



## ***Dear Applicant,***

Thank you for your interest in our one-year recovery program. CORE serves people suffering from chronic substance use, whether alcohol or drugs. CORE strives to be the premiere recovery program in the Midwest.

We serve all clients regardless of their place of origin – incarcerated or otherwise – but our program is intended solely for alcoholics and addicts wishing to recover and enjoy a substance-free life. All qualified applicants are eligible; however, there are limitations for those who have convictions or charges pending for violent or sex offenses. We do an extensive background check on each applicant.

Successful applicants pay \$360 upon their arrival to CORE. This non-negotiable amount includes both a \$200 nonrefundable administrative fee, plus the first week's program fee of \$160. Thereafter, the client pays a weekly program fee of \$160, due every Friday. The fee covers program administration, classes, and local transportation needs.

Clients who complete our one-year program are eligible to apply for membership in our Second Mile group.

Two documents are enclosed:

1. **CORE Recovery Program Expectations, Rules, and Client Rights, and**
2. **Application for Enrollment in CORE Recovery Program.**

The application must be signed by you before you can be accepted to the program. The first document informs you of your rights and obligations as a CORE client. The second, the application, must be filled out completely. Applications with blank spaces will not be processed until completed.

We at CORE thank you for your interest and look forward to hearing from you. Permanent recovery from substance abuse is possible. At CORE, we see it happen every day.

**CORE Admissions  
417.339.3804  
888.CORE.USA**



## **CORE RECOVERY PROGRAM**

### **Expectations, Rules, and Client Rights**

#### **What is it?**

CORE both provides clients and helps them develop the recovery capital needed for recovery. Our classes and groups, program and residential activities, and one-on-one contacts, are led and moderated by knowledgeable staff, professionals, house managers, and peers – all of whom are recovered alcoholics and addicts. They address the mental, physical, spiritual, family, social, and community resources that can be drawn upon to initiate and sustain recovery. The Big Book of Alcoholics Anonymous is the basic text of the program. The Twelve Steps identified therein are the foundation for finding and developing such resources.

#### **Clients of CORE must be willing to commit to the following:**

- One year of consecutive enrollment without alcohol or drug use in order to successfully complete our recovery program;
- Clients must make progress in their 12 Step Programs to meet their treatment goals. While such goals differ from one individual to the next, they may include, but are not limited to:
  1. Obtaining and maintaining sobriety;
  2. Minimizing the risk of relapse;
  3. Improving family, natural support, and social relationships;
  4. Improving employment/educational functioning;
  5. Promoting productive use of time;
  6. Developing social support;
  7. Developing spiritual support;
  8. Developing safe and stable housing;
  9. Complying with all legal, court, probation, or parole requirements;
  10. Minimizing harmful social or behavioral risk; and/or
  11. Improving physical health and wellness.;



## **CORE RECOVERY PROGRAM**

### **Expectations, Rules, and Client Rights**

- For the first 120 days, clients must attend all functions, including meetings, groups, and classes, unless they are at their place of employment. Thereafter, a minimum weekly attendance to at least three classes – recovery group, spirituality class, and 4D Recovery Class – is required; and
- Clients are expected to attend CORE Church services unless working.

#### **In addition:**

- Clients are expected to participate in the activities of their residential facilities.
- Clients who do not have high school equivalency credentials must work toward taking the HiSET exam. Weekly attendance to one of CORE's HiSET classes is required.
- Clients have access to CORE's transportation departments in Branson and Springfield.
- Clients are afforded volunteer opportunities within CORE's recovery program, our CORE Church, and the community.



