



## APG Curriculum

### TABLE OF CONTENTS

<b>FORWARD FROM THE FOUNDER .....</b>	<b>3</b>
<b>CORE FUNCTIONS OF AN APG.....</b>	<b>4</b>
PROVIDE AN ALTERNATIVE GROUP OF PEERS .....	4
ACCOUNTABILITY .....	4
CONTINUITY AND COORDINATION OF CARE .....	6
ENTHUSIASTIC RECOVERY MODEL .....	6
<b>TREATMENT MODALITY .....</b>	<b>8</b>
ASSESSMENT .....	8
DETOXIFICATION INPATIENT PROGRAM .....	9
RESIDENTIAL TREATMENT .....	9
PARTIAL HOSPITALIZATION .....	11
INTENSIVE OUTPATIENT .....	12
ALTERNATIVE PEER GROUP.....	14
REFERRING CLIENTS OUT .....	15
<b>STAFF RESPONSIBILITIES .....</b>	<b>16</b>
SENIOR FACILITATORS.....	16
<i>Community</i> .....	16
<i>Individuals</i> .....	17
<i>Families</i> .....	17
<i>Meetings</i> .....	17
<i>Facilitator</i> .....	17
JUNIOR FACILITATORS .....	17
<i>Community</i> .....	18
<i>Individuals</i> .....	18
<i>Families</i> .....	18
<i>Meetings</i> .....	18
<i>Hangouts</i> .....	19
<i>Satellites</i> .....	19
CLINICIANS .....	19
<b>CLIENT RESPONSIBILITIES.....</b>	<b>20</b>
CLIENT STEERING COMMITTEE.....	20
PARENT STEERING COMMITTEE.....	22
PARENT COORDINATOR .....	22
<b>EVENTS.....</b>	<b>23</b>
SPECIAL EVENTS.....	23
<i>Awakening</i> .....	23
HOLIDAYS.....	27
<i>Round Robin</i> .....	27
<i>Anti-Valentine's Day Bash</i> .....	30
<i>Easter Egg Hunt</i> .....	34
<i>Memorial Day</i> .....	38
<i>4<sup>th</sup> of July</i> .....	41
<i>Halloween Campout (or Haunted House/Trail)</i> .....	45
<i>Crab-a-rama</i> .....	48
<i>Gratitude Meeting</i> .....	52



*White Elephant Party* ..... 55  
*Hope Meeting* ..... 59  
ADDENDUMS ..... 62  
*House Rules* ..... 63  
*Next Steps* ..... 64  
*Awakening Checklist* ..... 65

## FORWARD FROM THE FOUNDER

Here at Lifeway International, one of the premises we operate from is the point of view that substance abuse and the attendant mental health issues are a major concern to, not only the families and individuals that suffer, but to the culture as a whole, and that culture should therefore be a part of the solution. Research, practical and folk history back this premise up. Who you choose to socialize with does in fact have a major influence on the directions you grow.

A second premise we operate from is that research can lead the way to creating a program that is effective in treating substance abuse and the attendant mental health issues. Main points of research that have helped us to design this program center on indications that the brain and its functions are debilitated by the use of neuro-affecting substances. Some of the most influential research is that which indicates stabilization of recovery from a substance abuse issue takes an average of 18 months to 3 or 4 years.

Given these two main thrusts, Lifeway International has spent the last 31 years designing and developing solutions for recovery. In 1997, Lifeway coined this technique with the term, “Alternative Peer Group Program” or APG in a paper presented to the national convention of the National Association of Alcoholism and Drug Abuse Counselors (NAADAC). Recent research by Baylor College of Medicine and subsequent studies, in fact, has upheld that the success rates of the techniques developed under this name are far and above the competing approaches.

In addition to the verification of the research, the techniques that comprise Lifeway International just make sense. If someone with a substance abuse problem, or any disease for that matter, is attempting to recover, they should: 1.) make it difficult to continue behaviors that make them sick, like obtaining or using neuro-damaging substances 2.) be supported, but not be enabled by significant others in their life, 3.) solve psychological, physical, and spiritual issues that contribute or are the outgrowth of their past use, 4.) have safe places in early recovery to work and or go to school, 5.) be led by others who have expertise in doing all of the above, 6.) have as much fun as possible while this is all happening, and 7.) all of the above should be conducted in a structure that offers the best continuity of care and accountability possible.

The procedures in this document attempt to create that full continuum of care for the period of stabilization and to embrace the full spectrum of a human life, for it is the full spectrum of human life in which this disease exists and thrives.

This curriculum is meant to give organization and form to these decades of development. This document should be a living document open to growth and change because a third premise of Lifeway International is that we are dealing with disease and with any disease, the goal is 10 out of 10 get well. Until this occurs, we are looking for new and better ways to move toward healing.

John Cates



## CORE FUNCTIONS OF AN APG

The four core functions of an alternative peer group are providing an alternative group of peers, accountability, continuity and coordination of care, and enthusiastic recovery. These can easily be remembered with the anagram PACE – Peers, Accountability, Care, Enthusiasm. These are the guiding concepts that form the heart of a successful program.

### PROVIDE AN ALTERNATIVE GROUP OF PEERS

The multitudinous studies of peer influence all fall into a similar camp around the idea that people strive to be similar to those with which they surround themselves. People seek out others that they admire to befriend and tend to adopt each other's values. This can have both positive and negative influence based upon the peers that have been identified for a friend group.

Alternative peer groups are built around these findings in that they provide a group of peers that value sobriety and have found ways to maintain it in their own lives. The culture of an APG needs to be carefully cultivated to promote social connections, reaching out to others, and acceptance. It is common for a staff member to task their Steering Committee with identifying newcomers or struggling members and assign one or more members with strengths to reach out and build a relationship with those identified. Through the diligence and strategic effort of staff, an alternative peer group promotes the sharing of principles, beliefs, and goals through peer influence in a positive direction that benefits all members.

### ACCOUNTABILITY

There are two forms of accountability that are a necessity for an alternative peer group: clients and significant others being accountable to each other and then being accountable to the program itself.

To lay the groundwork of the first form of accountability, Lifeway has a set of House Rules that are a simplified guide for clients and their significant others of boundaries of acceptable behavior. House Rules is a formal template provided for the family for acceptable behavioral expectations of the client. These are broad enough that they are easily understood and followed. Included with the rules are a set of basic consequences to be followed in the event that the client breaks the house rules. These are a basic template and should be altered to fit the unique personality of each client. See addendum 1 for an example of the House Rules template.

Accountability around those boundaries of acceptable behavior rises out of the alternative group of peers as one of the most valuable applications of that peer influence. Most clients and their families will not be familiar with a concept of accountability at all, much less how to carry it out with love and kindness. This is a core function that must be taught by both staff and reinforced by peers and practiced regularly. Most people think of accountability as “snitching,” “telling,” and “ratting out,” among other things and perceive it as a betrayal. However, accountable is defined as: subject to the obligation to report, explain, or justify something; responsible; answerable. Holding someone accountable is an act of care. Accountability in action is when one person approaches another from a place where they would rather their loved one be angry with them than stand by while that loved one does things that are harmful to themselves and others.

