



BUTTERFLY HOUSE FOR WOMEN

A Residential Community for Women in Spiritual Recovery from Alcoholism and Addiction

HOUSEMATE CONTRACT (2/13/23)

Name: _____ Date: _____

Please read each statement below carefully and then initial to indicate that you understand and agree to abide by the specific terms of this contract.

FINANCIAL RESPONSIBILITIES

1. The housing fee is \$900 per month, payable on the first of the month. This means you are paying for the month coming, not for the month that just past. All utilities are included in the housing fee. Food and personal hygiene products are not included. Residents who self-pay the housing fee on the first of the month receive a 22% incentive discount, which brings that month's housing fee down to \$700 _____
2. In New Hampshire, residents of recovery homes are not tenants and are not protected by tenant rights laws. At Butterfly House you are a resident rather than a tenant and you pay a housing fee rather than rent. Your residency can be terminated if you are unable to abide by the terms of this housemate contract. _____
3. If you cause damage to Butterfly House property, you will be responsible for the entire cost of damage repair or replacement (this includes costs associated with wildlife removal if, for example, a family of skunks moves in because you were feeding outdoor cats on the property). _____
4. Butterfly House requires a minimum residency of 90 days. If you leave our home for any reason prior to 90 days, no part of the housing fee for that month will be refunded. _____
5. After any amount of time, if you violate the terms of this contract and are asked to leave our home, no part of the housing fee for that month will be refunded. _____
6. If, after 90 days, you choose to leave our home with less than 1 week's notice, no part of the housing fee for that month will be refunded. _____

7. You will receive a receipt from your house leader when you pay the housing fee by cash, check, or money order. Payments made online through our website automatically generate a receipt by email. You are entitled to an accounting of any third party payments made on your behalf (by the Doorway, NHCORR, etc.). At any time, for any reason, if you would like a detailed accounting of where you stand with housing fee payments, please email butterflyhouseforwomen@gmail.com. We welcome these sorts of requests!

ZERO TOLERANCE POLICY

8. Zero Tolerance Policy immediate terminations of residency include:
- Use or possession of alcohol or illegal drugs, abuse or misuse of prescription medication that belongs to you or someone else, a drug test that is positive for drugs or alcohol, refusal to provide a UA, drug seeking, possession of a prescription medication that is not logged into the medication inventory, the sale or sharing or attempted sale or sharing of prescription medications or illicit drugs, possession of prescribed medications classified by the DEA as a controlled substance with the exception of medications that are FDA approved for treatment of an SUD and prescribed specifically to treat an SUD. _____
 - Possession of a weapon or the use of a household item as a weapon. _____
 - Violence, threats of violence, threats to use or relapse. _____
 - Stealing from another resident or from Butterfly House. _____
 - Not returning to Butterfly House for the night without prior permission for an approved overnight. _____
 - Illegal activity. _____
 - Unauthorized guests in the home. _____
 - Actions that threaten the health, safety, and recovery of Butterfly House residents. _____
 - Bullying. _____
9. The owner or owner's representative will search rooms and belongings if any violation of the **ZERO TOLERANCE** policy is suspected (see Prohibit Items and Search Policy). _____

10. Butterfly House conducts random and of concern alcohol and drug testing that is self-administered by the resident. Refusal of a test or results positive for illicit substance use will result in termination from our residence. _____
11. Butterfly House has a list of Resident Guidelines, Recovery Event Participation Guidelines, Peer Leadership and Mentorship Guidelines, and policies regarding parking, neighbor interaction, medication, departure, and prohibited items and search procedures that are attached to this contract. You agree to abide by these Guidelines, and Policies, as part of this contract. _____

MEDICATION SAFETY

12. For your safety and the safety of housemates, Butterfly House requires an inventory of all prescription medications (drug, dose, pharmacy, prescriber) when you arrive. If your prescriptions change in any way, the medication inventory must be updated with your house leader. _____
13. Butterfly House has a practice to prevent loss or diversion of medication. You agree to abide by this practice. _____

YOUR UNDERSTANDING OF IMPORTANT INFORMATION OUTLINED IN THE APPLICATION YOU SUBMITTED

14. Butterfly House cannot accommodate any medications classified as a controlled substance by the DEA with the exception of medications that are FDA approved for treatment of an SUD and prescribed to you specifically to treat an SUD. _____
15. The architecture of Butterfly House (steep stairs, small space bathrooms, double rooms, etc.). _____
16. The Point of Butterfly House (also attached for your review). _____
17. Butterfly House is a NARR Level II non-clinical peer-based recovery home with the single purpose of supporting women in recovery from substance use disorder. We are not equipped or qualified to provide the higher level of care that may be more appropriate for women facing challenging psychiatric or medical conditions.
18. Dishonesty or omissions on your application or during your phone screen may result in termination. (We understand that you are used to being told no. We understand that fear of rejection can cause us to make mistakes. Now would be a really good time to tell us if you misrepresented anything during the application process. We promise not to judge you!) _____

If, for any reason, the terms of this Housemate Contract are updated, you will receive a copy of the updated contract and be asked to re-sign to indicate that you understand the updated terms.

