

Daily Groups

Personal Plan for the Day (PPFD)

- Each morning at 8:30 am we share our “Personal Plan for the Day”. This group is part of the 11th Step.

Tenth Step

- Every night at 10 pm the House Captain will call "10th Step". In this group each resident shares an inventory of their day.
- We try to recognize where we were selfish, dishonest, resentful, and afraid.
- We try to set right any new mistakes in our words and behaviors as we go along.
- We admit when something during the day was our fault and forgive if it wasn't.
- We make amends to anyone we may have harmed. "Cleaning our side of the street".
- This is an opportunity to get honest about our unhealthy attitudes and feelings.
- We learn to live peacefully and calmly with each other.
- Little Creek's cardinal rule is that no one use drugs or alcohol or goes to sleep with a Resentment.

House Rules

Bathrooms

- Showers, toilet bowls, and floors must be cleaned a minimum of (2)twice a week.
- Sinks and mirrors must be cleaned daily.
- Leave nothing on the sink. If you don't have a toiletry case, one will be provided.
- Do not use another resident's toiletries.
- Limit your showers to ten minutes.
- Leave the shower curtain fully extended and make sure the floor is dry before leaving.
- Do not flush anything but toilet paper. If the toilet becomes clogged, notify staff.
- Turn the bath fan ON when using the bathroom.
- Empty the trash every morning and replace the toilet paper as needed.
- Hang towels only on towel hooks or racks, *not* on doors or dresser drawers.
- Take dirty towels to the laundry room before asking for a new one.
- Do not keep more than one bath towel.
- Respect others who share the bathroom, clean up after yourself, especially the sinks.
- Turn off the faucets, lights, heat, and fan before leaving.

Bedrooms

- Never enter another resident's room without that resident present. *No Exceptions.*
- Must be clean and organized throughout the day.
- Must be able to pass inspection at 8:30am and 3pm.
- If you're not on the bed; it must be made, and have no clothes, books, etc., on it.
- Fold the top sheet over the comforter at the head of the bed.
- Sheets are not to be seen hanging below the comforter off the sides of the bed.
- Change sheets weekly and vacuum the carpet daily, especially *under* the bed.
- Line shoes up along the edge of the bed or put them neatly in the closet.
- Keep only a few items on the dressers and keep them neatly organized.
- The cork bulletin boards are for pictures or papers.
Don't take the board off the wall and don't put anything on the walls.
- Clothes must be on hangars, in drawers, or in the hamper. *No Exceptions.*
- Empty trash *every* morning.
- Don't store anything under the bed.
- Food, cups, glasses, and bottles are not allowed in bedrooms.
Violations will result in loss of privileges.
- **Cash or valuables are not to be left out on dressers, nightstands, etc.**

Bedroom and Bathroom Heat

- In warm months, keep the heat off.
- In cold months, keep the heat in the "comfort zone" and turn it down to 60 degrees when leaving the rooms.
- *Never* turn up another residents heat as a prank.

Buddy System

- For the first 60 days, new residents are paired with a senior resident.
Consider him the first person to talk to when questions arise about house procedures.
- The senior buddy's responsibility is to familiarize you with the house and it's rules.

Captains

House Captain

- Usually a senior resident.

- Chairs the nightly "10th Step" Group.
- Keeps count of residents for groups or activities. (continued on next page)
- Is responsible for retrieving residents or sending someone to retrieve them.
- Holds residents accountable for chores or responsibilities they are not performing.
- Has the ability to dispense penalties or additional chores (only with staff permission).
- Acts as the middleman between residents and staff for house conduct and responsibilities.

Team Captain

- Checks rooms when the group leaves the house and ensures that the heat, fans, and lights are off in all rooms, bathrooms, and hallways.
- Ensures all windows are closed in bedrooms.
- Reports any problems found in the rooms to the House Captain and Staff.
- Assists the house captain.

