



Wingard Home Ministry Admission Packet

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A welcome note from Charlotte Wingard: Our family welcomes you into our home! We live and work here as in-house missionaries. In 1990, my late husband, Rev. Roy Wingard, and I founded what is now Wingard Home. We realized what Jesus did in & through our lives when we were homeless in 1987, and wanted to share that knowledge with others. We are able to extend hospitality & fellowship to you because of God's love and forgiveness in our life. In this program, we require three things from you:

- 1) **Be respectful of the rules of this home.**
- 2) **Be purposeful & honest in your efforts...we are here to help you attain YOUR goals.**
- 3) **Be teachable!**

All services here are provided to you by God through this ministry...free of monetary charge. **However**, if you live here, we do expect you to help out with daily ministry tasks, using your talents and time for the good of all who live here.

You will never again be able to say “*no one has ever given me a chance!*” We are blessed to be of service in God's plan to give you an opportunity to not only learn from the past, but to learn how to lay the past down & start over. **Welcome!**

FOLLOWING ARE THE RULES OF THIS HOME...ADHERING TO THEM IS YOUR RESPONSIBILITY.
ENFORCING THEM IS OUR RESPONSIBILITY!

Initial each rule

In the space provided to affirm that you have 1) have read it 2) understand it & 3) agree to abide by all rules

___ 1. We maintain & enforce a **LOW TO ZERO TOLERANCE** for the following:

- Profanity on the property (10 demerits)
- Drinking alcohol (on or off the property) (dismissal)
- Prescription drug lending, selling, trading, borrowing or personal abuse (dismissal)
- Street drug purchase or use (***we reserve the right to do random drug & alcohol testing***) (dismissal)
- Stealing (dismissal)
- Degrading language, bullying, or threats toward others (dismissal)
- Gambling (10 demerits) “*Power ball, scratch offs, lottery tickets...etc.*”
- Child maltreatment (abuse or neglect) (dismissal & we report to CPS)
- Watching pornography or having printed pornography on our campus (dismissal)
- Making photos or videos of others on this campus without their permission (10 demerits)

___ 2. If you **smoke cigarettes, vape, chew, or dip**, you must do so OFF the ministry campus between 6 am to 8 pm ONLY.

- a. Do **not** congregate or sit outside our campus on Alexander St. while you smoke, vape, chew tobacco or for any other reason. **You may** sit and smoke on West Street OFF the property. (5 demerits each time we see you violating)
- b. **NEVER** smoke, vape, chew, or dip on our property, in the buildings, or in your cars on the property. (20 demerits)

___ 3. **People who live here** are not allowed to have a relationship of romantic nature with other people who live here.

(A relationship with someone else “*in crisis*” is a hinderance to successful completion of this program).

- ___ 4. Your personal music must not be played out loud on ministry property! Be respectful of others. Ear buds may be used- but only in ONE ear. Keep all video chat & face time calls private. Move to a remote area. (5 demerits each infraction)
- ___ 5. We reserve the right to monitor written literature brought on the property. WE WILL TAKE & DESTROY ANY THAT WE JUDGE UNFIT (gossip & sex magazines, witch craft books, sleazy romance books, etc.)
- ___ 6. There is a smart TV in the great room for your enjoyment. All programing is monitored. Television hours are:
Monday - Friday 5:00 pm - 9:00 pm: Saturday & Sunday 12 noon until 9 pm (TV goes off during all meetings)
- ___ 7. Keep your cell phone and all expensive electronic devices in a safe place. We discourage having expensive devices in our dormitories. Wingard Home Ministry will not accept responsibility for stolen or damaged property.
- ___ 8. Use of our kitchen facilities is available for you. You have access to kitchen, cooler, pantry & freezer for any items needed to prepare your own meals. Kitchen hours are from 6:00 am until 7 pm every day. Please note that on Saturday the kitchen is closed during work day hours (8:30 am until 12 noon). On Sunday, kitchen is closed during both church services. No eating or snacking during meetings.

