:**

 Keep your Cabin/Bedroom Clean:

● Bed made ● Clothes picked up off the floor

● Personal items stored neatly in closet or bureau

● Rug vacuumed

● No open food or food containers stored in your bedroom/Cabin. Food must be stored in airtight containers.

 Everyone must leave the/their bathrooms clean

 ● Sink cleaned after each use

● Tub and shower rinsed and drain cleaned after each use

● Toilet swished with brush and area around the toilet mopped cleaned daily

 ● Personal toiletry items kept in neat order either in the bathroom or carried from the closet.

**Kitchen-Professional and Staff Kitchens**

● Wipe Counters down after EACH meal or cooking project

 ● Top of stove wiped after EACH use, if a spill occurs, remove burner trays and clean

● Oven cleaned after spills and cleaned monthly on the first of each month

● Food kept in the fridge must be in closed containers or wrapped and labelled and dated

● Food kept in cupboards must be in sealed containers and all (boxed, canned and in jars) food must be dated

● No dirty dishes kept in sink

● All dishes must be put away after dried. Do not leave dishes in the dish drainer ● Floor swept daily and mopped weekly

● Empty trash when smelly or when full.

 ● Keep soda cans and recyclables in container outside to prevent pests

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**Rec Room**

● Daily pick-up after yourself

● Dusting/weekly per Duty Roster

● Rugs vacuumed and floors swept every other day per Duty Roster.

● Linoleum floors damp mopped weekly per Duty Roster.

**Seasonal Yard Work**

\*\*\*\*Everyone must participate in yard work unless they have a doctor’s note.

● Snow removal

● Grass Cutting

 ● Weed wacking

● Raking/blowing leaves

● Sweeping pathways, decks, stairs, and front porch

● Planting, weeding,watering, harvesting the garden.

● landscape watering

● Trash-empty, dump runs

* Animal Care Chickens-water, feed, clean coop, compost, collect eggs.

**Guests**

**No guests are allowed in the upstairs dormitory area or in Cabins.** The exception to this is Veterans who have children and are having visitation. Scheduled child visitation must be set up in advance with the Executive Director or Program Director. VBC must insist on strict adherence to this policy in order to ensure the safety of all residents and children. Upon discharge from the program whether it be planned or unplanned, former residents are not allowed back into Cabins to visit current residents without theExecutive or Program Director’s approval.

**Constructive Use Of Time:** You are expected and required to complete an approved (minimum) of 20 hours/week of goal oriented (from your Person-Centered-Plan), structured activities (Recreational groups, Processing Group, Bible 7 Constructive Use of Your Time (cont’d) Study, Financial Wisdom, School, Volunteer Activity (Heroes Connect, GAL Training, Battle Buddy Training, ) AA/NA groups/activities, therapy, job-hunting, college, other treatment/support type groups and activities. Absences from Room/Cabin/Program If you have plans to be away from

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VBC for an overnight or an extended time away from the program, please notify your Battle Buddy and Program Director. Please use this opportunity sparingly. More than an occasional use of this privilege may indicate that you are not truly working on your program goals as your participation and contributions to the daily routines and activities at VBC are all part of the therapeutic framework that VBC employs to work on building and sustaining interpersonal relationships, developing strategies to deal with personal challenges/PTSD symptoms, vocational skill building, teamwork, personal responsibility and accountability. Your presence is important to the success of your progress, to the other veterans at the Camp and as was stated earlier in this document: You need to be the one working the hardest to meet your goals and objectives!

**Mail**:

The address at Veterans Base Camp is: 108 England Drive, Chaplin, CT 06235 Please add your appropriate cabin/room number.

 **Personal Appearance:**

 You, as well as all the veterans in residence, are expected to keep yourselves clean and to maintain a neat appearance. Due to unscheduled daily visitors from families, local and state agencies, youth-at-risk whom we also work with in conjunction with the Department of Children and Families, and other partnering-agency personnel, all residents should be properly attired at all times in the common areas of the dormitory rooms, and in the main building. No baggy pants that expose a vet’s backside, if wearing a baggy set of pants, make sure your shirt covers your underwear and bottom! No offensive or suggestive clothing.

**Pets:**

 No pets are permitted in any of the cabins /dorm rooms unless they’re approved service animals. All animals must have their vet records and service dog certification papers on file with the Program Director.