## **CORE RECOVERY PROGRAM**

### **Expectations, Rules, and Client Rights**

#### **Basic Conditions for All CORE Clients**

- Personal commitment to the 12 Step recovery program laid out in the Big Book of Alcoholics Anonymous;
- Conducting oneself with respect for others when out in the community. Lewd and offensive language in public is expressly prohibited. Loitering in public places is expressly prohibited;
- \$360 fee due upon enrollment (comprising the first week's program fee of \$160, plus a nonrefundable administrative fee of \$200);
- \$160 weekly program fee, due each Friday, with unused program fees being fully refundable;
- Timely arrival to and complete attendance of all assigned classes, groups, and meetings;
- CORE must consent to the use of over-the-counter and physician prescribed medications, and a client is under an affirmative obligation to notify CORE of his or her intention to use such medications;
- Drug testing, both random and upon reasonable suspicion;
- Clients may not knowingly expose others to bodily fluids or contagious diseases.
- Clients must promptly inform a staff member in the event of emergency. For suspected overdoses, call 911 immediately.
- Clients will help manage their homes as befits a family environment that is conducive to abstinence and recovery;
- Personal commitment to help keep the residential facility and yard both clean and tidy, and to complete assigned house chores by 10 p.m. on designated days;
- Mandatory attendance of all house meetings, as scheduled by the house manager;
- After sixty (60) days of enrollment, two (2) nights out per month may be requested in order to be with family. No nights out are permitted before the first 60 days;
- Each client is responsible for their own food and meals. Every residence has one or more kitchens for this purpose.



## RULES FOR ALL CORE CLIENTS

1. If it is determined that a client is under the influence of drugs or alcohol, he or she will leave immediately and be removed from the program. For more information, please refer to the Relapse Policy (October 18, 2023), posted in every residential facility;
2. No person who is under the influence of alcohol and/or drugs, or who otherwise is active in their addiction, is allowed on any CORE property;
3. All clients agree to submit to searches of self and property upon demand;
4. Disruptive or aggressive behavior is grounds for immediate removal from the program. Any touching or application of force directly or indirectly upon another person also is grounds for immediate removal;
5. Theft is grounds for immediate removal from the program;
6. Driving without a license or driving an unlicensed vehicle is grounds for removal from the program;
7. No unregistered or uninsured vehicle may be parked at any CORE property;
8. Street parking is not permitted at any CORE residential facility;
9. House Managers are in charge of their respective residential facilities. They are free to handle house matters on a case-by-case basis.
10. Clients have access to an internal CORE grievance procedure for unresolved matters, and appeals therefrom freely may be taken to CORE's oversight agency MCRSP, without prejudice to the client;
11. House meetings scheduled by a house manager are mandatory unless the client is working;
12. There is NO SMOKING within any CORE building. Clients may use designated smoking areas;
13. Curfew is 10 p.m., Sunday through Wednesday. Curfew is 11 p.m., Thursday - Saturday.



## RULES FOR ALL CORE CLIENTS

14. After sixty (60) days in the program, a client may request two (2) nights out per month;
  - a. request forms must be submitted at least one week before departure;
  - b. all nights out are subject to the Program/Site Manager's approval;
  - c. a request will not be considered unless the client's program fees are at \$0;
  - d. a night out is taken with family members;
  - e. contact information of such family members must be listed on the request form;
  - f. abuse of this privilege is grounds for removal;
15. Engaging in sexual relations of any type, with anyone, on CORE property is grounds for removal;
16. No members of the opposite sex are allowed in residential facilities;
17. The following are subject to a fine or a work slip:
  - a. leaving out personal items;
  - b. failing to complete assigned house chore (chores are completed before 10 p.m.);
  - c. failing to make one's bed;
  - d. failing to keep one's assigned area clean;
18. Allowing program fees to become three (3) or more weeks past due is grounds for removal;
19. A client who absents oneself for twenty-four (24) hours or more, without making contact with their house manager or the Program/Site manager, is considered to have quit and abandoned the program;
20. A client who leaves personal property at a CORE residential facility for more than thirty (30) consecutive days will be considered to have abandoned such property;
21. The \$160 weekly program fee is due each Friday; unused program fees are fully refundable and will be mailed to the address on the completed Refund Request Form;
22. CORE may supplement or change the program rules at its discretion.



