

Seven Steps To A Permanent Oxford House Charter

Case No.

A “Conditional Charter” was provided to your House upon application and was good for an initial period of 180 days during which time your new House must demonstrate that it is fully organized and following the Oxford House system of operations. If you now have democratically elected officers, have opened a bank account in your House’s name and have held at least 8 weekly business meetings, you should be ready to take that most important step to join the fellowship of Chartered Oxford Houses whose purpose is propagation and replication of the Oxford House concept by reaching out to others in the recovering community and participating actively with the National Organization in accordance with Tradition Eight of the Oxford House Manual.

Applicant House

House Name:		Date of this Application	
Address:			
City:	State:	Zip:	Telephone:
Contact Person:	Title:		Telephone (if different)

STEP 1. – ELECTED OFFICERS

For an Oxford House to run successfully on a democratic basis, it must have certain elected officers. (Oxford House Manual ©).
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PROVIDE THE FULL NAME OF YOUR ELECTED HOUSE OFFICERS:

PRESIDENT	
TREASURER	
SECRETARY	
COMPTROLLER	
COORDINATOR	

STEP 2. – HOUSE CHECKING ACCOUNT

Every House should have its own checking account and make certain to run all income through the checking account as the main control point for keeping track of money flow. At least three officers of the House should be authorized to sign checks with <u>two signatures required</u> on each check in order for it to be valid. (Oxford House Manual ©).

PROVIDE ON COPY OF YOUR MOST RECENT BANK STATEMENT

NAME OF BANK OR BRANCH:	ACCOUNT NAME:
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OXFORD HOUSE PERMANENT CHARTER APPLICATION

STEP 3. - WEEKLY BUSINESS MEETINGS

It is important to have a House meeting at least once a week. A meeting should be used to:

- report on the current financial status of the House;
- consider new applications for membership;
- resolve any problem affecting members in the House;
- resolve general complaints about maintenance of the House; and
- consider proposals or projects to be undertaken by the House. (Oxford House Manual ©).

PROVIDE COPIES OF THE MINUTES OF EIGHT (8) RECENT WEEKLY BUSINESS MEETINGS

STEP 4. – WEEKLY FINANCIAL REPORTS

Each Oxford House should maintain cash receipts journal and a cash expense journal. The Treasurer is responsible for keeping these records and for posting to the “Weekly Financial Status Report.” The “Weekly Financial Status Report” lets everyone in the House know exactly the current financial condition of the House. (Oxford House Manual ©).

PROVIDE COPIES OF SIX (6) RECENT WEEKLY FINANCIAL STATUS REPORTS

STEP 5. – LETTERS OF RECOMMENDATION

Every Oxford House member stands ready to explain the workings of his or her House and the benefits derived there to anyone anywhere. Before spreading the word, an individual Oxford House should make certain that it is sufficiently established to undertake public discussion of its goals and mission. The best sales pitch for spreading the word about Oxford House is simply the establishment of a sound Oxford House. (Oxford House Manual ©).

PROVIDE TWO (2) LETTERS FROM INDIVIDUAL MEMBERS OF A 12 STEP RECOVERY PROGRAM OR OTHER ORGANIZATIONSUCH AS A CHURCH OR REHAB THAT ATTEST THAT YOUR HOUSE IS BEING RUN ACCORDING TO THE OXFORD HOUSE MODEL.

STEP 6. – PHOTOGRAPH(S) OF YOUR HOUSE

[Write Name of your House on the back of each photo please or we will accept digital pictures on a CD or Flash Drive]

Throughout its tradition, Oxford House has combined the concepts of self-support and responsibility with a fellowship having the common purpose of continued and comfortable sobriety. Oxford House must always have as its primary goal the provision of housing and rehabilitative support to the substance abuser who wants to stop using and stay stopped. Modest rooms and living facilities can become luxurious suites when viewed from an environment of alcoholics and addicts working together for comfortable sobriety. (Oxford House Manual ©).

PROVIDE ONE OR MORE PICTURES OF YOUR HOUSE FROM DIFFERENT ANGLES SO THAT YOU CAN SHARE THE PRIDE IN YOUR HOUSE WITH OTHERS ACROSS THE NATION.

STEP 7. – Website Information

[Each House Secretary or other officer shall update weekly on the national web-site.]

By accessing the web-site houses can update vacancies, upload house picture and report changes in house information. Vacancies updates on the at the national web-site house log in page: <http://www.oxfordhouse.org/update>.
If you have questions logging in call: 800-689-6411.

**HOUSES MUST HAVE UPDATED THEIR INFORMATION AT LEAST 3 TIMES ON
WWW.OXFORDHOUSE.ORG IN ORDER TO QUALIFY FOR A PERMANENT CHARTER.**

SUBMIT THIS FORM AND ALL REQUESTED ATTACHMENTS IN A SINGLE PACKAGE
ADDRESSED TO:

**Oxford House, Inc.
1010 Wayne Avenue, Suite 300
Silver Spring, MD 20910**

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