Dog Captain

- Walk the dogs about every 3-4 hours starting at 6:30 am until lights out.
- Keeps food and water bowls full at all times.
- Notifies the office when dog food supply is low.

Cars

- After 30 days and with the Director's approval, residents can earn the privilege of having their cars. You must be employed or attending school to have a car.
- Keys must be given to staff; violations will result in loss of car privileges.

Central Air Conditioning

- Do not touch the central air conditioning thermostats.
- Keep all windows closed when the central air heat or cooling is on.

Chores

- To be completed before 10am group.
- You *must* transfer and teach your chore to someone else *and* inform staff if you're going to be absent ...i.e. leaving before chores for work or school, or on a home visit.
- Chores are changed about every two weeks. The list is posted on the refrigerator.
- Keep your assigned chore area clean throughout the day.

Coffee Usage

- Resident coffee intake is monitored for caffeine abuse.

Common Bathrooms

- Put the seat and lid DOWN before you leave the bathrooms.

Computers

- Weekends: Computer hours are 1pm until lights out.
- Weekdays: Computers hours are 12pm to 2:30pm and after 10th Step until lights out.
- Residents are on a computer blackout for their first 30 days.
- Residents may only use the staff computer during their first 30 days, with staff permission and monitoring.
- Laptops are to remain downstairs at all times, *no exceptions*; violations will result in loss of your laptops and other electronics.
- FaceBook, Twitter, MySpace, YouTube, gambling, dating, pornography, Multi-player online games, and torrent file downloading web sites are not allowed.
- Violations will result in confiscation of your laptop and other electronics.

- All web site traffic is monitored and logged.

Cubbies

- Each person is assigned a cubby for books and stationery. Keep them neat and organized.

Dogs

- *Are never allowed upstairs or on any furniture.*
- Never call the dogs upstairs or throw meal scraps to them.
- The Dogs are the responsibility of all residents, not just the Dog Captain.
- If you witness the dogs making a mess in the house, clean it up.
- Never let them off their leashes when outside.
- Never mistreat the dogs in any way or feed them anything other than dog food.

Dress Code

- Tank tops are only allowed in the gym.
- Sweatpants are only allowed in the gym, before PPF, and after 10th step.
- Pajama pants are only allowed before PPF and after 10th step.
- Do not wear ripped or torn clothing.
- Do not wear hats or hoods in the house.
- Pants should be worn at waistline, not below.
- Be showered, dressed, and presentable for the day by PPF.

Drug Testing

- Drugs, alcohol, and items containing alcohol are not permitted on the premises.
- If a resident is found with drugs, alcohol, or paraphernalia, they will be evicted.
- Any over-the-counter items and prescription medications must be given to staff when they enter the house.
- Residents must submit to random testing. Refusal is grounds for eviction.

Energy Drinks

- Red Bull, Monster, Amp, highly caffeinated drinks as Mountain Dew/Sundrop, or drinks containing Taurine are not allowed.
- Protein powders or supplements containing creatine or other energy boosting additives are not allowed. Ask staff if you have any questions.

Fires

- Bonfires are allowed in the outside fire pit.
- *Never* put anything in the fire other than paper, kindling, and wood.
- If the fire will be unattended, it must be extinguished.
- Fire of any type is never allowed in the house. (i.e. using lighters, matches, candles)

Food

- Any food in the house is accessible to all residents. There is no personal food.

Gym

- Gym hours are 7am until 10th Step. Residents are allowed one hour per day.
- Shirts, closed toed shoes, and spotters are required.
- Music and TV is allowed at moderate volumes and must be turned off when unattended.
- Music containing drug or gang references or foul language is not allowed.
- Horseplay is never allowed on the premises, especially in the gym.
- Rack weights and clean up the area when finished.
- Use white towels and wipe down equipment after use.
- *Never* leave glasses, bottles, cans, towels, or clothing in the gym.

Housekeeping

- On Thursday mornings, Rosie the housekeeper shows residents the proper way to clean different parts of the house. Resident participation is mandatory.