Being accountable to each other is not a comfortable or pleasant experience, but it provides opportunities for growth and healing that are essential for maintaining recovery. When clients hold each other accountable, they are protecting each other from the negative behaviors and thought processes that they formed during their use and the consequences that inevitably come from continuing that path. There are many ways to hold someone accountable, but the simplest process to train clients and families to carry it out are as follows:



1. When a client or family member discovers something, for which another, needs to take ownership, they first inform a staff member.
2. The staff member then coaches the client or family member through approaching the individual in question about their behavior. This includes:
  - a. Investigating ways that the client or family member can approach their loved one with empathy and encouragement when confronting them,
  - b. Suggesting ways that the client or family member can offer to support their loved one in bringing their negativity out into the open and addressing it (i.e. if the loved one has told a lie, offering to come with the loved one when they go to the person that they lied to in order to tell the truth and apologize), and
  - c. If the loved one is resistant to accepting accountability for their actions, the client or family member that is holding them accountable can give them a time period in which to address it themselves before the client or family member intervenes. (Typically, the person being held accountable does not know that the staff already knows what they did.)

This process creates multiple openings for the person being held accountable to join the process of their own volition. It provides room for the person being held accountable to have support and acceptance as they go through the difficult task of acknowledging a mistake and doing what is necessary to make amends. Oftentimes making amends comes with the suffering of natural consequences that are uncomfortable to bear and difficult to accept, and it is invaluable to have another person present and offering support throughout. This format does not leave the person being held accountable opportunity to continue their behavior unchecked. There are opportunities for the client or loved one holding another accountable to step out of their comfort zone and reinforce principles and beliefs of their own, as well. This is a process of communication that oftentimes needs to be experienced firsthand before it is understood and takes much time and repetition.

The second form of accountability, accountability to the Lifeway program itself, is more complicated and must be carried out by staff. It is not uncommon for clients and their significant others to be noncompliant or struggle with attendance. There are a few tools for staff to employ to hold the clients accountable to their commitment as members.

If a family is not consistent about attendance or participation, a highly effective technique to encourage them to make attendance a priority is phone calls. If a family misses a function, a call from staff should always go out the next day to communicate that the family was missed and to check if they are ok. It is also helpful to have more established members of the group call to check in as well (i.e. have a mother call another mother that was not able to attend to communicate that their absence was noticed and that their presence was missed). This practice benefits not only the family that was missing, but also the more established members making the call in their ability to reach out to each other and form relationships. If a family has missed one or more functions, the staff can then take to calling them beforehand to see if they will be attending and offering whatever support possible to remove obstacles that prevent the family from participating.

Another instance that is common is families not following suggestions, including attendance, on a regular basis or rather than seeking guidance in crisis situations, making their own decisions and informing staff of the incident after the fact. When these instances occur, the second major tool is documentation. After a phone call or session is had where a family has been given suggestions, an email should be sent out immediately afterwards outlining the suggestions given in the conversation. If compliance is an issue, in a matter of weeks, the staff should have a number of emails that can be printed out and presented to the client of suggestions not taken. This lays the groundwork of concrete instances that can be addressed as well as beginning a conversation about the family's willingness and commitment to the program itself.



## CONTINUITY AND COORDINATION OF CARE

Continuity and coordination of care is about taking an individual's story of recovery and viewing it as a continuous book with separate chapters rather than separate, stand-alone installments. It is not uncommon for a client to complete a 30-day residential program where they have built relationships with staff and begun to identify core issues of their recovery to address and move on to an intensive outpatient program with a completely different set of staff that have not communicated much (if at all) with the group that has already been working with this client for the first 30 days of their journey. Many times, the client will not go directly to the intensive outpatient program until there is a crisis or a relapse, and there is a gap in their treatment which further inhibits the communication of the staff from one recovery outlet with the other. Alternative peer groups address this issue head on to limit the gaps in treatment significantly and link a client's recovery experience together as a continuous journey. Rather than a person being "out" when using and "in" when receiving treatment, the process is continuous and incorporates those times spent using into the process itself as opportunities to learn and grow and identify patterns of behavior that lead to negativity and strife.

Lifeway provides many clinical services which allows for all of the staff that would be interacting with a client during their first 18 months to 4 years of sobriety to all be in the same place with ample opportunity for communication. While a client is in an inpatient facility, their significant others will still be attending their weekly support meetings with other significant others and staff for maintained support. The client's staff take responsibility for keeping up with what is going on in their client's and their client's family's treatment no matter what level of treatment they are receiving to catch things that might fall through the gaps otherwise.

Consistency and persistency are vital elements of treatment for staff and significant others alike and must remain throughout the recovery journey however long that takes. If a client is met with the same responses from the same people for their actions, they will come to understand their boundaries and how to function within them. However, without the consistence and persistency, the client will learn that if they continue to push boundaries they will be rewarded at times by the ability to bypass those boundaries.

## ENTHUSIASTIC RECOVERY MODEL

The enthusiastic recovery model is meant to teach clients how to have appropriate fun in sobriety. Many clients entering recovery are confronted with an inability to find the happiness and joy in life without their substance of choice. Oftentimes, they have forgotten how to have fun. No one is going to maintain sobriety if it means surrendering to a life of mundane mediocrity without any excitement.

Enthusiastic recovery is about guiding clients through stepping out of their comfort zone to experience life and all it has to offer from a genuine, sober perspective. It empowers clients to seek out fulfillment, relationships, and joy. Participating in these types of activities allows clients to rediscover the pleasure of theme parks, concerts, movies, sports, and time among friends as well as the spiritual fulfillment and self-appreciation that can arise from service work. Recovery has enormous potential to be a whirlwind of positive experiences that reinforce interest in participating in reality and developing hope for a future without substances.

An important aspect to note about enthusiastic recovery is that the enthusiasm does not naturally come from the clients and their significant others. These people are usually tired, beaten down, angry, skeptical, disillusioned, afraid, and more. The enthusiasm comes from the staff and is passed on by them to the clients. It is the staff's responsibility to seek out the things that bring light into their clients' lives and make those things accessible to them. A few tools that help the staff to pass on this enthusiasm are the awareness of current trends and community amenities, an understanding and mode of promotion, and the inclusion of clients in the planning and responsibilities for planning events. These things can sometimes



overlap such as tasking a group of clients with creating a skit/song/rap/chant/etc. to present to the group concerning an outing or asking an artistic member of the group to create a poster for an event. This would address both promotion and delegation of responsibilities. When the clients are included in the process, they take ownership of the event whether they were originally enthusiastic about contributing in the first place or not. By the time a client has devoted their time, thought, and effort into something, it becomes theirs and a source of pride.



# TREATMENT MODALITY

## ASSESSMENT

### *Criteria*

The only criteria necessary for an assessment is the client or family's desire to determine whether there is an issue with substance use.