You MUST abide by the following rules or receive 5-10 demerits each time you don't -

- a) Have your food **prepared, eaten**, and your **dishes cleaned up** before "kitchen-close" hours.
- b) Put away all the food you use: abide by safe food handling & storage rules. Use covered containers & bags.
- c) When washing dishes or cleaning in the kitchen, use hot soapy water with bleach.
- d) Wash and put away your own dishes. Duty roster washes dishes for house dishes and end-of-day clean up.
- e) **Since you are here to save your money, you are not allowed to eat out or purchase food & bring it here.**
- f) If someone else buys you a meal, you may go out with them to eat, but do not bring the meal on campus!
- g) When you go to work, pack a lunch from here.. **DO NOT BUY OUT!**
- h) In addition, you may only eat "snacks" between 7 pm & 9 pm, . A snack is any food you can hold in your hand and consume without stove preparation, use of dishes or utensils ...disposables only!
- i) You must follow safe food-handling instructions for the pantry and cooler.
- j) Do not take food or drink (except water) in the dorms or on the dorm porches or decks! None at all!
- k) **Do not distribute ministry food or supplies to people who don't live here without first getting director's permission- (10 demerits will be given each time you break this rule).**
- l) **You may not apply for EBT government food program while you are a resident here! It is illegal!**

- ___ 9. A washer, dryer & laundry supplies are provided for you. **Doing your laundry here is a privilege, not a right. If you are caught breaking laundry rules, you will receive 5 demerits for each offense - a), b), & c) below:**
- a) Laundry room hours are 6 a.m. until 9 p.m. **(this means finishing a load by 9, not starting one)**
 - b) You may not leave the property while you are doing laundry. You may **not** touch someone else's laundry.
 - c) Everyone does their own laundry. If someone is doing laundry and it is finished, find them & have THEM remove it.

___ 10. **THIS IS NOT A SHELTER!**

This is our home & ministry: while you live here, you are our guest here but we are not a motel with maid service. If you are not at work, it is your **obligation** to help out on the ministry campus before you take "personal" time. **NO lying in bed during the day unless you are sick & have director's OK. (10 demerits for each infraction).**

- ___ 11. Duty roster is a chore list for all guests. It includes housekeeping, maintenance and upkeep of all areas of the campus.
- A) When your name is posted beside a chore on the roster, you are responsible for the sanitizing, cleaning, & up keep of that area at all times!
 - B) At 8 pm each night, your chore will be checked to see if it has been completed correctly. You must redo it if it is not correct.
 - C) No chore swapping or tag teaming (helping each other) unless the chore director feels it is necessary & appoints someone!
 - D) If you do not complete your chore to satisfaction, you will be given demerits for each infraction according to the following:
1 warning = 5 demerits, 2 warnings = 10 demerits, 3 warnings = 20 demerits (per one week cycle)

___ 12. Mandatory schedule here is as follows:

- ⇒ Up & dressed, with your bed made & out of the dorm every morning (Monday - Friday) at least by **8 am. (5 demerits)**
- ⇒ You must be up and dressed with your bed made by **10 a.m. on Sunday**
- ⇒ Sunday after lunch, it is OK to nap or relax in bed if you choose.
- ⇒ **Curfew is 8 pm every day...no exceptions! NO smoking after 8 p.m. (20 demerits)**
- ⇒ You must be off the general campus areas & inside the dorms by **9:00 p.m. (10 demerits)**
- ⇒ Lights out & noise ends in the dorms at **10 p.m. NO phone or video calls after 10 pm** / you may quietly text only **(5 demerits)**
- ⇒ **If you are out past curfew for any reason (except a medical emergency) your residency will be terminated.**
- ⇒ **You must park your vehicle outside the gate on Alexander St. between the hours of 8 am and 7:30 pm**

___ 13. If you have children, you are required to make them behave. **You are responsible for the feeding, care & discipline of your own children.** You may not let other guests babysit your children on this property. You set your child's bedtime (as long as it is by 9 pm). **Do not leave children in the dorms alone!**

___ 14. You must be **willing & able** (both mentally and physically) to work a job.

You cannot be filing for or already on SSI- Disability...we do verify information you give to us!