Hygiene

- Showers are to be taken during the day and not after lights out.
- Shower after using the gym, track, or any fieldwork.
- Never wear sweaty or dirty clothes to groups or meals.
- Don't let dirty laundry pile up - get it done.
- Green, Blue, and Brown teams are assigned specific laundry days and times.

IPods and Music Players

- *Must be turned in before* all evening meetings.
Violations will result in loss of your music device.
- Are allowed only if the Internet function can be disabled. (if applicable)
- Can be confiscated if residents appear to use them as a distraction or to isolate.
- Are not allowed at groups, meals, meetings, or in the vans without staff permission.

Kitchen

- Between meals: *Never* leave your cup, glass, or dish on the counter or in the sink.
Rinse it off and put it in the dishwasher.
- Read and learn the "Kitchen Hours and Rules" posted on the side of the refrigerator.

Language

- Foul or abusive language is not allowed at any time.

Laundry Room

- Hours are 7am to 9pm. Green Team - Sunday and Wednesday
 Blue Team - Monday and Thursday
 Brown Team - Tuesday and Friday

- Laundry may be washed/dried on Saturday with staff permission.
- Remove your clothes from the washer/dryer as soon as they are done.
- Don't leave clothes in the machines overnight.
- Clean the lint screen before and after using the dryer.
- Unplug the iron/steamer and turn off the lights when leaving.
- Ask Staff for help on how much detergent and dryer sheets to use.

Library Books and DVDs

- Residents can borrow house books and watch DVDs (with staff approved content).
- Don't borrow more books than you can read.
- Don't keep idle books piled up in your room, return them to the library.
- DVDs, books, or magazines brought into the house must be checked by staff for content.
- Pornographic DVDs, books, or magazines are not allowed in the house.
- It's suggested that free time be spent reading recovery related literature.

Lights Out

- Sunday thru Thursday - 11pm
- Friday and Saturday - midnight
- The TV must be off and residents in their rooms at lights out.

- Only reading or desk lamps are allowed to be on after lights out.

Mail

- For US mail:
Little Creek Lodge
P.O. Box 942
Hamlin, PA 18427
- For Fed Ex or UPS:
Little Creek Lodge
359 Easton Turnpike
Lake Ariel, PA 18436
- All packages must be opened with a staff member.

Meals

- Lunch and dinner are eaten together as a community. *No Exceptions.*
- The chef will ring the bell when it's time to eat.
- Meals are not over until everyone is finished.
- *No one* gets up from the dining table until the house captain calls clean up.
- If you have any food allergies or special diet, notify staff immediately.
- If you have any strong dislike for a particular food, notify the chef.
- Residents will eat what food is offered.
- *Do not* go behind the counter to prepare your own meal unless given staff permission.

Medications

- All prescription and over-the-counter medications must be turned in to staff upon arrival.
- Notify staff of any allergic reactions to medications.
- Notify staff immediately when starting, stopping, or changing, medications or dosages.
- Do not stop or adjust medications without the Director's approval or a note from a doctor.
- Do not share any medication with other residents.

Meeting Room

- *Food is not permitted.*
- *Never* leave glasses, cups, cans, bottles, or trash anywhere in the meeting room area. Violations will result in loss of privileges.
- When drinks are allowed, they must be placed on tables, never on the floor.
- Shoes are not allowed on furniture.
- *Do not* leave any personal items lay around the meeting room, especially clothing.

Meetings

- Residents are expected to be on good behavior.
- Don't be a distraction.
Get a coffee or use the men's room *before* the meeting starts or *after* it's over.
Don't walk around during meetings.
- The meetings are free, but if you get a coffee, make a contribution.
- Cigarette butts are *never* to be thrown on meeting property.
- *Not allowed* at meetings - wearing hoods or hats, chewing tobacco, spitting on sidewalks, foul language, drug glorification, talking with girls, cell phones, or iPods.
- When the meeting is over, help put away chairs and tables *before* going outside.
- Ask staff if you need clarification on these rules.