I _____ understand the terms of this Housemate Contract and agree to follow them. I have received my folder with a copy of this contract, Resident Guidelines, Recovery Event Participation Guidelines, Departure and Removal of Personal Possessions Policy, Services Provided description, Prohibited Items and Search Policy, How to Pay the Housing Fee Guide, Parking Policy, Medication Policy, Grievance Policy, How to Interact with Neighbors Guide, The Point of Butterfly House, and Peer Support Leadership and Mentor Practices. I agree to familiarize myself with this material and to put these policies into practice.

Housemate Signature: _____ Date: _____

Leadership Team Member Name: _____

Leadership Team Member Signature: _____

Date: _____

BUTTERFLY HOUSE RESIDENT GUIDELINES 2.12.23

Personal Recovery Commitments

1. In your first 90 days, attend a daily recovery-focused approved event. Be on time and don't leave early. Each week, at least **five of the events must be live 12 step meetings**. Put your weekly events up on the board. See the attached *Recovery Events Participation Guidelines*.
2. After 90 days, attend a minimum of five approved recovery-focused events a week. Be on time and don't leave early. At least **three of these must be live 12-step meetings**. Put your weekly events up on the board.
3. Join a live 12-step home group and get active in that group within 30 days of joining Butterfly House. Getting active means taking on a job for the group or staying after to help clean up.
4. Find a sponsor in your primary 12 Step Fellowship within 30 days of joining Butterfly House. After 30 days, interact with a sponsor regularly for as long as you live at Butterfly House.
5. Never invite or allow a person intoxicated or in active addiction to visit our home. Do not ride in a vehicle with a person who is intoxicated or in active addiction. NEVER go on a 12-Step call by yourself.

Recovery Home Commitments

6. Use or possession of alcohol or illegal drugs, abuse or misuse of prescription medication that belongs to you or someone else, a drug test that is positive for drugs or alcohol, refusal to provide a UA, drug seeking, possession of a prescription medication that is not logged into the medication inventory, the sale or sharing or attempted sale or sharing of prescription medications or illicit drugs – on or off property -- is not allowed. For the safety of other residents, anyone who relapses will be terminated.
7. Butterfly House residents must be employed outside the home **within three (3) weeks** of arrival. We believe employment empowers women because it allows us to find purpose outside ourselves, to engage with the community, to become self-sufficient, to practice responsibility, and to stay productively occupied. Residents with a recovery-related reason to delay employment (such as attending a PHP or if you are heavily scheduled in a court-ordered program) may make a request for reasonable accommodation (a special exception to a rule or policy) with this application. A request for reasonable accommodation form can be downloaded from butterflyhouseforwomen.org.
8. Curfew is 11 pm Sunday through Friday. Curfew is midnight on Saturdays. Exceptions for

special circumstances must be okayed by your house leader *in advance, at least by 7pm on the evening you will miss curfew*. Not coming home at all will result in termination.

9. Overnights away from our home may be taken after 60 days with 24-hour notice, a completed overnight contract, and an okay from your house leader. Overnights away are limited to two nights a week (Sunday through Saturday) between resident days 60-354. Residents who have lived at Butterfly House for a year or more may take three overnights each week. For a lot of reasons that you might not have thought of, it is important that you are truthful when you fill out the destination section of your overnight contract. We don't judge. We just want to be able to find you if there is some sort of emergency. If you are away on an overnight and you don't feel safe, for any reason, we want you to come home! No matter what time it is, just come home.
10. Any new or changed prescriptions must be added to your medication inventory by your house leader. Take medication prescribed to you exactly as instructed by the prescription. Please do not stop taking a medication without your prescriber's approval. Please familiarize yourself with our posted medication policy (also in your intake folder).
11. Butterfly House cannot accommodate any medications classified as a controlled substance by the DEA with the exception of medications that are FDA approved for treatment of an SUD and prescribed to you specifically to treat an SUD. ____
12. Visitors are welcome, but only in the kitchen, downstairs bathroom, living room, and porch. As a courtesy to housemates, please let your house leader know 24 hours in advance of each visit, informing us of who and when. Visits should be limited to the hours between 9 am and 7 pm. A member of the Leadership Team must be present for any visit by a male.
13. Butterfly Houses are single or multi-family private homes for women living together as one household to support each other in recovery. Please do not represent them to anyone as a facility, sober house, halfway house, boarding house, or treatment program.