Once your start working:

- A) You must save your money or you will be dismissed from the program!
- B) No money may be spent from your pay without FIRST getting it approved by the director! (5 demerits each time)
- C) **Every Sunday** by 8 pm, you are required to submit a written budget for director's approval. (10 demerits for each late budget)
- D) When you get hired, let the director know who, what, where, and when so it can be placed in your file.
- E) **You must save & turn in all receipts for money you spend** each pay period. Turn them in with your budget. Also turn in a copy of your bank debit list & a copy of your pay stub. (5 demerits given for each purchase without a receipt & for no bank/pay info)



* If you do not comply to #14 rule, you will be dismissed from the program immediately! I will not come looking for you every pay period or when someone gives you money & beg you for a budget! You want to work the program or you don't ... make your decision!

___ 15. Personal cleanliness is a must: take a bath every day, keep your hair & laundry clean, keep things picked up & clean in your dorm area, keep all personal care items in your area, NOT in the bathroom. Clean the shower & sink after you have finished. Showers must be completed by 10 PM. Dorm rooms are inspected by dorm director.

___ 16. **IF YOU DECIDE TO MOVE OUT, TAKE YOUR PERSONAL THINGS WITH YOU WHEN YOU LEAVE. WE ARE NOT ABLE TO BE YOUR STORAGE FACILITY. WE WILL DISCARD YOUR ABANDONED ITEMS 24 HOURS AFTER YOU LEAVE.**

- ___ 17. Our home has a dress code.
- A) No rebellious, socially biased, culturally offensive, or revealing clothing of any type will be allowed here.
 - B) Your clothing must fit properly on you- **not skin tight or hanging off your body! No sagging pants!**
 - C) All “statement T-shirts” will be monitored for program compliance while living here.
 - D) Women here do not wear butt shorts, crop-top shirts, mini skirts, low cut tops (cleavage showing).
 - E) For females, bras must be worn outside of the dormitories. Men must wear shirts when not in the dorm. Tank tops are permitted but you may NOT wear undershirts (wife-beaters) as a tank top.
 - F) If you have tattoos & body piercings, that is your choice. However, while you live at Wingard Home, you must not add to your collection. This is an unacceptable way to spend the money you make.
- ___ 18. If you need social service or community service hours, we will log you in and out for those hours served here on Saturdays only. We also write verification letters of service or program completion for you. Inform us of your need.
- ___ 19. Chapel (if you are late for meetings, 5 demerits each time & if you miss a meeting it is 20 demerits)
- 1) **Sunday-morning & night, you must attend church** (*of your choice*) but if you have to work, you must attend at least one meeting. *If you do not have a church, you may attend our chapel (11 am & 6 pm)*
 - 2) **Tuesday & Thursday at 8 pm, we have a mandatory meeting** (a time of teaching, Bible study, music, special guests, and/or various life-skills presentations). We meet in the dining commons.
- ___ 20. PLEASE NOTE: We will assess your struggles and successes within our program for 30 days (this will include your compliance, adaptability, & willingness to fit into the program). Any time during the thirty-day evaluation, you could be invited to stay & complete the program **OR** your stay here at Wingard Home will be terminated so you can move out and find something that better suits your needs.
- ___ 21. When you have **SUCCESSFULLY** completed this program, we will be glad to set you up in housekeeping. We will be proud to bless you with furniture, clothes, linens, appliances, food (*whatever we have available*) to get you started up on your own. All you have to do is complete the program successfully and ask for what you need.
- ___ 22. If you consistently and purposely break small rules every day, you will get daily demerits. **After 100 demerits, you will be dismissed from this program. Please be mindful of the rules!**
- ___ 23. There are several individually tailored programs at this ministry. Take great care to work the program we have designed for you. Do not meddle in someone else’s business! If you have questions about the rules, come to the office & ask ministry personnel.
- ___ 24. If you wear earbuds for your phone or other devices, **you must always have one earbud out while on ministry property so that you are able to hear what is going on around you.**
- ___ 25. Our demerit system is designed to give ample repeated warnings that you are breaking rules. Since the demerits are named in this rule sheet, you will automatically know that if you break the rules, you will receive demerits.