Music Studio

- Music projects can be worked on at scheduled times with Staff.
- Unscheduled use is at Staff discretion.
- Residents must always ask to use the studio, it is a privilege.
- Must be kept clean and the equipment not abused.

- Drinks and food are *never* allowed in the studio.

Petty Cash

- Cash, credit/debit cards, checkbooks, etc. must be turned over to the office upon arrival.
- A personal “account” will be created for each resident from which they can withdraw.
- Withdrawal amounts will vary according to the resident’s need such as smoking, additional counseling, doctor appointments, movies (when not a planned activity), and personal items.
- Account deposits are to be sent to our office in the form of a check made payable to the resident. The resident will be asked to endorse the check and that amount will be added to their account.
- When a resident gets a job, all pay will be turned into the office as received. Cash pay should come with a note from the employer stating the amount paid.

Phones

House Phone

- *Must* remain in the meeting room area and *never* taken upstairs or outside.
- May be used during the first 2 weeks with staff permission and monitoring.
- 2 to 3 personal calls are allowed per *week* - 10 minutes per call
- Phone Log must be filled out completely for each call.
- Only L4 (line 4) is to be used.
- Night time calls are limited to your immediate family or sponsor only.
- Staff will not tell the caller that you are here unless you signed a release for that caller.
- Little Creek: (570) 689-2644 Fax: (570) 689-2744.

Cell Phones

- Allowed after 30 days.
- Must be turned in to staff *before* the evening meeting time. Violations will result in loss of your phone.
- May be reclaimed in the morning.
- Never borrow from, or lend to another resident.
- Never allowed at meetings or in vans without staff permission.
- Phones with Internet access are not allowed.
- Excessive use of phones, calling or receiving calls from individuals not approved of by the Director, or repeated violation of house rules will result in loss of privileges.

Recycling

- *Never put recyclables in the garbage.* Repeated violations will result in *all* residents losing their store privileges.
- Put bottle caps in the trash, then empty and rinse all bottles and cans.
- Place in containers located near the soda machine or the kitchen sliding doors.
- Recyclables are not to be used as ashtrays or spittoons.

Religious Services

- Residents are free to attend local worship services but must be transported and accompanied by staff. Arrangements must be made before 12pm on Friday.

Schedule

- **Weekdays:**
 - 7am: Wake-up
 - 830am: Personal Plan for the Day (PPFD)
 - 10am: Group I
 - 12pm: Lunch (depending on scheduling)
 - 3pm: Group II
 - 5pm: Dinner
 - 6pm to 8pm: AA/NA meetings (continued on next page)
 - 10pm: 10th Step
 - 11pm: Lights out

- **Weekends:**
 - 8am: Wake-up
 - 9am: Personal Plan for the Day
 - 12pm: Lunch (depending on scheduling)
 - 5pm: Dinner
 - 7 or 8pm: AA/NA meetings
 - 10pm: 10th Step
 - 12am: Lights out

Shopping

- Trips to Rite Aid, convenient stores, and the local malls are made periodically.
- Resident needs are considered and scheduled by staff.
- Residents must ask to stop at the convenient store *before* leaving for nightly meetings.

Sponsors

- Residents are expected to start working with a sponsor in a local group by his 6th week.
- Sponsor minimum requirements:
 - 1 or more years of continuous sobriety completed his 5th step with a sponsor who has worked the steps, has a home group.
- Ask staff any questions regarding selection of a potential sponsor.

Staff

- Disrespect of Staff in any form is grounds for eviction.

Teams

- The wings of the house are divided into Green, Blue, and Brown Teams.
- Green 0 to 30 days
- Blue 30 to 90 days
- Brown beyond 90 days

Tobacco

- Cigarette smoking, no Chew is allowed. Cigarettes *only* in the patio area.
- Cigarette butts must be put in ashtrays and *never* in inside garbage cans.
- No Vapor smoke or E-cigarettes are allowed.
- Chewing tobacco is **not allowed** in the house, vans, or at meetings.
- On trips to the tobacco store, bring money and I.D.