<b>Evidence-Base Approach</b>	<b>Therapeutic Value</b>
Texas Department of State Health Services Screening and Assessment Tools	To obtain the history, and severity of use as well as psychosocial history and situation to help determine the appropriate treatment and level of care needed. Must be completed by a Licensed QCC
Nursing Triage	To ensure the client is not suffering from any acute medical or psychiatric condition that requires emergency response. Conducted by Nurse RN or LVN.
Chemical Dependency Assessment (Therapist)	To obtain detailed medical, substance use, and psychiatric history and develop diagnosis utilizing the DSMV. Further utilizing ASAM criteria to determine level of care based on assessment results.
History and Physical (Physician)	To assess for medical conditions and ongoing medical needs.
Nursing Assessment (Nurse)	To obtain medical history and information, measure pain, gather medication history, and assess for medical risks in order to refer for care as needed.
Biopsychosocial Assessment	To obtain a history of client's psychosocial history in order to better plan their care.

When a potential client makes contact an admissions staff member will conduct a basic screening of the client to verify appropriateness of scheduling an assessment. A brief orientation of the Lifeway program will be completed as well as collecting all relevant insurance information for Verification of Benefits prior to assessment. If after the initial screening of the client they are deemed appropriate to be assessed for possible admission, the Lifeway staff member taking the call will schedule the assessment and notify all relevant staff members of the upcoming appointment. At the time the client arrives, admissions staff will notify nurse and QCC of their arrival. Admissions staff will bring client to nurse to begin nursing triage and take any family members in attendance into the family room and begin extended orientation

### *Next Steps:*

Immediately following every assessment, the client and his/her family will sign all relevant consent forms (including any necessary releases of confidentiality). Client be given a paper copy of all consents





signed, a schedule of pertinent APG meetings, a list of program rules, and a "Next Steps" form with instructions for what they are to do next I.e. their first appointment at the program, their first APG meeting, House Rules appointment, or referral information to another program. The following is an example of a "Next Steps" form.

## DETOXIFICATION INPATIENT PROGRAM

### *Criteria*

Lifeway International Houston, LLC utilizes the ASAM and Texas Insurance Association guidelines to determine level of care for clients. Please refer to these criteria for more details. Detox level of care is reserved for clients that need medical monitoring to safely and often times medically manage their detoxification from substances including alcohol, opiates and benzodiazepines. A client will be able to step down to Residential or Partial Hospital Program from detox when he/she is medically stable and has been tapered off of all controlled substances.

### *Length of Stay*

Length of stay is usually 3-5 days but can go on as long as 10 days depending on the amount, frequency and extent of use.

#### Treatment Completion Criteria

A client is ready to enter treatment with Lifeway International when, and only when, they have been completely detoxed from ALL controlled substances including Suboxone and other detox medications, and have been cleared by a physician.

## RESIDENTIAL TREATMENT

### *Criteria*

Lifeway International Houston, LLC utilizes the ASAM and Texas Insurance Association guidelines to determine level of care for clients. Please refer to these criteria for more details. They can generally be surmised by stating that the client will meet criteria for the Residential level of care if they have failed at a lower level of care and/or is at risk of requiring a higher level of care if not admitted to RTC. The client must also be able to participate in the RTC level of care and must not require any medical treatment that would interfere with his/her participation in this level of care. An additional and necessary component of the medical necessity for the level of care includes the client's lack of sober living situation, support, or continued inability to remain sober outside of a controlled setting.

### *Length of Stay*

Length of stay is always based on medical necessity for treatment and risk of client needing a higher level of care if discharged or stepped down. Average LOS for 14-90 Days

### *Treatment*

<b>Evidence-Base Approach</b>	<b>Therapeutic Value</b>
-------------------------------	--------------------------



Dialectical Behavioral Therapy-Skills Training	Development of coping and mood regulation skills
Cognitive Behavioral Therapy	The reduction of anxiety and depressive symptoms associated with substance abuse through learning to combat inaccurate, negative thinking patterns that lead to substance abuse.
12 Step Recovery Model	
Guilt/Shame work and Resilience Training "Daring Way"	The ability to process and guilt and shame associated with substance abuse and negative life experiences while learning skills to better manage those feelings and become better able to manage stress in the future.
Relapse Prevention	To learn the skills to prevent relapse.
Chemical Dependency Education	To learn about the disease of addiction and all its components to better understand the illness to promote recovery.
Art Therapy	To process and appropriately express (through art) feelings associated with past behaviors, experiences, as well as current feelings. To learn more about internal emotional processes.
Bio Feedback	
Computer Assisted Therapy	To improve mood, reduce anxiety, and reduce impulsive behaviors through computer assisted exercises.
12 Step Yoga/Mixed Martial Arts	To connect mind and body to help heal the brain from substance abuse. To improve overall health and to help clients experience a way to feel good without the use of drugs and alcohol.
Individual Therapy	To provide 1:1 therapeutic support through the client's treatment experience. To assist with the creation of treatment plan goals, to monitor and revise the treatment plan, to explore resistance, and to plan discharge and aftercare.
Family Therapy	To educate the entire family on addiction as a family illness. To support the family and help them recognize the issues they will need to address. Help in communication between the family and the client. Teach family about codependence and enabling and help them recognize when those behaviors are present.
Multi Family Group	Group support for families and clients. In this setting the clients and their family learn about the disease of addiction but are also able to develop and practice skills to better help their family system in recovery. The group setting helps clients and families feel less alone in their process.



## *Treatment Completion Criteria*

A client has completed this level of care when they have successfully completed their treatment plan goals, has obtained a sober and supportive living arrangements, and can be safely stepped down to PHP without the step down increasing the risk of relapse.

## PARTIAL HOSPITALIZATION

### *Criteria*

Lifeway International Houston, LLC utilizes the ASAM and Texas Insurance Association guidelines to determine level of care for clients. Please refer to these criteria for more details. They can generally be surmised by stating that the client will meet criteria for the Partial Hospital level of care if they have failed at a lower level of care and/or is at risk of requiring a higher level of care if not admitted to PHP. The client must also be able to participate in the PHP level of care and must not require any medical treatment that would interfere with his/her participation in this level of care.

### *Length of Stay*

Length of stay is always based on medical necessity for treatment and risk of client needing a higher level of care if discharged or stepped down. Average LOS for PHP is 10-20 days.

### *Treatment*

<b>Evidence-Base Approach</b>	<b>Therapeutic Value</b>
Dialectical Behavioral Therapy-Skills Training	Development of coping and mood regulation skills
Cognitive Behavioral Therapy	The reduction of anxiety and depressive symptoms associated with substance abuse through learning to combat inaccurate, negative thinking patterns that lead to substance abuse.
12 Step Recovery Model	
Guilt/Shame work and Resilience Training "Daring Way"	The ability to process and guilt and shame associated with substance abuse and negative life experiences while learning skills to better manage those feelings and become better able to manage stress in the future.
Relapse Prevention	To learn the skills to prevent relapse.
Chemical Dependency Education	To learn about the disease of addiction and all its components to better understand the illness to promote recovery.
Art Therapy	To process and appropriately express (through art) feelings associated with past behaviors, experiences, as well as current feelings. To



	learn more about internal emotional processes.
Bio Feedback	
Computer Assisted Therapy	To improve mood, reduce anxiety, and reduce impulsive behaviors through computer assisted exercises.
12 Step Yoga/Mixed Martial Arts	To connect mind and body to help heal the brain from substance abuse. To improve overall health and to help clients experience a way to feel good without the use of drugs and alcohol.
Individual Therapy	To provide 1:1 therapeutic support through the client's treatment experience. To assist with the creation of treatment plan goals, to monitor and revise the treatment plan, to explore resistance, and to plan discharge and aftercare.
Family Therapy	To educate the entire family on addiction as a family illness. To support the family and help them recognize the issues they will need to address. Help in communication between the family and the client. Teach family about codependence and enabling and help them recognize when those behaviors are present.
Multi Family Group	Group support for families and clients. In this setting the clients and their family learn about the disease of addiction but are also able to develop and practice skills to better help their family system in recovery. The group setting helps clients and families feel less alone in their process.