Health and Safety Commitments

14. Never borrow or share toothbrushes, razors, vapes, or a single cigarette. This is to prevent the spread of HIV, hepatitis, meningitis, and viruses.
15. Do not smoke cigarettes, vape, light candles, use incense, or have any open flame inside the building. Smoking is allowed outdoors in designated areas only. Extinguish smoking materials in approved receptacles only. It is the responsibility of all smoking residents to empty the receptacles according to the posted chore schedule. Vape only outdoors, with your feet outdoors. (It's not okay to vape out a window). Don't sit in your car parked on Butterfly House property to smoke or vape.

16. NO hazardous or flammable material or explosive devices are allowed in or around the building or neighborhood. This includes fireworks.
17. Never, ever, under any circumstances let anyone who arrives unannounced into the home. This includes family members, ex-boyfriends, neighbors, or city officials. If the person at the door claims to be there in an “official” capacity, refer them to the property owner and then contact your house leader immediately. The two exceptions to this rule are the fire department *if a call has been placed to 911*, and probation or parole officers who can show official identification.
18. Do not “sneak” men into the home. Do not engage in sexual activity with another person in or on Butterfly House property.
19. Never give out personal information about other housemates to people outside the home. This includes names, phone numbers, employment information, or even the time you expect the housemate to return.
20. We have a Social Media Policy: Never provide any identifying or personal information in any social media post or social media tag that identifies someone else as a resident or former resident of Butterfly House without their permission. Do not post information about the house location or the house owner. This policy is meant to preserve your housemates’ privacy and to keep everyone in the house safe from freaks and weirdos and exes who don’t need to know where the houses are located. Also, please be aware that Social Media posts and interactions with posts can be a powerful tool for bullying (see the Butterfly House Definition of Bullying). Before you post, comment, reply, or even like a post that in any way refers to the house or another resident, please ask yourself if your actions would be kind and uplifting.
21. Keep exterior doors locked at all times. If you lose your house key, please let your house leader know as soon as possible.
22. Feeding animals on, near, or inside the property is not allowed. We’ve spent hundreds of dollars on skunk eradication and when a person puts out food for cats, that food doesn’t come with a sign that says “Food for cats, not skunks.” Fleas, giardia, toxoplasmosis, bites from unvaccinated animals, scent spray, infiltrations beneath the house, and animal waste are all issues that can be harmful to residents. Seriously. No joke. No feeding animals on or near the property. Also, never let a stray or neighborhood animal into the house.
23. Pets are not allowed. This includes bunnies, ferrets, goldfish, iquanas, Jack Russell terriers, etc.
24. Do not leave expired, molding, or rotting food anywhere in the house. Clean your unused items and leftovers out of the refrigerators and freezers regularly.
25. Bullying is not allowed.

26. Butterfly House has a published Pregnancy Policy and Resource Guide. Please email, or ask your house leader to email, butterflyhouseforwomen@gmail.com for a link to the material.

Courtesy and Cooperation Commitments

27. Do not leave your dishes around the house or in the sink. Rinse them and load them into the dishwasher. We have sanitizing dishwashers to help keep everyone healthy. If the dishwasher is full of dirty dishes, run it. If the dishwasher is full of clean dishes, empty it.

28. We have high efficiency, sanitizing frontload washing machines. Please use only detergent marked HE in the frontloading machines. Clean out lint filters before and after using the dryers.

29. Keep toiletries in a personal container and *do not* help yourself to others' items.

30. Do not help yourself to others' possessions, including food, bottled water, clothing, etc.

31. Do not enter others' rooms without their permission.

32. Residents may not have a television in their bedroom.

33. Follow the chores schedule and clean up after yourself. Practice a "leave no trace" policy regarding personal possessions in common areas.

34. We have a Good Neighbor Policy: Make minimum impact on the neighborhood; keep voices, music, and car volumes low. Do not loiter around the neighbors' property. Do not use profanity or lewd language. Smoke only on Butterfly House property, not on neighbors' property. Do not litter on neighbors' property. Keep the Butterfly House property tidy and clean so that it is not an eyesore to the neighbors.

Finally, and Most Important

35. In all situations and circumstances, make recovery, safety, privacy, and the well-being of you and your housemates the priority.