Transportation

- Transportation is provided for residents for doctor appointments, job interviews, and other requirements.
- All individual rides outside a 5 mi radius will be charged to the residents' personal account at the rate of \$20/hr.

TV

- Weekdays from 7am to - 8:15am, and after 4pm. to 7:15 pm
- Staff monitors all TV use for appropriate content.
- Sex, drugs, gang activity, or foul language is not allowed.
- If left on and unattended, the privilege will be removed.

Vans

- Eating, drinking, or tobacco use is not allowed in the vans.
- Use of radio and music content permitted is at the driver's discretion.
- Cd's or music players not allowed without staff permission.

Visitation

- No visits for the first 2 weeks.
Afterward, visits start at 12pm on Sundays, and are by Staff approval only.
- Residents may spend the day off premises with family.
- All residents must be back on premises *before* 5pm Sunday.
- All items brought by family/friends, or purchased while out, must be checked by staff *before* they are taken to rooms.

- **Family Visits on Weekends**
 - Visiting girlfriends are not to be cuddled with, kissed, or fondled on the premises. It is inappropriate house behavior and is also inconsiderate to other residents who may be struggling with relationship issues.
 - Girlfriends are allowed to visit *only* if it is approved by the Director and the parents.

- **Home Visits**
 - Visits are for mending family relationships and rebuilding trust, not for rekindling relationships with old friends, girlfriends, or dating.
 - Residents should make AA/NA meetings.
 - Residents are to honor all staff and family rules established for the visit.
 - Residents should call Little Creek daily to "check in".
 - Drug testing is *mandatory* upon return to Little Creek.

Workbook

- The Emotional First Step is the first assignment that needs to be completed and shared with the community by your 30th day.
- Resident are assigned a staff member who will help them with completing the workbook.
- All clinical assignments are to be entirely completed before discharge

Prayers

Acceptance Is the Answer

This widely used saying is found on page 417 of the Big Book 4th edition in the story Acceptance Was the Answer.

And acceptance is the answer to *all* my problems today. When I am disturbed, it is because I find some person, place, thing, or situation – some fact of my life – unacceptable to me, and I can find no serenity until I accept that person, place, thing, or situation as being exactly the way it is supposed to be at this moment. Nothing, absolutely nothing, happens in God's world by mistake. Until I could accept my alcoholism, I could not stay sober; unless I accept life completely on life's terms, I cannot be happy. I need to concentrate not so much on what needs to be changed in the world as on what needs to be changed in me and in my attitude.

Just for Today

Reprinted from the Little White Booklet, Narcotics Anonymous:

JUST FOR TODAY

Tell yourself:

JUST FOR TODAY my thoughts will be on my recovery,

Living and enjoying life without the use of drugs.

JUST FOR TODAY I will have faith in someone in NA who

Believes in me and wants to help me in my recovery.

JUST FOR TODAY I will have a program. I will try to follow it

To the best of my ability.

JUST FOR TODAY, through NA, I will try to get a better

Perspective on my life.

JUST FOR TODAY I will be unafraid. My thoughts will be on

My new associations, people who are not using and

Who have found a new way of life. So long as I follow

That way, I have nothing to fear.

Lord's Prayer

An homage to AA's kinship with the Christian Oxford Group. It is said at the end of meetings when the leader asks, "Whose father?"

Our Father, who art in heaven,

Hallowed be thy Name.

Thy kingdom come.

Thy will be done,

On earth as it is in heaven.

Give us this day our daily bread.

And forgive us our trespasses,

As we forgive those who trespass against us.

And lead us not into temptation,

But deliver us from evil.

For thine is the kingdom,

and the power, and the glory,

for ever and ever.