### *Treatment Completion Criteria*

A client has completed this level of care when they have successfully completed their treatment plan goals and can be safely stepped down to IOP without the step down increasing the risk of relapse.

## INTENSIVE OUTPATIENT

### *Criteria*

Lifeway International Houston, LLC utilizes the ASAM and Texas Insurance Association guidelines to determine level of care for clients. Please refer to these criteria for more details. They can generally be surmised by stating that the client will meet criteria for the Intensive Outpatient level of care if they have failed at a lower level of care and/or is at risk of requiring a higher level of care if not admitted to IOP. The client must also be able to participate in the IOP level of care and must not require any medical treatment that would interfere with his/her participation in this level of care.



### *Length of Stay*

Length of stay is always based on medical necessity for treatment and risk of client needing a higher level of care if discharged or stepped down. Average LOS for IOP is 8 – 16 weeks

### *Treatment*

<b>Evidence-Base Approach</b>	<b>Therapeutic Value</b>
Dialectical Behavioral Therapy-Skills Training	Development of coping and mood regulation skills
Cognitive Behavioral Therapy	The reduction of anxiety and depressive symptoms associated with substance abuse through learning to combat inaccurate, negative thinking patterns that lead to substance abuse.
12 Step Recovery Model	
Guilt/Shame work and Resilience Training "Daring Way"	The ability to process and guilt and shame associated with substance abuse and negative life experiences while learning skills to better manage those feelings and become better able to manage stress in the future.
Relapse Prevention	To learn the skills to prevent relapse.
Chemical Dependency Education	To learn about the disease of addiction and all its components to better understand the illness to promote recovery.
Art Therapy	To process and appropriately express (through art) feelings associated with past behaviors, experiences, as well as current feelings. To learn more about internal emotional processes.
Bio Feedback	
Computer Assisted Therapy	To improve mood, reduce anxiety, and reduce impulsive behaviors through computer assisted exercises.
12 Step Yoga/Mixed Martial Arts	To connect mind and body to help heal the brain from substance abuse. To improve overall health and to help clients experience a way to feel good without the use of drugs and alcohol.
Individual Therapy	To provide 1:1 therapeutic support through the client's treatment experience. To assist with the creation of treatment plan goals, to monitor and revise the treatment plan, to explore resistance, and to plan discharge and aftercare.
Family Therapy	To educate the entire family on addiction as a family illness. To support the family and help them recognize the issues they will need to



	address. Help in communication between the family and the client. Teach family about codependence and enabling and help them recognize when those behaviors are present.
Multi Family Group	Group support for families and clients. In this setting the clients and their family learn about the disease of addiction but are also able to develop and practice skills to better help their family system in recovery. The group setting helps clients and families feel less alone in their process.

### *Treatment Completion Criteria*

A client has completed this level of care when they have successfully completed their treatment plan goals and can be safely stepped down to Outpatient Treatment without the step down increasing the risk of relapse.

## ALTERNATIVE PEER GROUP

### *Founder's Comment: The Family Component*

In an Alternative Peer Group Program the family component is critical. It is through the family that the staff can enact interventive strategies or discourage sabotage. It is through the family program that the staff can take advantage of extra information and structure healing activities. It is through the family program that the staff can organize social activities that develop a plethora of family and individual opportunities for growth and catchup on interpersonal skills.

### *Criteria*

The only criteria for admittance into the APG level of care is client and family display a need to eradicate substance use or substance use related issues from their lives. Oftentimes, family members will begin participating in this level of care while a client is still in a residential setting where they may not be able to participate themselves until they step down. This level of care operates concurrently with all other levels of care and continues on after other levels of care are completed.

### *Length of Stay*

The length of stay for the APG level of care is 18 months to 4 years on average. However, if a client does not meet the requirements of the "Awakening Checklist" which outlines our Completion Criteria within 3 years, they remain in the APG until they do.

### *Treatment*

<b>Evidence-Base Approach</b>	<b>Therapeutic Value</b>
-------------------------------	--------------------------



Client Group	Staffed 12-step support meetings for clients
Client Steering Committee	Provide group level guidance and accountability, lead meetings, plan hangouts.
Parent Group	Provides parent driven support to families.
Parent Coordinator	Supports facilitator in carrying out all duties involved in organizing APG, especially parent group.
Parent Steering Committee	Provide group level guidance to parents, lead meetings, help plan and carry out parent hangouts.
Post-Group Fellowship (“Coffee”)	Provides an opportunity for new members to develop relationships with other members in the group after the meeting is completed.
Hangouts	Pre-planned, staffed activities on weekend days/evenings to provide clients an opportunity to learn to have fun without abusing substances. This is the basis of “Enthusiastic Recovery”.

### *Treatment Completion Criteria [Awakening Checklist]*

## REFERRING CLIENTS OUT

Often times a client will come for an assessment and will need to be referred out of Lifeway to a higher level of care. When the plan is to return to Lifeway upon discharge from the treatment facility, communication and coordination with the client, family and facility treatment team throughout the course of treatment is imperative.

When a client is in an inpatient or residential setting it provides a perfect opportunity for the family members and significant others to begin their treatment. If the illness in the family system is not addressed, when the client returns from inpatient treatment any progress made will rapidly be undone. Getting the family connected with APG meetings, a facilitator, parent coordinator, and an alumni family is key.

An inpatient admission also provides the opportunity for rapport building between the client and the Lifeway staff. Open communication with the clinicians at the treating facility, visits with the client, and participation in discharge planning meetings are key to making that happen. Below is a sample flow that includes timeframes for contacts when a client is referred to another facility for treatment. (i.e. detox, residential, or inpatient, when the plan is for the client to return to Lifeway upon discharge.)

1. Staff member facilitating the referral out/transfer will immediately obtain a release of information for the facility the client is being referred to as well as releases for any other involved parties including: family, parents, significant others, outpatient therapist, psychiatrist, probation/parole officer, etc.
2. Staff member that is facilitating the referral out/transfer will determine which staff member will be assigned to follow up with the facility, client, and family during their treatment at that facility.
3. The assigned staff member will coordinate with Parent Program Coordinator to assign an Alumni family to the family/parents/significant others of the client within 48 hours of client admission to the referred facility.
4. The assigned staff member will reach out to the referred facility within 48 hours of client admission to that program.



5. The staff member will coordinate with the counselor, therapist, and/or doctor to arrange the following:
  - a. Visits with the client while they are at the facility by the assigned staff member
  - b. Discharge Planning session with the client, facility therapist and family at least one time during the client's stay in the program
6. Staff member will make contact with parents/family/significant others within 48 hours of client admission to facility and will arrange at least one family session (if appropriate) to help support and educate family about Lifeway APG within 7 days of client admission to program and no later than 1 week prior to client DC.