RECOVERY EVENT PARTICIPATION GUIDELINES

1. Butterfly House residents agree to attend an approved recovery-focused event **daily** in their first 90 days of residency. After 90 days, residents agree to attend a minimum of 5 weekly recovery-focused events. Residents who have been at Butterfly House for any length of time and who are temporarily unemployed must attend a daily recovery-focused event during their unemployment.
2. Recovery-focused events must be on the approved list. If you discover a new event, get the okay ahead of time, before you attend it – otherwise it might not count toward your 90 events, and you will just have to consider it a bonus investment in your recovery. To ask to have an event count that's not on the list, or to suggest a regular event be added to the list, please send your request by email to: butterflyhouseforwomen@gmail.com.
3. A recovery-focused event that involves a group of people is “recovery-focused” if 99% of the people at this event are in active recovery. Yoga is a great wellness practice, but it’s not considered “recovery-focused” unless it is specifically designed to meet the needs of people in recovery.
4. During the initial 90 days, each week **five** of your recovery-focused events should be **live 12-step meetings** (unless you are quarantined or there is a pandemic lockdown, in which case they can be Zoom meetings).
5. After 90 days, residents agree to attend an approved recovery-focused event a minimum of five times a week. **Three** of these events should be **live 12-step meetings**.
6. Try to establish a healthy balance of recovery-events that you attend. Mixing discussion meetings, speaker meetings, women's meetings, step meetings, and/or young people's meetings is good practice.
7. To discourage isolation, if you are attending an online meeting, we encourage you to buddy up with another housemate and attend the online meeting together (unless you are quarantining).
8. It is each resident's responsibility to post their event attendance on the house board.
9. If you are having trouble with attendance, for any reason, please ask for help!
10. If for some reason you know you will miss one of your required recovery events, you may bank the number of meetings you will miss ahead of time as long as you keep your house leader up-to-date on your plan. Making up a meeting **after** one has been missed must happen within the next 24 hours and with your house leader’s okay.

APPROVED RECOVERY-FOCUSED EVENTS

- AA Meetings
 - NA/HA or other 12-Step Meeting
 - Alanon
 - AWOL
 - Back to Basics
- Any 12-Step Meeting via Zoom (put the ID# and PW on the board so others can join you) **after** you have met your 5 or 3 live weekly meeting requirement
 - AWOL or other organized step meeting
- Any scheduled meeting or group hosted by Navigating Recovery such as a parenting class or 8 Step meeting
 - Live Yoga class **specific** to people in recovery, such as with Tekla or Y12SR
- Scheduled one-on-one counseling (not a med check) with a CRSW, LADC, MLADC, LICSW, LCMHC or other licensed mental health provider
 - Recovery Church Movement Meetings
 - Smart Recovery
 - Refuge Recovery
 - Dharma Recovery
 - NHSCYPAA or other “PAA” events
 - AA District 11 hosted events
 - AA Area 43 hosted events
 - Counseling sessions required by MAT providers
 - Three Principles Meeting
- Recovery Community events such as Overdose Awareness Vigils
 - Mandatory CORE or Recovery Court group meetings
 - NHCORR Leadership Development Collab meetings
 - Any classes that count toward a CRSW credential
 - Any NHCORR sponsored workshops

Appointments with Probation or Parole or social service agencies, court hearings, and visits with psychics do not count toward your recovery-focused event participation.

Butterfly House Departure Procedures

When a housemate leaves our home, regardless of circumstance, all house keys must be returned immediately.

When a resident departure occurs because of inability to pay the housing fee or to abide by resident guidelines, departure must occur within 24 hours.

Zero tolerance terminations are immediate.

If you leave Butterfly House due to a zero tolerance termination, you may not return to the property without permission from the Leadership Team.

After 7 days, all personal property left behind by the departed resident will become the property of Butterfly House and will be discarded or distributed to local charities.

Any prescription medication left behind after 7 days will be disposed of at the Laconia Police Department medication drop box.

After any resident leaves Butterfly House, it is the departing resident's responsibility to complete a change of address notification with the Laconia Post Office. Butterfly House cannot be responsible for holding mail for more than six weeks after a departure.

If you have made arrangements to store any possessions at Butterfly House for more than 7 days, those possessions must be clearly marked with your name and a contact phone number. If we cannot reach you, we will consider the possessions abandoned and we will dispose of them.