- ___ 26. You **must not** take the items donated here without permission (such as clothes, shoes, personal, household items, etc.). You are stealing from God if you do! Donated items come into this ministry campus so that we can help you and others in the community. Often, we write tax-deductible receipts for the items donated. Once that is done, WE will release the items so that you and others here at the ministry can choose what you need.
- ___ 27. For security reasons, backpacks, purses, or satchels are not to be worn on the property, while doing chores, or worn into the pantry or cooler. If you must carry a backpack off the property for a job interview or to carry personal items, you take it straight from the dormitory to the gate when you leave. We reserve the right to ask to examine your backpack at any time. **If you take food or drink (other than water) into the dormitory in a backpack, purse, or any other container, you will be given 25 demerits for each violation.** Just so we are clear, this means no food, chips, candy, gum, mints, or anything that can be consumed). No drink except water...if you take water in the dorm and slip in a pack of powder to make flavored drinks, it then is a violation! Do not throw your food wrappers or empty drink containers in the dormitory trash cans or in/on your property.
- ___ 28. Every Saturday is mandatory work day for all residents at the ministry. If you are required to be at your place of regular employment on Workday, you must complete those hours of volunteer service on another day of the following week before Friday (8pm) or get 20 demerits. Work hours are from **9 am until 12 noon**. Work day will begin with a mandatory team meeting in the dining commons at 8:30 am. On work day, there is no eating, leaving the campus, phone use, no earbud use, and no smoking, vaping, or any other tobacco use.
- ___ 29. Our campus has a security system to protect you, your possessions, and our property. You must agree to be mindful of our security measures and camera system monitoring. We are hypervigilant and proactive in our efforts to provide a safe campus (setting alarms off is 20 demerits each time). Your cooperation is imperative. Please see the director for your instructions and here is a reminder of some times & facts to remember:
- > Be on campus before 8 pm (campus curfew)
 - > Be inside dorms before 9 pm (dormitory curfew)
 - > Have lights out and be in bed by 10 pm (all lights & noise OFF)
 - > No one may leave the dorms after 9 pm (in case of emergency, notify the director, so the alarm can be cut off) - we have door alarms and campus alarms.
 - > **Remember the curfew hours when applying for jobs!**
- ___ 30. When you move in to one of our ministry dormitories, you may not bring in used pillows or bed covers. We supply these here at the ministry. We will issue new or sanitized pillows and sanitized bed covers. You also must wash everything that you bring with you (clean, dirty, or new). It must be done on ministry property in our machines to make sure you have done what we ask. This helps us fight anything that may come in with your belongings from motels, facilities, or from friends houses (bedbugs, fleas, roaches, etc.) . It is imperative that this is done and done correctly. If the dorms get bed bugs or fleas, we must have everyone move out, then, we begin a cycle of exterminations. This leaves a lot of folks without a place to live. Please be mindful of others needs to have a place to stay by complying to the rules.

I, *(print your name)* _____, have read and understand all the rules of Wingard Home and agree to abide by all regulations herein. I further agree to volunteer here to maintain and improve the Ministry Property when I am not at my place of employment. **I further understand & acknowledge that this is not a Public place, a government-funded facility or a shelter.**

I, *(print your name)* _____, am a guest in this ministry home. When I am on ministry property, I assume full responsibility for my actions & the actions of my children (if any are with me). I agree to replace that which I (or my children) destroy while I live here. I do acknowledge that failure to replace said items will result in my dismissal from this program!

I, *(print your name)* _____, do not hold the Wingards, their families, Wingard Home Inc. or it's Board of Directors liable for damages to my (or my children's) property or harm to my (or my children's) persons caused by accidents, the actions of other guests on this property, or transport in the ministry vehicles. In addition, I understand that The Directors of Wingard Home reserve the right to view my Social Media Sites for security purposes, and I do submit to them my permission to do so.

I, *(print your name)* _____, fully acknowledge and understand that I enter and live as a guest on this ministry property at my own risk. If I am asked to move out for any reason, I will do so immediately as instructed, and in a peaceable manner. I will remove all my personal property; furthermore, I understand that if I do not, it will be disposed of by Wingard Home.

