



## CANDIDACY FOR AWARENESS PROGRAM POLICIES AND PROCEDURES

383 Poplar Ave - PO Box 330 - Memphis, TN 38101-0330  
Phone: (901) 526-8403 - Fax: (901) 526-5430  
[www.MemphisUnionMission.org](http://www.MemphisUnionMission.org)

---

### Program Purpose

---

The purpose of the Candidacy for Awareness Program (C.A.P.) Is to pre-assess a potential Awareness Program client.

### Program Objective

---

The Candidacy Program's objective is to:

- Ensure that each candidate graduating to the Awareness Program is sincere about change and genuine in his efforts to be rehabilitated/transformed.
- Remove as many possible distractions from each candidate's life in an attempt to give him laser focus on rehabilitation/transformation.
- Present the Way, the Truth, and the Life in Christ as the only foundation for eternal rehabilitation/transformation.

### Program Policies and Procedures

---

- **To whom do I report?** For the duration of time that you are in the *Candidacy Program*, you will report to and only to the *Candidacy Program Director*. You will not be allowed to lounge in front of any other pastor's office (including Awareness Pastor, Transient Pastor, CEO, or the building supervisor's office).
- **What do I do with the wrist band, and what is it for?** You are required to wear an issued green band on your wrist. The wrist band will be issued to you after you complete your final intake interview with the *Candidacy Program Director* and are accepted into the *Candidacy Program*. This wrist band is very important in tracking who is in our program and what level you are in; therefore, it must not be lost.
- **To which areas am I restricted?** You will be restricted to Memphis Union Mission's Men's Emergency Shelter at 383 Poplar Ave. You will not be allowed to leave these premises for any reason other than emergency medical circumstances (when an ambulance is needed). Any doctor appointments need to be handled BEFORE you attempt to enter the program. Within the shelter you are restricted to the Transient Day Room, the Main Chapel, or to Room #1 (for night-time sleeping only). You may also sit in the area designated as a quiet area. You may enter the dining room through the hall to set drinks. You are NOT allowed in the Transient smoking patio (except during supervised cleanup).
- **Where do I sleep?** You will spend your first week as a Green-Band client in a room that sleeps six. If you test clean for drugs, alcohol and nicotine after the first week, you may graduate into the Awareness Program. There will also be frequent room checks. You are not allowed to sleep in or lounge in room # 1 between 6 a.m. and 7:30 p.m.

- **Can I make phone calls and/or have visitors?** You will not be allowed to use a phone or have visitors of any kind (except governmental officials). Any phone calls or visits need to be made before entering the Candidacy Program.
- **What about my medical needs?** We strongly encourage you to take care of any medical needs you have before you enter the Candidacy Program.
- **What about my medications?** If applicable, you must have at least a 30-day supply of your medications before entering the Candidacy for Awareness Program and able to administer your own medications under the supervision of mission staff. You are not allowed to dispense medications or receive them from other clients. All medications must be kept securely in the supervisor's office.
- **What if I have mental health needs?** If you are dual-diagnosed, you will need your mental health care provider's release. This release should state that you are capable of functioning in a committed, socially therapeutic environment which includes: work activities, classroom sessions, and a dorm style setting. This release should state that you are not a danger to yourself or to others, that you have a 30-day supply of medications, and that you are stable while on them.
- **How much do I pay to get into the program?** Nothing. You will not be assessed a fee while in the Candidacy for Awareness Program. Your stay in the program is made possible through the generosity of caring donors in the community.
- **Will there be a drug and alcohol test?** Yes, after seven days in the Candidacy for Awareness Program there will be a drug and nicotine test administered before you can enter the Awareness Program. You will need to pass this test in order to move up to that next level.
- **What about pornography?** You are not allowed any pornography of any form in the building or in your possession. Possession of such will result in your immediate dismissal. You are also not allowed to have any Ipads or computers while in the program.
- **What about weapons?** You will not be allowed to have weapons of any kind in or on your possession. This includes, but is not limited to, the following: guns, knives, box-cutters, screw-drivers, etc. Possession of such will result in your immediate dismissal.
- **What about money?** You will be allowed to have up to \$20 while in the Candidacy Program. If you have financial obligations, please make sure they are taken care of before you enter the Candidacy Program. You will not be allowed to receive money from transient guests, Awareness Program clients, or staff of any kind.
- **What about verbal or physical abuse?** You are not allowed to use or be subjected to any verbal threatening remarks or physical threatening gestures or assault.
- **Can I write and receive mail?** Yes, you may write and receive mail. We encourage it and will provide postage for all letters.
- **Will I be issued any hygiene supplies?** You will be issued a hygiene kit only upon being accepted into the Candidacy for Awareness Program (C.A.P.) and if kits are available.
- **Are there any mandatory meetings?** Yes, you will be required to attend the following:  
*Morning Devotion: 8:30 a.m. – 9 a.m., Daily*  
*Morning Devotional (Proverbs): 9 a.m. – 9:30 a.m., Monday – Friday*  
*Quiet Time/Bible Study: 9:30 a.m. – 10 a.m., Daily*  
*Morning Chapel Service: 11 a.m. – Noon, Daily*  
*Afternoon Bible Study 1:30 p.m. – 2:30 p.m., Monday – Friday*  
*Evening Chapel Service: 6 p.m. – 7 p.m., Daily*

- **What if I have a personal automobile?** You are not allowed to bring a personal vehicle with you into the program. You will need to make arrangement for offsite vehicle storage prior to being admitted into the program.

**Program Purpose**

- The Candidacy for Awareness Program (C.A.P.) director must approve your entry if it is in the best interest of Memphis Union Mission.
- Failure to adhere to the preceding policies and procedures is grounds for immediate dismissal from the Candidacy for Awareness Program (C.A.P.)
- The word, ‘candidate’ means that you are not actually in the Awareness Program yet. This means that you will undergo a short term (7-14 days) of assessment to see if you will qualify to graduate to the Awareness Program. In this assessment period, be sure to focus on what really matters and obey staff members and guidelines completely.

*I, fully understand the Policies and Procedures laid out for me in the Candidacy for Awareness Program.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Personal Clothing and Item Inventory

You should bring as many of the items listed below as possible, but don't exceed limits. Excess items will not be stored.

If you leave the program prematurely, you will be allowed to leave only with the possessions you brought into the program.

**Starting qty:    Items allowed:**

- \_\_\_\_\_ One suit, one sport coat
- \_\_\_\_\_ Eight pairs of pants
- \_\_\_\_\_ Eight shirts
- \_\_\_\_\_ Eight undershirts/T-shirts
- \_\_\_\_\_ Eight pairs of underwear
- \_\_\_\_\_ Eight pairs of socks
- \_\_\_\_\_ Four pairs of shoes
- \_\_\_\_\_ One overcoat
- \_\_\_\_\_ One jacket
- \_\_\_\_\_ One sweater
- \_\_\_\_\_ One laundry bag
- \_\_\_\_\_ One book bag
- \_\_\_\_\_ One suitcase
- \_\_\_\_\_ One carry bag
- \_\_\_\_\_ One alarm clock
- \_\_\_\_\_ Bible, pens, pencils, paper, notebooks and highlighter pens
- \_\_\_\_\_ Personal hygiene items (not containing alcohol)
- \_\_\_\_\_ Laundry detergent (if you choose to use your own)
- \_\_\_\_\_ Miscellaneous personal items or recreational items that are conducive to recovery and Christian growth
- \_\_\_\_\_ Other items (please list): \_\_\_\_\_