Butterfly House Medication Policy 2.12.23

1. For your safety and the safety of housemates, Butterfly House requires an inventory of all prescription medications (drug, dose, pharmacy, prescriber) when you arrive. If your prescriptions change in any way while you live at Butterfly House, the prescription inventory must be updated with your house leader.
2. Take medication prescribed to you exactly as instructed by the prescription. Do not wean off, stretch, cut back on, or stop taking a medication without your prescriber's approval.
3. Butterfly House cannot accommodate medications on-property that are classified by the DEA as controlled substances (with the sole exception of FDA approved MAT prescribed to you specifically for substance use disorder).
4. When discussing medications other than MAT with your medical provider, explain that Butterfly House is a NARR Level II non-clinical, peer-based, unstaffed recovery home and that we cannot accommodate controlled substances on property. Often, providers can suggest an effective alternative to a controlled substance or suggest a method of medication dispensing that would not require you to have the controlled substance on property.
5. DEA classified controlled substances that are FDA approved for treatment of substance use disorder are kept secured by house leaders. Access to secured medications is available twice a week on a set schedule, providing you with a three or four day supply of your MAT.
6. Residents are responsible for the management and safe keeping of any prescription or over-the-counter medication. Please be aware that certain medications can be a trigger for other residents. Do not leave them out in plain sight. Butterfly House has a diversion prevention practice. Please follow it.
7. Abuse or misuse of prescription medications, use or possession of prescription medications that belong to someone else, a UA that is positive for prescription drugs not prescribed to you, a UA that is negative for prescription drugs that are prescribed to you, refusal to provide a UA, possession of a prescription medication that is not logged into the medication inventory, the sale or sharing or attempted sale or sharing of prescription medications, or on-property possession of any prescribed controlled substance that is not FDA approved for the treatment of SUD will result in termination.
8. Prescription medications secured by Butterfly House will be returned to departing residents. If, for any reason, you do not retrieve secured medications within 7 days of your departure, they will be disposed of with the Laconia Police Department.
9. Cbd products containing THC are not allowed on property.

If you are approached by a neighbor who has a question or concern about Butterfly House:

- You should be courteous. Even if the person is a jerk, try to be pleasant. They could show up at an AA meeting next week and you will want to be in a position to be friendly.
- Tell the person to call the landlord at 603-832-9265. This is the only contact number that you should share with neighbors.
- If the neighbor does choose to call, Meg, Carrie, and Tom will coordinate a response.
- Your responsibility is only to be courteous and provide the contact number; you do not have to respond yourself to a neighbor's concern.
- Do not answer any questions the neighbor might have about your housemates.
- Never allow a neighbor to enter Butterfly House unless that person is invited inside in accordance with our published visitation policies.
- Never say "House Manager." Butterfly House is a family home, we are related by our common challenges and victories. Do not represent our home to a neighbor as a sober house, a boarding house, a rooming house, a treatment center, or a facility.
- After the neighbor leaves, please contact Meg or Carrie (depending on the whether it was a neighbor of BFH I or BFH II). If you cannot reach Meg or Carrie and the situation seems urgent, notify Tom Labree, the owner. His number is posted under the Emergency numbers.
- If the neighbor is belligerent or refuses to leave, call the Laconia Police at 524-5257.
- If the neighbor threatens you, call 911.
- If the neighbor asks you out, say "No" and then walk away.
- If the neighbor offers you alcohol or drugs, say "No" and then walk away.
- We have a Good Neighbor Policy, which is to make minimum impact on the neighborhood; to keep voices, music, and car volumes low; to avoid loitering around the neighbors' property, to refrain from profanity or lewd language; to smoke only on Butterfly House property, not on neighbors' property; to avoid littering on neighbors' property, and to keep Butterfly House property tidy and clean so that it is not an eyesore to the neighbors.

Parking Policies

- Parking at Butterfly House is a privilege, not a right, and permission to park on property or to keep access to a car while living at Butterfly House can and will be revoked if the policies and privilege are abused.
- Only residents with a current, valid driver's license will be allowed to keep cars while living at Butterfly House
- All vehicles must have valid registrations and state inspections.
- Any vehicle abandoned or left unregistered on Butterfly House LLC property will be towed at the resident's expense.
- Do not allow anyone to possess or transport alcohol or illicit drugs in your vehicle.
- The owner may need to have the vehicle moved to accommodate snowplowing in the winter months so please be prepared for this. Also, please understand that winters can be rough in New Hampshire and the owner does his best to provide a timely and decent plow job, but it's not always immediate and it's not always perfect.
- Do not keep items that would be prohibited *inside* Butterfly House in your vehicle. Vehicles kept at Butterfly House are subject to the same search policies as resident rooms. Refusal may result in termination from Butterfly House.
- Be a good citizen. Do not block neighbor driveways, honk horns loudly, blare music, or violate any Laconia parking regulations.
- Do not sit outside Butterfly House or down the street from Butterfly House in our car with anyone who would not be allowed inside Butterfly House, no matter how cute they are.
- Please take a photo or ask Meg or Carrie to take a photo of your license plate that also shows the make, model, and color of the vehicle. This will be a huge help if, for instance, you go hike Mt. Washington and don't come home and we are worried and need to send Search and Rescue to look for your car at the trailhead parking lot.