## STAFF RESPONSIBILITIES

### SENIOR FACILITATORS

#### *Requirements*

Talent such that clients and families are naturally attracted to and want to comply with suggestions made. An easy feel for the basic principles of recovery and their delivery. An ability to work with a team. A desire to learn more and better ways to help clients and their families recover. Involved in aggressive, ongoing education to either attain a minimum of Recovery Coach Certification, or maintain certification/licensure to meet the credentialing preferences for their position. An innate desire to do "the right thing."

#### *Preferences*

An LCDC – I, Level 3 or above.

#### *Community*

Create and maintain a growing relationship with individuals and groups that can assist and be assisted by the APG. This includes making appointments with appropriate entities, distributing information, attending meetings, providing leadership in appropriate community activities, and other relevant activities.

#### *Individuals*

Providing credential appropriate feedback and direction to individuals to coordinate their recovery experience. This would include direction which will facilitate good continuity of care, accountability, education, and access to appropriate tools.





## *Families*

Providing credential appropriate feedback and direction to families to coordinate their recovery experience. This would include direction which will facilitate good continuity of care, accountability, education, and access to appropriate tools.

## *Meetings*

The Senior Facilitator is ultimately responsible for developing and implementing an on-going curriculum for delivery by regular meetings. This curriculum should be such to accomplish delivery to the timely needs of the group, its individuals and its families. The Senior Facilitator will take part in the meetings in a way that is most appropriate.

## *Facilitator*

The Senior Facilitator will provide leadership and direction to the Facilitator/s in his realm of influence.

# FACILITATORS

## *Requirements*

Talent such that clients and families are naturally attracted to and want to comply with suggestions made. An easy feel for the basic principles of recovery and their delivery. An ability to work with a team. A desire to learn more and better ways to help clients and their families recover. Involved in aggressive, ongoing education to either attain a minimum of Recovery Coach Certification, or maintain certification/licensure to meet the credentialing preferences for their position. An innate desire to do "the right thing".

## *Preferences*

Recovery Coach Certification or above.

ALL OF THE ACTIVITIES BELOW ARE AT THE DIRECTION OF THE SENIOR FACILITATOR:

## *Community*

Assist the Senior Facilitator in creating and maintaining a growing relationship with individuals and groups that can assist and be assisted by the APG. At the Senior Facilitator's direction, this can include making appointments with appropriate entities, distributing information, attending meetings, providing leadership in appropriate community activities, and other relevant activities.

## *Individuals*

Providing credential appropriate feedback and direction to individuals to coordinate their recovery experience. This would include direction which will facilitate good continuity of care, accountability,



education, and access to appropriate tools. The Facilitator will focus primarily, but not exclusively, on the using clients and the day to day needs for enthusiasm in the recovery process.

### *Families*

Providing credential appropriate feedback and direction to families to coordinate their recovery experience. This would include direction which will facilitate good continuity of care, accountability, education, and access to appropriate tools.

### *Meetings*

The Facilitator is ultimately responsible for assisting the Senior Facilitator in developing and implementing an on-going curriculum for delivery by regular meetings. This curriculum should be such to accomplish delivery to the timely needs of the group, its individuals and its families. The Facilitator will take part in the meetings in a way that is most appropriate to its goals and functions.

The staff should arrive roughly 30 minutes before the group starts in case any clients arrive early or potential clients are visiting. A steering committee meeting should be held during this time in order to discuss the meeting topic for the evening, who will lead the meeting, who will do the newcomer's meeting (if applicable), who will do announcements at the end of the meeting, and who will close the meeting. The meeting should start at the same time in the evening on the same recurring day of the week.

At the beginning of the meeting, the group stands together to open the meeting with a reading of Lifeway's preamble and a moment of silence. A sign-in sheet is passed around in both the client and significant other meetings, and it is common for the twelve steps and a set of group rules to be read. At some point, the staff should give announcements at either the beginning or the end of each meeting (i.e. announcements at the beginning of the client meeting, and in the last five minutes of the significant other meeting). For the first meeting, the staff should have a topic prepared for discussion similar to those in AA meetings, and group members should be identified to bring topics for future meetings during subsequent steering committee meetings. At the end of the meeting the facilitator, or steering committee in the absence of the facilitator, should close the meeting with the serenity prayer or another relevant recovery related prayer.

In the event that there is a new member to the group in attendance a previously chosen steering committee member should take the newcomer out of the meeting and complete a "newcomers meeting" which consists of a sharing relevant parts of their personal story, explaining how the group functions and what the expectations are of the new member. In the absence of a steering committee member the facilitator can complete the newcomer meeting ahead of the first attended meeting.

At scheduled intervals milestones in sobriety (30 days and 1 year of continuous sobriety) are recognized after the meeting has concluded with a "medallion ceremony". In the event that there are a significant number of celebrants a dedicated meeting time may be scheduled in order to accommodate.

Medallion ceremonies are held for milestones in sobriety. In the event that a member of the group has celebrated 30 days of continuous sobriety they will ask 3 fellow group members to speak for them during the ceremony. If a member has achieved 1 year of continuous sobriety they will ask that 5 members of the group speak for them. Medallion ceremonies are meant to be celebratory in nature so those chosen to speak for the celebrants should share insightful or entertaining stories about the celebrant.

While membership is low, it is helpful to seed the group with alumni and willing local volunteers in recovery with six months or more of sobriety who have completed the twelve steps. These individuals provide needed peer support and experience to new clients, and they make opportunities for sponsorship more accessible to the clients.

*Hangouts* – The facilitator should be present 30 minutes before the hangout begins and stay until all attendees have safely left. The facilitator should make sure that all the treatment goals are accomplished



by the hangout for the group as a whole and the individuals attending. Should an emergency arise, the facilitator will manage as he has been instructed in his training. Of primary importance., the facilitator is responsible for the event to be fun, making sure all the attendees are included and being watchful for isolation or cliquing. Supervising a hangout is an active and not a passive supervision. The facilitator is responsible for reporting important information that emerges from the hangout to the appropriate entities.

*Satellites* – At the direction of the Senior facilitator, the facilitator is responsible for the encouragement and management of the satellite and its offerings in a way that is fun and fulfills the treatment goals for the attendees. This could include care and maintenance duties as well as use. The facilitator is responsible for reporting important information that emerges from the satellite activities to the appropriate entities.

## CLINICIANS

Every client in APG should be assigned a clinician. This person should be licensed in their state to provide substance abuse counseling or be a licensed masters prepared clinician. He/she clinician may work directly at the APG site facilitating counseling groups but should also be available to provide individual and family counseling while clients are in APG level of care.

If a client admits to Lifeway at the PHP or IOP level of care they may keep that clinician throughout their APG treatment or may be reassigned to the clinician that works with the facilitator at the APG location. These decisions should be made based on the structure of the program.

The clinician will be responsible for supporting the facilitator, providing individual, family and group counseling to APG clients and their families and to have general clinical oversight of the APG interventions as they pertain to his/her clients.