## CLIENT RIGHTS

Every CORE client shall have the following rights:

1. The right to be provided with information about CORE, and the client's rights and responsibilities, in a way that is easily understood.
2. The right to be treated with respect, dignity, and compassion.
3. The right to be treated equally without discrimination.
4. The right to privacy and confidentiality related to all aspects of their recovery program including, but not limited to, the unwarranted disclosure of records, whether in whole or in part.
5. The right to be protected from neglect, from physical, emotional, or verbal abuse, and from all manner of exploitation.
6. The right to participate in the development of their recovery program, and to be involved in discharge or aftercare planning.
7. The right to be afforded continuity of care from one service provider to another.
8. The right to be informed about fees and payment options.
9. The right to voice complaints and grievances without fear of restraint, interference, coercion, discrimination, or reprisal.
10. The right of access to personal records.
11. The right to freely communicate and associate with others outside of CORE's program.
12. The right not to be required to perform services that are the responsibility of CORE staff.
13. The right not to be required to speak at public gatherings or through other media.
14. The right not to be required to make public statements expressing gratitude to CORE or recommending the program.



## CLASS SCHEDULE FOR BRANSON

### Monday

#### **Monday morning prayer**

**9:00 A.M. – 10:00 A.M.**

*Join us in an informal setting as we begin the week praying for the needs of others.*

#### **HiSET Class**

**5:00 P.M. – 7:00 P.M.**

*For clients who do not have a Certificate of High School Equivalency.*

#### **Sole Purpose Group**

**6:00 P.M. – 7:00 P.M.**

*Open recovery group meeting.*

### Tuesday

#### **Orientation**

**10:30 A.M. – 12:00 P.M.**

*Mandatory for all new, first-week clients.*

#### **Spiritual Life Skills**

**6:00 P.M. – 7:00 P.M.**

*Join us for a variety of faith preparatory classes.*

### Wednesday

#### **4D Recovery**

**12:00 P.M. – 2:00 P.M.**

*Learn in detail how to work the 12 Steps. The entire class takes 5 weeks to complete.*

**6:00 P.M. – 8:00 P.M.**

### Thursday

#### **Sole Purpose Group**

**5:30 P.M. – 6:30 P.M.**

*Open recovery group meeting.*

#### **CORE Church**

**7:00 P.M. – 8:00 P.M.**

*An evening of worship, music, fellowship and instruction.*

### Friday

#### **HiSET Class**

**10:00 A.M. – 12:00 P.M.**

*For clients who do not have a Certificate of High School Equivalency.*

#### **Sole Purpose Group**

**11:00 A.M. – 12:00 P.M.**

*Open recovery group meeting.*





## CLASS SCHEDULE FOR SPRINGFIELD

### Monday

#### **Monday morning prayer**

*Join us in an informal setting as we begin the week praying for the needs of others.*

**10:00 A.M. – 11:00 A.M.**

#### **Sole Purpose Group**

*Open recovery group meeting.*

**11:00 A.M. – 12:00 P.M.**

**6:00 P.M. – 7:00 P.M.**

#### **HiSet Class**

*For clients who do not have a Certificate of High School Equivalency.*

**5:00 P.M. – 7:00 P.M.**

### Tuesday

#### **Orientation**

*Mandatory for all new, first-week clients.*

**10:30 A.M. – 12:00 P.M.**

#### **Spiritual Life Skills**

*Join us for a variety of faith preparatory classes.*

**6:00 P.M. – 7:00 P.M.**

### Wednesday

#### **4D Recovery**

*Learn in detail how to work the 12 Steps. The entire class takes 5 weeks to complete.*

**10:00 A.M. – 12:00 P.M.**

**6:00 P.M. – 8:00 P.M.**

### Thursday

#### **CORE Church**

*An evening of worship, music, fellowship and instruction.*

**7:00 P.M. – 8:00 P.M.**

### Friday

#### **Sole Purpose Group**

*Open recovery group meeting.*

**10:00 A.M. – 11:00 A.M.**

**4:00 P.M. – 5:00 P.M.**



## APPLICATION FOR ENROLLMENT IN CORE RECOVERY PROGRAM

All questions must be answered in order for us to process your application. Attach additional sheets, if needed. If a question does not apply, write N/A in the space. DO NOT LEAVE A BLANK SPACE! Applications with blank spaces cannot be accepted.

