

Dignity Village Intake Packet

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The following materials are printed and given to newcomers to Dignity Village, as part of an interview/orientation meeting with the Intake Committee. The Intake Committee also uses a one-hour video (“Doing It With Dignity”) about the vision and history of Dignity Village as part of the orientation process.

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Welcome to Dignity Village: An Introductory Letter

We are glad that you are here and we want the time that you spend here to be as pleasant, comfortable, and productive as possible. This is a community based on love and respect, for others and us. We try, as much as possible, to keep the “rules” to a minimum, trusting that people that share the Village will use common sense and basic courtesy in relating to others. We have five basic rules that we have established as fundamental to the survival and success of the Village.

- 1. No violence to yourselves or others.**
- 2. No theft.**
- 3. No alcohol, illegal drugs or drug paraphernalia on site or within a one-block radius.**
- 4. No constant disruptive behavior.**
- 5. Everyone must contribute to the operation and maintenance of the Village. (Total 10 hours per week unless in school or show proof of employment.)**

There are other rules, of course, but these five are the basis for the others and will be firmly enforced. **Violation of these can result in permanent removal from the Village.**

We are a membership-based, 501(c)(3), non-profit community organization. Each member of the Village has a vote and is encouraged to participate in the self-governance that is the cornerstone of the Village. The membership as a whole elects a Village Council whose responsibility is to make decisions relating the business issues of Dignity Village Inc.

The Board of Directors consists of the Chairperson, Vice Chairperson, Secretary, and Treasurer, as well as other members of the Council. We may elect not less than 3 or more than 25 Councilors to serve a one-year term. The Board officers are elected by the rest of the Village Council (or Board). Village Council, membership, and various committee meetings are open to the public and anyone not removed for rule violations is welcome. All Villagers are welcome and encouraged to attend. Membership meetings held on the first Tuesday of the month at 18:00 (6:00p.m.) are mandatory (*note: meetings are no longer mandatory as of Feb 2007*).

Most of the Villagers have their own stoves. The Village does not provide fuel for those stoves. You may, if you do not have a stove, cook on the woodstove in the common area (until we set up a community kitchen) or use Village bar-b-cues. Everyone is expected to clean up after him or herself.

Donations come into the Village on a regular basis. The Donations Coordinator handles donations and all donations coming into the Village must be logged in and recorded for tax purposes and the proper receipts issued before **ANY** items can be distributed. It is the responsibility of the Donations Coordinator to see that items are distributed in a fair and equitable manner (i.e. Members first, then residents, guests, and outreach). If a vehicle enters the Village to bring in donations, do not approach the vehicle unless donations ask for assistance. Do not solicit donations for your private use from supporters. Clothing, food, and miscellaneous

items are put on the donations tables. High demand (or “big ticket”) items must be signed for and are available at the donations structure during normal hours. It is not the intention nor the responsibility of Dignity Village to provide each Villager with everything needed to live here. If you need an item and it is available, the Donation Coordinator will notify you that it is now available. We encourage you to go down to Life Center, work for a couple hours, and get what you need. You can leave your requests with the Donations Coordinator, and if it is something we accept, she or he will let you know when it comes in.

The office trailer is located directly in front of the main gates. In the office there are computers, telephone, fax machine (local only) and message board. Phone messages are posted on the board. Notifications of meetings and all official Village notices are on the council chamber message board located in the council chamber door in the common area. A current bus schedule is on the wall to the right as you come into the common area and at the guard shack. Mail is picked up daily by a designated individual (no one else is to get the mail unless assigned to do so by the Treasurer of Dignity Village.)

Some of the rules that apply to the office are as follows:

1. No yelling, or profanity in the office. People are making calls to family, jobs, courts, doctors, etc. and loud or obscene talk in the background is inappropriate.
2. Phone calls are limited to 10 minutes unless it is Village business or special arrangements have been made.
3. Computer time is limited to 45 min. per person except on approved Village business.
4. Please clean up after yourself.

Violations of these rules may result in restrictions of office use being imposed. If you need help setting up an e-mail or need help with the computers, ask the Office Manager for assistance. Do not download anything from the computers without the help of the Office Manager. Do not open any e-mail from someone you do not know. This can infect the computer with a Virus.

Port-a-lets (toilets) are by the main gate. They are serviced Monday, Wednesday, and Friday.