PROHIBITED ITEMS AND SEARCH POLICY

Butterfly Houses are drug and alcohol-free homes committed to the safety and well-being of residents. We prohibit items that have the potential to compromise safety and recovery.

We may search your personal possessions when you first become a resident. Then randomly, or if we have concerns, we do search personal possessions, bedrooms, and vehicle. All residents agree to cooperate with searches.

Butterfly Houses are zero-tolerance homes. The consequences of prohibited item possession range from notifying law enforcement and immediate expulsion from the property to loss of privileges or warnings. Prohibited items will always be confiscated. What constitutes a prohibited item is decided by the Leadership Team. Prohibited items are not limited to this list because we know you have a great imagination and because we all became experts at finding loopholes when we were in active use.

Prohibited items/uses:

Alcohol

Illegal or intoxicating drugs or substances

Illegal drug paraphernalia

Prescription medications that have not been disclosed to Leadership

Misuse of prescription medications that have been inventoried by Leadership

Sharing of prescription medications

Prescription medications that might be legal but that were prescribed for someone else

The use of common household items for purposes of intoxication; don't drink the hand sanitizer

Weapons

The use of any household item as a weapon

Explosives and fireworks

Illegal images of minors

Animals

Stolen property

Space heaters or any personal appliances that create fire or carbon monoxide hazards

Pesticides other than bug spray that have not been authorized by Leadership

Anything, such as a candle, that is intended for an open flame

Decaying, rotting, or moldy food in your room.

Please note that if you have a car that you use while a resident of Butterfly House, this policy extends to your car.

If you have friends or family who visit while you are a resident of Butterfly House, your friends and family may not be in possession of prohibited items while on Butterfly House property.



BUTTERFLY HOUSE FOR WOMEN

A residential community for women in spiritual recovery from alcoholism and addiction

Services Provided

- House Peer Leader
- Resident Administered Drug Testing
- Introduction to local recovery community resources
- Ongoing productive communication with probation or parole; DCYF; county, state, or federal DOC personnel; attorneys; funding sources; and treatment providers, on behalf of resident.
- Residency confirmation and landlord reference for residents transitioning in good standing
 - Linens
- Assistance with social service connections
 - Pregnancy referral resources



BUTTERFLY HOUSE FOR WOMEN

Monthly Housing Fee Payments

The housing fee is **\$900 per month, payable on the first of the month**. This means you are paying for the month coming, not for the month that just past. All utilities are included in the housing fee. Food and personal hygiene products are not included. Residents who self-pay the housing fee when it is due on the first of the month earn a 22% incentive discount that brings their housing fee for that month down to \$700.

How to Pay

- You can pay the housing fee with GPay, Cash App, a credit card, or a debit card by going to the FEE tab on the website butterflyhouseforwomen.org and hitting the PAY button. This will take you to our linked Square Up account where you can Express Pay (GPay) or scroll down to input your credit or debit card number, or scroll down further to the Cash App option. A receipt will be emailed to you automatically. There is no additional cost to paying online.
- You can pay your housing fee with cash or money order directly to your house leader, if necessary. Your house leader will give you a numbered receipt for your payment. Double check to make sure the receipt is correct.
- If you are paying some portion of your housing fee with a form of assistance, it will be your responsibility to provide us with the information. It is also important to understand that you are responsible for any balance not covered by assistance. Housing assistance programs pay the assistance directly to Butterfly House on your behalf. If you have any questions about housing assistance that has been paid to Butterfly House and credited toward your housing fee, simply email butterflyhouseforwomen@gmail.com and we will print you out a detailed accounting.

Some Funding Sources

- Employment. You are required to find a job and to have *started* working within three weeks of arriving at Butterfly House.
- NHCORR (nhcorr.org) offers a one-time payment to qualified applicants who apply for housing assistance on their website. The trick to applying is to check your spam folder for the link to verify your email address on Certemy (their software platform) as you set up an account. Check your spam folder again over the next week as you wait for a response to your housing assistance application. If you are awarded housing assistance by NHCORR, please print out the award letter, sign and date it, have your house leader sign and date it, and then attach a copy of your signed housemate contract (3 pages). These four pages (the award letter

and contract) need to be scanned and emailed to butterflyhouseforwomen@gmail.com so that we can upload them to Certemy. Any housing award from NHCORR expires if this isn't done within two weeks from the date of the award letter. In order to scan/send us the four pages, if you don't have access to a scanner, you can install the Google Stack app on your phone and that will turn your phone into a scanner. You can also take photos of each page and send us the photos, which we can then convert back into documents.