1. Print Full Name: \_\_\_\_\_  
First Middle Last
2. Male ☐ Female ☐
3. Date of Birth \_\_\_\_\_
4. Are you a veteran? ☐Y ☐N
5. Present Address: \_\_\_\_\_ Homeless ☐
6. City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_
7. Email Address: \_\_\_\_\_
8. Phone#: \_\_\_\_\_ Alternate #: \_\_\_\_\_
9. Are you on Probation? ☐Y ☐N Parole? ☐Y ☐N
10. If on probation what type? \_\_\_\_\_
11. Probation/Parole Officer Name? \_\_\_\_\_
12. What county? \_\_\_\_\_
13. Are you currently incarcerated? ☐Y ☐N
14. D.O.C. # \_\_\_\_\_
15. Facility Name: \_\_\_\_\_
16. Are you in or applying for:  
☐ Drug court ☐ DWI/DUI court ☐ Family court ☐ Mental Health Court
17. Have you been charged with a sex crime? ☐Y ☐N  
Are you, or have you ever been, registered as a sex offender? ☐Y ☐N
18. Have you ever been charged with a violent crime? ☐Y ☐N  
*By violent crime, we mean that the alleged victim was harmed by violence or threatened with violence. Examples may include, but are not limited to, arson, rape, kidnapping, sexual assault, domestic violence, robbery, assault, battery, murder, and non-negligent manslaughter.*
19. Please list any prior or pending charges: \_\_\_\_\_  
\_\_\_\_\_
20. Are you an alcoholic? ☐Y ☐N Are you an addict? ☐Y ☐N
21. Date of last use? \_\_\_\_\_ 22. Drug of choice? \_\_\_\_\_
23. Do you want to stop using drugs and alcohol? ☐Y ☐N
24. Will you have detoxed before your arrival to CORE? ☐Y ☐N
25. Have you been diagnosed with a mental health disorder? ☐Y ☐N  
If yes, please identify the disorder and any medication(s) you take for it: \_\_\_\_\_  
\_\_\_\_\_
26. Do you take prescription drugs? ☐Y ☐N  
If yes, please identify such drug(s) and the reason(s) for which you are prescribed: \_\_\_\_\_  
\_\_\_\_\_

27. Have you ever been admitted to a hospital, rehab, or other facility for substance abuse treatment?

☐ Y ☐ N

If yes, please identify the treatment provider and counselor, if any, and provide a telephone number:

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28. Have you ever lived in a recovery house before? ☐ Y ☐ N

If "yes," provide the name and location of the house: \_\_\_\_\_

29. Have you ever been a client of Communities of Recovery, Inc. (CORE), or its predecessor, Church Army, USA? ☐ Y ☐ N

If yes, please state the year(s), reason(s) for leaving, and whether you were current on your program fees at the time of your departure: \_\_\_\_\_

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30. Do you primarily support yourself on income received from a source other than a job? ☐ Y ☐ N

If yes, please identify such source(s): \_\_\_\_\_

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31. Do you plan on working at a job to support yourself while enrolled in CORE? ☐ Y ☐ N

Please explain: \_\_\_\_\_

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32. On what day are you available to enroll? \_\_\_\_\_

33. How will you get to CORE? \_\_\_\_\_

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34. To whom do we send your acceptance letter? \_\_\_\_\_

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35. Emergency Contacts (at least one) / Persons to keep informed about CORE:

| Name & Address | Relationship | Telephone Number |
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*By signing this application, you agree and promise:*

*You will abide by all rules of the program;*

*CORE may speak with probation and parole, court officers, and any person identified in your application; and*

*All of your answers herein are truthful, and that CORE may remove you from the program if any false information was provided on this application.*

Signature: \_\_\_\_\_

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