The shower is across from the office up the ramp (along with the gray water disposal and dishwashing station at this time). An on-demand propane water heater heats the water. Unless out of propane, the showers are always hot! If you notice that the propane bottles are empty, please notify a council member. We have a limit of 20 minutes for the showers. Please pick up and wash out the shower when you are done. Guests for outreach may shower from 10:00 a.m. to 4:00 p.m. and 8:00p.m. to 10:00 p.m.

There are people in the Village who work different hours and not everyone follows the same schedule. Because of this we have a “quiet hours” policy from 10:00p.m. to 10:00 a.m. This does not mean that you are not allowed to speak in a normal tone or use a radio or T.V. It means you must **KEEP THE NOISE LEVEL DOWN** during these hours. Repeated violation of this rule constitutes constant disruptive behavior and will result in disciplinary action before the Village Council. Exception is, of course, construction. Construction may begin at 8:00 a.m.

It is the responsibility of Security to maintain the peace and safety of the Village. If a situation arises that requires intervention by security, do not interfere or get involved unless Security personnel on duty request assistance. Every Villager is required to work 2 hours mandatory security unless specifically excused with a doctor's excuse or if he/she has been removed by the Security Coordinator (*note: as of March 2007, security hours are not mandatory*). If for some reason the police have been called, you are to remain behind the gate. They will come to you. You are to allow Security and the Board Officers deal with the police. Remain polite and do as they ask in a timely manner.

This introduction is not meant to be all-inclusive; it is intended to answer some basic questions and to lay down certain guidelines for residency in Dignity Village. If you have any questions please ask the Department heads or Council members.

RJM:mgr

Dignity Village - Five Basic Rules

To stay in Dignity Village, you must agree to and follow our five basic rules:

1. No violence to yourselves or others.
2. No theft.
3. No alcohol, illegal drugs or drug paraphernalia on-site or within a one-block radius.
4. No constant disruptive behavior.
5. Everyone must contribute to the operation and maintenance of the Village. Minimum of 10 hours are required per week.

Tents and Population/Intake Questionnaire

Name: _____

Date: _____

Age: _____

Last 4 digits of S.S.#: _____

01. How did you find out about Dignity Village? _____

02. Why do you think you are homeless? _____

03. How far have you gone in school? _____

04. What did you study? _____

05. Do you plan to go back to school? _____

06. What do you want to study? _____

07. What kind(s) of jobs have you done? _____

08. Which of these jobs did you enjoy most? _____

09. What are your hobbies? _____

10. Of the following, which do you have any experience in? Please circle all applicable choices.

- A. Plumbing
- B. Landscape
- C. Gardening
- D. Electric
- E. Framer
- F. Hang & Tape
- G. Glazer
- H. Venting & Fireplace
- I. Roofer
- J. Wind Generators and Solar Power
- K. Other

11. Are you getting food stamps? _____

12. If not, do you need help signing up? _____

13. Are you getting disability or any other income? _____

14. How long do you plan on residing at Dignity Village? _____

15. Are you active in homeless issues? _____
16. Are you on any housing lists, and if so which ones? _____

17. Where do you see yourself in one year? _____

18. What is the next step to meet your goals? _____

19. Would you be willing to start A.A. or N.A., or any applicable programs, at the Village? _____

20. Do you need us to get you into any programs? _____

21. Have you been to any other tent cities? _____

22. What was the name of the tent city or cities? _____

23. Do you have a valid Oregon Drivers License? _____

24. Do you have the Oregon Health Plan? _____

25. Are you a registered voter? _____

26. Do you have any pets? _____

27. How many and what kind? _____

28. Are you a Veteran? _____ Branch _____

29. To stay in the village you must contribute 10 hours per week to the Village. You may do this in the following ways: 2 hours mandatory security, and the remaining 8 hours may be done in the following departments. Please check one or more, which you are willing to do.

- a. Office help
- b. Building and Maintenance
- c. Trash and Sanitation
- d. Newsletter
- e. Security
- f. Donations
- g. Outreach
- h. Grants
- i. Website
- j. Gardens
- k. Recycle
- l. Micro Business (leather, woodwork, or any you may think up)

Please Sign your name here, that you understand fully the above section.

Print Name: _____

Witness: _____

Dignity Village Skills Check List

Do you have any interests, hobbies or skills you may be able to donate to your Village? Here is a checklist to help you think about what you can offer your Village.