## CLIENT RESPONSIBILITIES

### CLIENT STEERING COMMITTEE

#### *Purpose*

The purpose of the steering committee is to provide leadership and support while reinforcing the organizational structure over the APGs. The Steering Committee members should meet 30 minutes prior to their weekly area support meeting. The meetings are led by the Facilitators and provide the leadership an opportunity to discuss concerns about the group overall and/or anything they do not feel comfortable



discussing with the group as a whole e.g. (Their current struggles and how they can use that to help the group or the approach the group should use to address someone's negative behavior.) Some of the other responsibilities of the steering committee are as follows:

- Creating topics for meetings with the facilitator
- Maintaining group contact information
- Disseminating information about the organization and events
- Planning and facilitating events
- Providing accountability back to the treatment team
- Generating enthusiasm
- Modeling appropriate behavior

### *Therapeutic values associated with the steering committees*

The steering committees are purposefully designed to support Lifeway International goals. During the planning, implementation, and follow up, it is important to keep in mind the therapeutic purpose of assigning these responsibilities to clients and their parents. The roles are planned to specifically correspond to the following therapeutic goals:

- To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity
- To build individual self-esteem
- To engage individuals in fun in sobriety
- To demonstrate fun in sobriety to participants
- To teach mindfulness and living in the moment
- To strengthen the family unit
- To build team working skills
- To teach individuals how to ask for and accept help
- To develop, encourage, and teach accountability
- To encourage hope, remove stigma, and address guilt associated with substance abuse
- To engage participants in ownership and leadership
- To support individuals in identifying positive role models
- To learn the importance of giving back

### *How do we know if we have been successful?*

Every six months, participants will be asked to take part in a written client satisfaction survey. The results of the survey will provide feedback on the success of the committee.

### *Individual Group Committees*

Each Lifeway group is made up of a Group Facilitator, and other parents and adolescents/young adults that provide support and assistance.

- Facilitator: A staffed Facilitator runs each home group at the local level. (Clear Lake, Sugar Land, Katy, West University, Cypress/The Woodlands, Memorial.



- **Parent Steering Committee:** The Parent Steering Committee are volunteer parents assigned by the Facilitator. The steering committee is composed of the Parent Coordinator, Activities Coordinator, Fundraising Coordinator, Community Relations Coordinator, Treasurer, and any other parents the Facilitator appoints. Committee guidelines are provided in the next section.
- **Group Steering Committee:** The facilitator selects the clients to support the Group Steering Committee. The **clients** also attend Steering Committee meetings and provide input to the monthly social calendar. The **clients** are responsible for providing newcomer meetings to the new clients. They are also responsible for reaching out to newcomer **clients** and providing support and advice. They provide updates to the clients' phone list and call to remind the group about hangouts, service work, mandatory meetings, etc.
- **Sponsors (clients):** Sponsors are volunteers from the client group that have met certain requirements and support other clients (sponsees) on their step work and provide advice and encouragement.
- **Sponsors (parents):** Sponsors are volunteers from the parent group that have met certain requirements and support other parents (sponsees) on their step work and provide advice and encouragement.

### *Steering Committee Selection*

Steering committee members are assigned a role for six months unless there are extenuating circumstances. Members of the committee are never elected by the group. The facilitator selects members for the committee based upon the condition and needs of the group at the time, and may solicit feedback from current members of the steering committee.

To cover the diverse needs of a steering committee group, a strong steering committee will contain:

- An outgoing person with a great sense of humor
- A very spiritually connected person
- A confrontational person

The Facilitator's role in the steering committee selection process is to create enthusiasm in steering committee selection by making a big deal about it. Facilitators should always be training new steering committee leaders.

## PARENT STEERING COMMITTEE

### PARENT COORDINATOR RESPONSIBILITIES



The PC acts as a single point for information distribution for their individual groups, facilitators, the APG Director, and the Parent Program Coordinator, and the PC reports to the Facilitator.

Some of the responsibilities and expectations of the parent coordinator are:

- Facilitates parent meetings (*See Steering Committee Handbook for Guidelines*)
- Give Facilitator the sign-in sheet after the meeting
- Assign topics and leaders for meetings
- Provide written materials to group (business cards, books, handouts)
- Arrange newcomer orientation meeting for the new parents (*See Steering Committee Handbook for Guidelines*)
- Make group announcements
- Manage group emails (Collect Phone List Data Forms from new parents)
- Attend all fundraisers, meetings, hangouts
- Create subcommittees with Facilitator
- Collaborate with Facilitator to delegate tasks to steering committee members
- Participate in Parent Steering Committee meetings every three weeks
- Participate in Purpose meetings as needed
- Attend All-City Parent Coordinators meetings as required
- Act as facility liaison as needed

Note: Look at the current issues on the sign-in sheet and support those in need. Refer them to Facilitator if someone is having difficulties. PCs do not act as a parent representative to staff.

### Meeting Responsibilities

The PC leads the meetings or requests volunteers from within the group to lead the weekly meetings. Meetings are designed to support and help parents sort out and discuss how they feel in their particular time of need and pain. Parents listen and/or share experiences to feel comfortable with those around us. These are the focus of the meetings.

Discussion groups should be no larger than eight people. Put an experienced and “coached” (see things to avoid) parent with each group. The PC ensures that each discussion group follows the APG meeting format.

### Things to avoid during the Meeting:

At times, areas of concern may arise regarding the clients’ behaviors, functions, scheduling, or other issues. These should be noted and passed on to the steering committee or facilitator(s). Generally, it is not a good idea to discuss potential conflicting issues during a support meeting as this creates the perception of dissent or disorganization. Advise connecting after the meeting at coffee to discuss and/or gather more data.

Cross-talking (i.e., offering advice, interrupting) is to be avoided at all cost. Keep the meeting very support-oriented. Ensure that everything said in the meeting is kept confidential



- See the Steering Committee Handbook for more a thorough description of the guidelines each committee member should follow.

## EVENTS

### SPECIAL EVENTS

#### *Awakening*

##### **What is it?**

The Awakening Ceremony is a celebration to recognize the accomplishments of the awakening/graduation goals. This event is hosted for clients and all client family members, including but not limited to siblings, partners, and parents. The event is typically held in a formal hall with a P/A system. Tables and chairs are necessary for this event because traditionally a pot luck style meal is served.

##### **Therapeutic Goals of the Awakening Ceremony**

This event is purposefully designed to support Lifeway International goals. During the planning, implementation, and follow up, it is important to keep in mind the therapeutic purpose of this event. The activities involved in this event are planned to specifically correspond to the following therapeutic goals:

- To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity
- To build individual self-esteem
- To engage individuals in fun in sobriety
- To strengthen the family unit
- To develop, encourage, and teach accountability
- To encourage hope, remove stigma, and address guilt associated with substance abuse
- To engage participants in ownership and leadership
- To support individuals in identifying positive role models
- To learn the importance of giving back

##### **How do we know if we have been successful?**

Following the ceremony participants will be asked to take part in a written client satisfaction survey. The results of the survey will provide feedback about the event.

##### **Activities and Purpose**

Each of the activities involved in the Awakening Ceremony event directly relate to the therapeutic goals of the event.