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**Relapse:**

 As previously stated, the use or possession of drugs or alcohol on the premises is strictly prohibited. Alcohol/illicit drug use/possession will be determined by one of the following:

 ● Self report

● Positive toxicology (urine, blood, hair)

● Witnessed by VBC staff

● Failure to submit to a breathalyzer or toxicological test upon staff demand

● Apparent intoxication

● Failure to give urine specimen within a specified period of time, leaving the building without giving a specimen, refusing to remain under staff supervision while providing a urine sample.

If you should relapse, staff may assist you to get back into treatment and will support you as you renew your commitment to sober living. Specifically, if you relapse you will immediately be suspended from your cabin/room and the staff will secure your belongings for as long as you are in treatment or for 72 hours if you are discharged. While you are on suspension, you must not return to VBC or loiter near the property. While you are in treatment, you are expected to pay your residential fee in full and on time, During the time of your suspension, (treatment as determined by your VA treatment team) your VA team will discuss with VBC (if releases have been signed) the disposition of your compliance with treatment and your prognosis for recovery. The VBC team, will then determine if you will continue in or be discharged from the VBC R.E.S.E.T housing program. Relapse cannot be accommodated at the VBC R.E.S.E.T program.

 Use of Drugs or alcohol on the property cannot be tolerated as it puts the other veterans at risk for relapse and jeopardizes our ability to work with youth-at-risk in our “Heroes Connect”, “Battle Buddies” programs.

**Grounds for Dismissal from the Program**

It is VBC’s responsibility to ensure a healthy, safe, supportive and financially sound environment for its veterans and if applicable, their children. Everyone is expected to demonstrate respect and restraint when interacting with each other, staff and neighbors. Each resident can expect to be treated with respect and dignity from staff and those who live at VBC and those who come to volunteer. The following actions will result in immediate discharge from

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the program. Though every attempt will be made to locate alternative emergency housing for the transgressing veteran upon discharge, concern about safety issues may make this attempt unsuccessful before actual dismissal.

● Relapse to alcohol, drugs and/or use of other illicit substances.

 ● Inviting guest into your cabin/room

● Violence (physical/verbal/threatening) towards housemates, staff, neighbors

● Racial comments

● Theft

● Failure to pay full and timely residential fee

 ● Non-participation in cleaning of Cabin, Dorm Room, property and yard

● Non-compliance with VA treatment plans

● Revoking or limiting Releases of Information required by the VA and VBC

 ● Failure to notify VBC Director/staff of overnight absences from apartment

 ● Violation of any program guidelines

 ● Firearms, explosives and/or weapons are not allowed under ANY circumstances. A veteran who violates this regulation will be immediately removed from his/her cabin/room and terminated from the program. The appropriate law enforcement agency will be called and charges will be filed in accordance with the law.

The VBC Team wishes to provide all veterans who live here on grounds, and those who volunteer, a safe and welcoming environment. We wish you all the best during this time where you take time to R.E.S.E.T, and we are here to support you.

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**Rental Application**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**D.O.B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Driver’s License: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vehicles:**

**Make: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plate Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please attach:** Copy of:

 Proof of insurance

 Driver’s license

 DD214 or other military identification with evidence of honorable discharge

**Source of Income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Monthly Amount: ­­\_\_\_\_\_\_\_\_\_\_\_\_**

**Source of Income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Monthly Amount: \_\_\_\_\_\_\_\_\_\_\_\_**

**Source of Income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Monthly Amount: \_\_\_\_\_\_\_\_\_\_\_\_**

**Have you ever been convicted of a felony? Yes \_\_\_\_ No \_\_\_\_\_\_**

**Would you be able to pass a Department of Children and Families background check?**

**Yes \_\_\_\_\_ No \_\_\_\_\_**

**Have you read the R.E.S.E.T guidelines/rules? Yes \_\_\_\_ No \_\_\_\_\_**

**If you answered yes to reading the VBC R.E.S.E.T program guidelines, do you agree to abide by those guidelines and do you understand that choosing to violate the rules of the program can result in immediate dismissal from the program? Yes \_\_\_\_\_ No \_\_\_\_\_**

**In case of Emergency: I.C.E**

**Please notify:**

**Relative:**

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

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Friend:**

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

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Any medical conditions that we need to be aware of in case of emergency?**

**Medications list in case of emergency:**