If, for some reason, you are applying to NHCORR for a second time and Certemy won't let you complete the application, call NHCORR at 603-715-1514 and they will reset your Certemy account.

- If you go to the Doorway and are awarded housing assistance, please sign a Release of Information (ROI) with them that allows the Doorway to speak with Butterfly House. Then email butterflyhouseforwomen@gmail.com to tell us what week(s) you have been approved for assistance. We then invoice the Doorway for each approved week. Once you've been set up with the Doorway for housing assistance, they will only pay if you continue to check in with them each week, and usually for no more than four weeks.
- Unfortunately, the NHERA (Emergency Rental Assistance) program run by CAP closed on October 21, 2022, and they are not taking any new applications.
- If you are receiving CHP housing support, be aware of when your assistance eligibility expires. You will be responsible for the full \$900 housing fee at the beginning of the month that comes after your expiration date.
- Please never, ever apply to the Laconia Welfare Office at City Hall for housing assistance. (City welfare offices are different from what people typically think of as state "welfare" offices managed by NHDHHS.)
- If you need help applying for or redeeming any form of assistance, just ask for help!



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Grievance Policy

1. Make a sincere attempt to discuss your concern with the other person. We can support you in finding an appropriate way to begin the conversation. If you feel that you need help or guidance with the conversation, we will arrange for a time, place, and appropriate person to support you.
2. If residents are not able to resolve a conflict or misunderstanding between themselves, one or more residents or the leadership team may request a mediated conversation that will support everyone involved in resolving the issue. Mediated conversations are guided to be respectful, civilized, productive, fair, and honest.
3. If your conflict is with your house peer leader, a member of the leadership team, or the owner, it benefits everyone if we work together to mediate and resolve misunderstandings or conflict. Feeling that you have safe, recovery-focused, secure housing is an essential foundation for your recovery. Before you consider leaving Butterfly House over any kind of conflict, please allow us the opportunity to discuss your concerns.
4. To request mediation support for any of the above situations, simply email butterflyhouseforwomen2@gmail.com. Put "Request for Mediation Support" in the subject line. In the body of the email, simply say that you are requesting mediation support. Indicate whether you would like support from a specific member of the leadership team or from a neutral third party. Then provide the best time and way you can be contacted. butterflyhouseforwomen2@gmail.com is **not** the regular Butterfly House email address. It is a confidential email account. The only leadership team member with access to this email address is the owner.
5. New Hampshire is a "**two party consent**" state, meaning that it is illegal to record any conversation without the expressed permission of everyone involved in the conversation. It is okay to ask if the other parties are comfortable with you recording a conversation, but never make a recording without their permission.
6. If you are not able to resolve your issue with the resident(s), house peer leader, or owner, or if for any reason you feel unsafe or threatened, or if you feel that you were retaliated against for raising a concern in the past, you may register a complaint with the NHCORR ombudsman. The concern reporting procedure can be found on their website at nhcorr.org. As an NHCORR certified recovery home, we are under contract to cooperate with the ombudsman process.
7. Because Butterfly House is also listed on the State Recovery Housing Registry, you may file a grievance with the New Hampshire Department of Health and Human Services by visiting <https://www.dhhs.nh.gov/dcbcs/bdas/documents/nh-recovery-house-complaint-form.pdf>.



The Point of Butterfly House

Butterfly House was established to give women dedicated to their recovery a safe, supportive, affordable home where we can bond with other women who understand how we think and feel and who will not judge us for our past, because we all have one.

We are a 12-step home, which means we believe strong recovery comes from developing and sharing spiritual practices, making strong friendships with other women in recovery, and finding belonging within a 12-Step fellowship through active attendance of recovery-focused events and meetings.

We are not a rooming house or a halfway house or a facility or an institution or a treatment center. We live together at home as sisters who cooperate and look out for ourselves and our housemates. We are considerate of each other. We treat ourselves and our housemates with respect. We ask each other for help and suggestions rather than trying to figure out recovery on our own.

Butterfly House asks new residents for a 90-day minimum commitment because it can sometimes take as long as 90 days to feel completely at home and a part of the recovery community. We hope you feel a sense of belonging well before 90 days, and we are here to support you in finding that sense of belonging. A resident in good standing is welcome to live at Butterfly House for as long as she would like.