Creative, Artistic

- Drawing, Illustration, Lettering for logos, signs, posters, flyers, etc
- Computer Graphics
- Writing for articles, stories, promo's
- Performance (acting, magic, juggling, clowning, dancing, singing, music, etc) for presentation, Village gatherings and happenings

Presentation

- Speaking, presenting to groups in the City
- Sitting on panel to answer questions to City/Neighborhood groups

Computer Usage

- Troubleshooting, repair, maintenance
 - Specific software knowledge: word-processing, spreadsheet, design, etc.
-

Organizational, Office

- Filing
- Folding flyers, stuffing envelopes for mailing, distribution
- Volunteer, activity, task co-ordination
- Phone skills for phone treeing for events, meetings, follow-up etc.
- Accounting, Bookkeeping
- Legal, paralegal
- Note taking, summarizing

Behind the Scenes Tasks

- Cleaning
- Food preparation
- Meeting, activity set up and/or tear down (like chairs, tables, tarps, etc.)

Technical

- Sound system management
- Electrical wiring
- Plumbing
- Construction
- Reading/Creating Plans
- Reading/Interpreting zoning laws, codes

Medical Questionnaire Dignity Village

Please answer all questions in full. This document will be kept on file with the Medical Assistant for the Village. All information will be kept confidential. If you are uncomfortable answering any of the questions, please feel free to leave that question blank.

01. Do you have any allergies? List: _____

02. Please list ALL medications you are taking: _____

03. Please list ALL medications you have been prescribed: _____

04. Please list Primary care physician: _____
Phone: _____ **Hospital:** _____

05. Please list ALL diagnosis that you are being treated for: _____

06. Please list ALL food allergies you have: _____

07. Do you have any STD's? (This will include hep C) _____

08. Who do we contact in a case of emergency?

Please print Name: _____

Area code and Phone: _____

E-mail: _____

Your Name: _____

Print Name: _____

Date: _____

Witness: _____

**Disposal of Belongings After Exit from Dignity Village
Intake Committee (aka: Tents and Population)
A Standing Committee of Dignity Village, Inc.**

It is the policy of Dignity Village, if you leave your belongings here when you leave, we will bag and tag them and put them in as safe a place as we can find. We will not be held responsible for your belongings after 14 days. We will however try to keep them safe for up to 30 days. After that we will dispose of them.

In keeping with Oregon Revised Statutes, we shall either destroy all items or remove them to the dumpster or give them to another 501C3 non-profit organization that may be able to utilize them.

Please keep this policy in mind.

If for some reason you are unable to call us and let us know where you are, write us a note and mail it as soon as possible bringing it to the attention of the Inspector of Tents and Population Committee and the Secretary of Dignity Village Inc. Our address and phone are as follows:

Dignity Village Inc.
9325 N.E. Sunderland Ave.
Portland, Oregon 97211
(503) 281-1604

Thank you.

RJM:mgr

Admittance Agreement

Dignity Village

Participant's name: _____

What we do is based on love and respect for ourselves and each other. There will be no disrespect here based on religion, sex, sexual orientation, handicap, age, lifestyle choices, previous record or economic status. We all demand dignity!

Our Mission

We seek to create a green sustainable urban village for those who are seeking shelter but are unable to find it. We feel it necessary to establish a community-based living facility where people living on the streets can have their basic needs met in a stable, sanitary environment free of violence, drugs, theft, disruption of peace, and alcohol, until they are able to access housing.

What do you want or expect from Dignity Village?

What can you contribute or give back to Dignity Village?

Work: _____

To stay in Dignity, you must agree to and follow our five basic rules:

1. **No violence to yourselves or others**
2. **No theft**
3. **No alcohol, illegal drugs or drug paraphernalia on-site or within a one-block radius**
4. **No constant disruptive behavior**
5. **Everyone must contribute to the operation and maintenance of the Village. A minimum of 10 hours are required per week.**

I understand that Dignity Village is incorporated as a membership-based non-profit organization. By signing this agreement, I become eligible for membership, according to the terms of the bylaws, and recommendation of the Tents and Population Standing Committee. In addition, due to the participatory culture of Dignity Village, I understand that it is sometimes necessary to convene meetings of the members or Village Councilors with less advance notice than required by ORS Chapter 65. Therefore, in signing this agreement, I agree to forego and forfeit all rights to advance notice of emergency meetings of the membership or Village Council, as provided by section 4.10.1 of Dignity Village bylaws. I have read the Dignity Admittance Agreement and agree with its terms and I agree to live by these terms and the rules of the village.

Signature: _____

Date: _____