Activity	Associated Therapeutic Goal(s)
City Director provides opening speech, preamble, and prayer	<ul style="list-style-type: none"> <li>• To strengthen the family unit</li> <li>• To encourage hope, remove stigma, and address guilt associated</li> </ul>



	<ul style="list-style-type: none"> <li>with substance abuse</li> <li>To teach mindfulness and living in the moment</li> </ul>
Introduction of each Awakening client	<ul style="list-style-type: none"> <li>To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>To support individuals in identifying positive role models</li> </ul>
Group facilitators speak about each client	<ul style="list-style-type: none"> <li>To support individuals in identifying positive role models</li> <li>To build individual self-esteem</li> <li>To engage participants in ownership and leadership</li> <li>To encourage hope, remove stigma, and address guilt associated with substance abuse</li> </ul>
<p>Parent comes up while client sits in chair facing parent.</p> <p>Parent speaks about client (written speech ~2 minutes long)</p>	<ul style="list-style-type: none"> <li>To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>To engage participants in ownership and leadership</li> <li>To support individuals in identifying positive role models</li> <li>To strengthen the family unit</li> <li>To build individual self-esteem</li> </ul>
<p>Giving of Gifts</p> <p>Parent and client each give something of importance to a new/struggling group member of their choice</p>	<ul style="list-style-type: none"> <li>To build individual self-esteem</li> <li>To teach mindfulness and living in the moment</li> <li>To develop, encourage, and teach accountability</li> <li>To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>To engage participants in ownership and leadership</li> <li>To support individuals in identifying positive role models</li> <li>To learn the importance of giving back</li> </ul>
Staff hands out key chains, pins, and certificates as they leave the stage	<ul style="list-style-type: none"> <li>To build individual self-esteem</li> <li>To strengthen the family unit</li> <li>To build team working skills</li> <li>To develop, encourage, and teach accountability</li> <li>To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>To engage participants in ownership and leadership</li> <li>To support individuals in identifying positive role models</li> </ul>
Dinner	<ul style="list-style-type: none"> <li>To engage individuals in fun in sobriety</li> <li>To demonstrate fun in sobriety to participants</li> <li>To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>To support individuals in identifying positive role models</li> <li>To build individual self-esteem</li> <li>To strengthen the family unit</li> <li>To build team working skills</li> </ul>
Group clean up	<ul style="list-style-type: none"> <li>To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>To strengthen the family unit</li> <li>To build team working skills</li> <li>To teach individuals how to ask for and accept help</li> <li>To develop, encourage, and teach accountability</li> <li>To engage participants in ownership and leadership</li> <li>To support individuals in identifying positive role models</li> </ul>

### Necessary Supplies





The following supplies are needed for the event:

- Sound equipment
- Decorations
- Seating
- Utensils
- Plates
- Cups
- Paperware (napkins, paper towels, etc.)
- Dinner and desserts (catered, potluck, or combination)
- Trash bags
- Trashcans
- Drinks
- Key chains for clients and pins for their parents

### **Division of Labor and Task Assignment**

Planning of this event should begin approximately 4-6 weeks prior to the date that the event will be held.

First, the Lifeway International Steering Committee identifies necessary subcommittees and assigns the following tasks. Subcommittees involved in the planning of this event should include but is not limited to an APG Supervisor, Parent Program Coordinator, and Clinical Subcommittee, Administrative Subcommittee, and Other Subcommittees.

The APG Supervisor and Clinical Subcommittee is assigned the following tasks:

- Collect at least four awakening checklists prior to planning an Awakening Ceremony
- Find a location to hold the event with
  - adequate space
  - centralized location
  - seating (or alternatively make plans to set up seating)
- Tour the location
- Book the location
- Assign group potluck responsibilities
- Plan and purchase main dish
- Purchase decorations (Work with steering committee to plan decorations)
- Purchase items for clean up
- Confirm meal order and delivery or pick up time
- Arrange seating
- Set up music and sound equipment
- Identify an emcee to host the event
- Develop emcee presentation
- Rehearse emcee presentation
- Identify and procure equipment/resources for sound
- Purchase keychains and pins for clients and their parents
- Determine overall subcommittee goals related to planning and attending the event
- Assign teams to work on and accomplish group goals
- Assign staff to conduct the individual therapy goal setting session
- Conduct a therapy group session to set client's individual therapy goals related to attending the event
- Conduct an SOP (Bottom Line Group) group meeting to set client's individual goals related to attending the event



- Participate in hype teams in collaboration with other subcommittees
- Post event- SOP group meeting to follow up on client progress toward goals related to attending the event
- Post event- therapy group meeting to follow up on client progress toward goals related to attending the event
- Post event- identify people of recognition and share with Administrative Committee to ensure information put in newsletter

Administrative Committee is assigned the following tasks:

- Identify date of the event and disseminate this information to all other subcommittees
- Launch online build-up
- Create certificates for awakening clients
- Announce event
- Create and Email event flyer
- Email reminder
- Send a final reminder
- Post event- create newsletter with recognitions

Other Subcommittees are assigned the tasks listed below. The Steering Committee will determine and approve the creation of all additional subcommittees and assign tasks as needed.

- Identify people to arrive to the location early for set-up and coordination
- Identify event hosts to support guests with instructions, information about the event timeline
- Client steering committee creates enthusiasm by announcing/presenting the event through skits, raps, and chants to other clients
- Coordinate hype teams with APG and Clinical Subcommittee
- Review event with identified hosts
- The identified individuals arrive early to the location
- Decorate venue with items purchased by staff
- Emcee welcomes people to event
- Hosts support emcee in guiding guests through event activities
- Emcee announces group clean up
- Hosts support guests in completing group clean up

## HOLIDAYS

### *Round Robin*

#### **What is it?**

The Round Robin is a typically a 12 hour “overnight” lock in style event held on New Year’s Eve of each year and ending early in the morning on New Year’s Day. This event is hosted for clients and all client family members, including but not limited to siblings, partners, and parents. Philanthropists may also be invited. The event is typically held in a space which allows for a large central gathering room with several breakout rooms nearby. The space also must support a kitchen or kitchen appliances as there are pot luck



dinner dishes and snacks needed for the duration of the event. Activities conducted during this event include clients, parents, and siblings participating in separated support meetings (i.e. client meeting, parent meeting, siblings meeting), 12 step meetings based on the current step each client and or family member is working, teen and parent alumni personal stories, pot luck dinner, and other family and client friendly games and activities.

### **Therapeutic Goals of the Annual Round Robin**

This event is purposefully designed to support Lifeway International goals. During the planning, implementation, and follow up, it is important to keep in mind the therapeutic purpose of this event. The activities involved in this event are planned to specifically correspond to the following therapeutic goals:

- To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity
- To build individual self-esteem
- To engage individuals in fun in sobriety
- To demonstrate fun in sobriety to participants
- To teach mindfulness and living in the moment
- To strengthen the family unit
- To build team working skills
- To teach individuals how to ask for and accept help
- To develop, encourage, and teach accountability
- To encourage hope, remove stigma, and address guilt associated with substance abuse
- To engage participants in ownership and leadership
- To support individuals in identifying positive role models
- To learn the importance of giving back

### **How do we know if we have been successful?**

Following the event, participants will be asked to take part in a client satisfaction survey. The results of the survey will provide feedback about the event.