We have a long list of resident guidelines meant to keep all of us safe and to help us develop good habits in recovery. We are not the boss of you or the warden or your mother, but we do expect each of us to follow the guidelines, to make an effort to connect with our housemates, to pull our weight with chores, to ask for help if we need it, to support the other women in the house, and to focus on building a *new* life, with *new* routines and *new* friends, in recovery. Because building a rewarding life, free from drugs and alcohol, is the point of Butterfly House.



BUTTERFLY HOUSE FOR WOMEN

A residential community for women in spiritual recovery from alcoholism and addiction

Peer Support Leadership and Mentor Practices

Butterfly House was founded on the practice of the 12-steps and peer support. We believe strong recovery comes from developing and sharing spiritual practices, making strong friendships with others in recovery, and finding belonging within a 12-Step fellowship through active participation in recovery-focused events.

We live together at home as sisters who cooperate and support each other. We ask each other for help and suggestions rather than trying to figure out recovery on our own.

Each of us is responsible for the maintenance of her own recovery, and no one in the home is the boss of us or our warden, but we have found that our Resident Guidelines keep everyone in the home focused on building healthy habits. They are guardrails around our recovery. If everyone stays within the guardrails, we all stay safe and strong!

In all things, we put recovery and safety first because we can't build a new life if we are dead. And building a rewarding not-dead life, free from drugs and alcohol, is the point of Butterfly House.

At Butterfly House, each woman is a peer support leader and mentor and we:

- Stay within our recovery guardrails by abiding by the home's policies and guidelines.
- Act as ambassadors for recovery. We build strive to build healthy relationships within the recovery community and are respectful toward our neighbors.
- Welcome new residents and help them adjust to the home, the local recovery community, and Laconia.
- Do our part to maintain the home's health and harmony, mindful of safety, cleanliness, and homey atmosphere.
- Respect each other's privacy, in and out of the home and in social media.

- Encourage each other to distinguish between privacy and isolation.
- Recognize and celebrate each other's recovery progress, milestones, and strengths.
- Are sensitive and responsive to each other's challenges and disappointments.
 - Model behaviors and choices that reflect strong recovery.
 - Offer encouragement and friendship rather than judgement and hierarchy.
 - Share invitations to rewarding activities both inside and outside the home.
- Are sensitive to the perception of cliques developing in the home and are generous in including others.
 - Support, respect, and uplift the House Leader because she has taken on extra responsibilities.
- Work together to keep the House Leader and the owner/operator informed about issues affecting the health and harmony of the home.

Resident Code of Rights

As a resident of Butterfly House, you have the right to:

Be treated with dignity and respect in an environment that supports your recovery.

Be free from verbal and physical abuse.

Participate actively in your recovery, set your own recovery goals, and rely on fellow residents for honest appraisal, encouragement and continued support of your positive actions towards building recovery capital.

Receive information regarding cost, refund policies, rights, responsibilities, rules, expectations, and policies governing resident conduct before making a financial commitment to Butterfly House.

Initiate a verbal or written complaint or grievance without retaliation and have the complaint investigated in a reasonable amount of time.

Request referral resources in the event of your dismissal.

Have any records or private information kept confidential and secure.

Retain personal property that does not jeopardize your or others' safety or health.

Freedom from requirement to perform tasks that may cause injury or emotional trauma.

Freedom to express your personal values, belief systems, and cultural practices when these beliefs and practices will not harm others or interfere with their recovery.

Safe and clean accommodations.

Be provided an atmosphere free of sexual harassment from any source.

Be provided privacy that is consistently balanced with community goals and support of individual residents. This includes, but is not limited to privacy of person, personal belongings and communications.

To reside in a home that is free from alcohol and illicit drugs.

To expect that, in the event the resident were to return to active alcohol and/or drug use, the Leadership Team will follow the established relapse policy.

To expect fellow residents to honor their commitment to maintain a clean, orderly and safe residence for all inhabitants to share equally.

To be provided a clear, safe and accessible path for communication of concerns regarding your own well-being, the well-being of fellow residents and/or the wellness and safety of the entire household.

To expect that, should an assessment be made that you need a higher level of care, the leadership team will communicate with you regarding this assessment and make reasonable effort to transition you to a more appropriate provider.

To receive, upon request and within a reasonable response time, copies of all documents that you signed upon admittance, receipts for all payments made directly by you and/or on your behalf by any third party, transcripts of any entries made by staff in your file, any drug urinalysis report(s) conducted through a confirmatory laboratory specific to you.