Amen.

Morning Prayer

This prayer is adapted from page 86 of the Big Book of Alcoholics Anonymous:

God, direct my thinking today so that it be divorced of self pity, dishonesty, self-will, self-seeking and fear. God, inspire my thinking, decisions and intuitions. Help me to relax and take it easy. Free me from doubt and indecision. Guide me through this day and show me my next step. God, give me what I need to take care of any problems. I ask all these things that I may be of maximum service to you and my fellow man in the name of the Steps I pray. Amen.

Night Time Reflection

The Big Book, page 86, gives us a prescription for what to do before we go to sleep at night.

When we retire at night, we constructively review our day. Were we resentful, selfish, dishonest or afraid? Do we owe an apology? Have we kept something to ourselves which should be discussed with another person at once? Were we kind and loving toward all? What could we have done better? Were we thinking of ourselves most of the time? Or were we thinking of what we could do for others, of what we could pack into the stream of life? But we must be careful not to drift into worry, remorse or morbid reflection, for that would diminish our usefulness to others. After making our review we ask God's forgiveness and inquire what corrective measures should be taken.

Ninth Step Promises

From the Big Book, p83,84:

If we are painstaking about this phase of our development, we will be amazed before we are half way through. We are going to know a new freedom and a new happiness. We will not regret the past nor wish to shut the door on it. We will comprehend the word serenity and we will know peace. No matter how far down the scale we have gone, we will see how our experience can benefit others. That feeling of uselessness and self pity will disappear. We will lose interest in selfish things and gain interest in our fellows. Self-seeking will slip away. Our whole attitude and outlook upon life will change. Fear of people and of economic insecurity will leave us. We will intuitively know how to handle situations which used to baffle us. We will suddenly realize that God is doing for us what we could not do for ourselves. Are these extravagant promises? We think not. They are being fulfilled among us—sometimes quickly, sometimes slowly. They will always materialize if we work for them.

Prayer of St. Francis of Assisi

This is found in Step Eleven of the Twelve Steps and Twelve Traditions (pg 99):

Lord, make me an instrument of thy peace!

That where there is hatred, I may bring love.

That where there is wrong, I may bring the spirit of forgiveness.

That where there is discord, I may bring harmony.

That where there is error, I may bring truth.

That where there is doubt, I may bring faith.

That where there is despair, I may bring hope.

That where there are shadows, I may bring light.

That where there is sadness, I may bring joy.

Lord, grant that I may seek rather to comfort, than to be comforted.

To understand, than to be understood.
To love, than to be loved.
For it is by self-forgetting that one finds.
It is by forgiving that one is forgiven.
It is by dying that one awakens to Eternal Life.

Serenity Prayer (Long Form)

Attributed to American theologian, Reinhold Niebuhr (1892 – 1971).

God, grant me the Serenity
To accept the things I cannot change.
Courage to change the things I can.
And Wisdom to know the difference.

Living one day at a time;
Enjoying one moment at a time;
Accepting hardships as the pathway to peace;
Taking, as He did, this sinful world as it is, not as I would have it;
Trusting that He will make all things right if I surrender to His Will;
That I may be reasonably happy in this life
And supremely happy with Him forever in the next.
Amen.

Seventh Step Prayer

From page 76 of the Big Book of Alcoholics Anonymous:

My Creator,
I am now willing that you should have all of me,
good and bad.
I pray that you now remove from me
every single defect of character which stands in the way
of my usefulness to you and my fellows.
Grant me strength, as I go out from here,
to do your bidding.
Amen.

Third Step Prayer

From page 63 of the Big Book of Alcoholics Anonymous:

God, I offer myself to Thee-
To build with me
and to do with me as Thou wilt.
Relieve me of the bondage of self,
that I may better do Thy will.
Take away my difficulties,
that victory over them may bear witness
to those I would help of Thy Power,
Thy Love, and Thy Way of life.
May I do Thy will always.