I, *(print your name)* _____, grant to Wingard Home, its representatives and employees the right to take photographs of me, my property, and any minor children with me in connection with living at Wingard Home Ministry. I authorize Wingard Home, it's assignees and transferees to use and publish the same in print or electronically. I agree that Wingard Home may use such photographs of me without my name and for any lawful purpose, including for example such purposes as publicity, illustration, testimonials, and in Ministry events posted on their Facebook and Web Site.

In addition, I *(print your name)* _____, fully acknowledge and understand that if I become infected with any contagious disease, I will be asked to vacate the ministry dormitory and property for the protection of the other residents. If I am asked to move out, I will do so immediately as instructed, and in a peaceable manner. In addition, I also agree to practice the best possible sanitizing efforts while living at the ministry.

Wingard Home Guest's Signature: _____ date: _____

Wingard Home Director's Signature: _____ date: _____
(As a witness)

Marital Status:

- Single
- Legally Married
- Common-Law Married
- Widowed
- Divorced
- Separated

Education:

- 0-8 years
- 9-12 Did not graduate
- HS Graduate / GED
- 12+
- College Graduate
- Junior College
- College – didn't graduate
- Vo-Tech (have certificate)
- Graduate Degree in _____

Race:

- African American/Black
- Caucasian
- Native Hawaiian/Pacific Islander
- Asian
- American Indian/AK Native
- African American & White
- American Indian/AK/White
- Hispanic
- Philippine
- Other / Multi Racial

Monthly Income & Amounts:

Employment: _____ Child Support: _____ TANIF: _____ Unemployment: _____
 SSI/ Survivor's Pension: _____ Veteran's Benefits: _____ Other: _____

Emergency Contact:

Relationship: _____ Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone Number: _____

Your Present Medical Problems: *(CHOOSE ALL THAT APPLY)*

- Alcohol Problem
- Physical Health
- Mental Health
- Drug Problem
- Physical Handicap
- HIV/AIDS infected
- Domestic Violence
- Hepatitis A__ B__ C__
- Dual Diag. MI DD
- Dual Diag. AA MI
- Learning Disability
- Developmental Disability
- COVID 19
- Tuberculosis
- Other (specify) _____

Insurance Type:

- Medicare
- Medicaid
- Private
- VA Medical
- None

Veteran? Yes ___ No ___ Unknown ___ Discharged ___

Tour Dates: _____ **Discharge Home**

Recently released from prison or jail? ___ yes ___ no

If yes, list the name of parole officer and County

Officer: _____ County: _____

What were your charges? _____

Program Entry Date _____ / _____ /20_____

Last Name: _____ First: _____ Middle Name: _____

Age: _____ Referred by: _____ SSN: _____ / _____ / _____

Date of Birth: _____ / _____ / _____ Phone #: _____ Email: _____

Sex: __ Male __ Female Disabled: __yes __ no Domestic Violence __yes __ no

How long have you been homeless? _____

Are you pregnant? __ yes __ no __ N/A (If yes) # of weeks pregnant _____

Reason for your present need for homeless services: (CHOOSE ALL THAT APPLY)

- | | | |
|--|--|--|
| <input type="checkbox"/> Stranded/Transient | <input type="checkbox"/> Insufficient Income | <input type="checkbox"/> Fire/disaster |
| <input type="checkbox"/> Drug/Alcohol Problem | <input type="checkbox"/> Eviction | <input type="checkbox"/> High Risk Neighborhood |
| <input type="checkbox"/> Loss of Public Assistance | <input type="checkbox"/> Alcohol Abuse | <input type="checkbox"/> Release from corrections facility |
| <input type="checkbox"/> Medical Condition | <input type="checkbox"/> Drug Abuse | <input type="checkbox"/> Mismanagement of income |
| <input type="checkbox"/> Substance Abuse | <input type="checkbox"/> Domestic Violence | <input type="checkbox"/> Other _____ |

Application Affirmation & Authorization to Verify Information

APPLICATION STATEMENT: I certify that the above information is an accurate and complete disclosure of the requested information. I hereby acknowledge that if information relating to determination of my eligibility requires verification and/or documentation, by my signature, I authorize the release of such information.

Signature of Applicant _____ Date: _____

Signature of Intake Worker _____ Date: _____

FOR OFFICE USE ONLY

DATE ENTERED: _____

DATE OF EXIT: _____

NOTES: