

INTAKE PROCEDURE FOR NEW MEMBERS:

Following is the intake procedure for new members. Intake is the responsibility of the Housing Services Representative. If there is no Housing Representative, it becomes the responsibility of the House President.

1. The potential new member must fill out the application form. At the same time they should be given a copy of RAP Expectations and the House Rights and Responsibilities to read.
2. After they have filled out the application and read the RAP Expectations and the House Rights and Responsibilities, they can be interviewed by the House. (See suggested interview questions.)
3. Once they have been elected by 80% of the house, they can be admitted. Upon admission they must sign a contract. That contract states that:
 - They have read the RAP Expectations and the House Rights and Responsibilities. They must initial that Section. (Section I)
 - Explains means of expulsion.
 - Talks about expulsion due to disruptive behavior.
 - Explains the Equal Expense Share (EES) and penalties for not paying on time.
 - Explains what happens to abandoned property.
 - Asks the new member to think about a contingency plan in case they have to leave the house. They really need to think about this. Would they call a family member? go back to the Gateway Center, talk to a social worker or DHS? We really want them to identify their resources now!
4. After they have signed the contract, the secretary needs to ask the new member to fill out the survey form for RAP.
5. The Housing Services Representative or President also needs to make a personal folder for the new member containing:
 - a. The signed contract
 - b. An Emergency Medical Form,
 - c. A Property Form, and
 - d. Fire Safety Form
6. The Comptroller needs to fill out a new Individual Member House Account form.
7. The Chore Coordinator needs to show all new members where the fire extinguishers are, discuss procedures in case of a fire and have them sign the fire intake form.
8. The new member should be shown the website to read (www.rap-nw.org) and/ or the manual.

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SUMMARY

The Housing Services Representative should have made out folders with the following forms to use during the Intake process:

- The Intake procedure,
- Application,
- Contract (2 copies, one for the new member and one in their House personal file),
- Emergency Medical Form (to be sealed in an envelope and put in personal file),
- Member Property Form (2 copies, one for the new member and one in their House personal file),
- RAP Survey Form (goes to the Secretary),
- Individual Member Account Form (goes to the Comptroller),
- Fire Intake Form, and
- RAP Expectations (2 copies, one for the new member and one in their personal file).