### **Activities and Purpose**

Each of the activities involved in the annual Round Robin directly relate to the therapeutic goals of the event.

Activity	Associated Therapeutic Goal(s)
Support Meeting- Clients	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To build individual self-esteem</li> <li>• To support individuals in identifying positive role models</li> </ul>
Support Meeting- Siblings	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To support individuals in identifying positive role models</li> </ul>
Support Meeting- Parents	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To support individuals in identifying positive role models</li> </ul>
Dinner and Snacks	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To build individual self-esteem</li> </ul>



	<ul style="list-style-type: none"> <li>• To engage individuals in fun in sobriety</li> <li>• To demonstrate fun in sobriety to participants</li> <li>• To teach mindfulness and living in the moment</li> <li>• To strengthen the family unit</li> <li>• To build team working skills</li> <li>• To teach individuals how to ask for and accept help</li> <li>• To develop, encourage, and teach accountability</li> <li>• To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>• To engage participants in ownership and leadership</li> <li>• To support individuals in identifying positive role models</li> </ul>
Play games	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To build individual self-esteem</li> <li>• To engage individuals in fun in sobriety</li> <li>• To demonstrate fun in sobriety to participants</li> <li>• To teach mindfulness and living in the moment</li> <li>• To strengthen the family unit</li> <li>• To build team working skills</li> <li>• To teach individuals how to ask for and accept help</li> <li>• To develop, encourage, and teach accountability</li> <li>• To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>• To engage participants in ownership and leadership</li> <li>• To support individuals in identifying positive role models</li> </ul>
Group clean up	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To strengthen the family unit</li> <li>• To build team working skills</li> <li>• To teach individuals how to ask for and accept help</li> <li>• To develop, encourage, and teach accountability</li> <li>• To engage participants in ownership and leadership</li> <li>• To support individuals in identifying positive role models</li> </ul>

### Necessary Supplies

The following supplies are needed for the event:

- Decorations
- Seating
- Utensils
- Plates
- Cups
- Paperware (napkins, paper towels, etc.)
- Dinner and Snacks (catered, potluck, or combination)
- Trash bags
- Trashcans
- Drinks
- Equipment for group games and activities (Usually water-related. Water balloons, water guns, etc.)
- P/A System

### Division of Labor and Task Assignment



Planning of this event should begin approximately 4-6 weeks prior to the date that the event will be held. However, it is imperative that the space where the event be held is booked with sufficient enough notice in order to ensure availability.

First, the Lifeway International Steering Committee identifies necessary subcommittees and assigns the following tasks. Subcommittees involved in the planning of this event should include but are not limited to an APG Facilitator and Clinical Subcommittee, Administrative Subcommittee, and Other Subcommittees.

The APG Facilitator and Clinical Subcommittee is assigned the following tasks:

- Determine overall subcommittee goals related to planning and attending the event
- Assign teams to work on and accomplish group goals
- Assign staff to conduct the individual therapy goal setting session
- Conduct a therapy group session to set client's individual therapy goals related to attending the event
- Conduct an SOP group meeting to set client's individual goals related to attending the event
- Participate in hype teams in collaboration with other subcommittees
- Post event- SOP group meeting to follow up on client progress toward goals related to attending the event
- Post event- therapy group meeting to follow up on client progress toward goals related to attending the event
- Post event- identify people of recognition and share with Administrative Committee to ensure information put in newsletter

Administrative Committee is assigned the following tasks:

- Identify date of the event and disseminate this information to all other subcommittees
- Launch online build-up
- Announce event
- Send invitations
- Email reminder
- Monitor and update RSVP list as needed
- Send a final reminder
- Post event- email thankyou letters
- Post event- create newsletter with recognitions

Other Subcommittees are assigned the tasks listed below. The Steering Committee will determine and approve the creation of all additional subcommittees and assign tasks as needed.

- Find a location to hold the event with
  - adequate space
  - centralized location
  - seating (or alternatively make plans to set up seating)
- Tour the location
- Book the location
- Identify people to arrive to the location early for set-up and coordination
- Identify an emcee to host the event
- Identify event hosts to support guests with instructions, information about the event timeline
- Coordinate hype teams with APG and Clinical Subcommittee
- Identify lunch provider (potluck or catered or combination of both)
- Develop emcee presentation
- Determine food supplier/s
- Plan games and activities
- Purchase decorations
- Purchase items for clean up



- Purchase items for games and activities
- Confirm lunch order and delivery or pick up time
- Confirm music and sound provider
- Rehearse emcee presentation
- Review event with identified hosts
- The identified individuals arrive early to the location
- Decorate
- Arrange seating
- Set up music and sound equipment
- Emcee welcomes people to event
- Hosts support emcee in guiding guests through event activities
- Emcee announces group clean up
- Hosts support guests in completing group clean up

*Post event- identify people of recognition and share with Administrative Committee to ensure information put in newsletter*

## *Anti-Valentine's Day Bash*

### **What is it?**

The Annual Anti-Valentine's Day Bash is held on Valentine's Day or the nearest weekend evening to the holiday. This event is hosted for clients and all client family members, including but not limited to siblings, partners, and parents. The event is typically held at any facility of appropriate size which can host a dance floor, loud music, a kitchen or other food prep area, and 1 or 2 breakout rooms. Activities conducted during this event include clients, parents, and siblings participating in separated support meetings (i.e. client meeting, parent meeting, siblings meeting), a dance with DJ and Emcee, dinner or snacks, and games and activities.

### **Therapeutic Goals of the Annual Anti-Valentine's Day Bash**

This event is purposefully designed to support Lifeway International goals. During the planning, implementation, and follow up, it is important to keep in mind the therapeutic purpose of this event. The activities involved in this event are planned to specifically correspond to the following therapeutic goals:

- To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity
- To build individual self-esteem
- To engage individuals in fun in sobriety
- To demonstrate fun in sobriety to participants
- To teach mindfulness and living in the moment
- To strengthen the family unit
- To build team working skills
- To teach individuals how to ask for and accept help
- To develop, encourage, and teach accountability
- To encourage hope, remove stigma, and address guilt associated with substance abuse
- To engage participants in ownership and leadership
- To support individuals in identifying positive role models



- To learn the importance of giving back

### How do we know if we have been successful?

Following the event, participants will be asked to take part in a client satisfaction survey. The results of the survey will provide feedback about the event.

### Activities and Purpose

Each of the activities involved in the annual Anti-Valentine's Dance directly relate to the therapeutic goals of the event.

Activity	Associated Therapeutic Goal(s)
Support Meeting- Clients	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To build individual self-esteem</li> <li>• To support individuals in identifying positive role models</li> </ul>
Support Meeting- Siblings	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To support individuals in identifying positive role models</li> </ul>
Support Meeting- Parents	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To support individuals in identifying positive role models</li> </ul>
Dinner or Snacks	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To build individual self-esteem</li> <li>• To engage individuals in fun in sobriety</li> <li>• To demonstrate fun in sobriety to participants</li> <li>• To teach mindfulness and living in the moment</li> <li>• To strengthen the family unit</li> <li>• To build team working skills</li> <li>• To teach individuals how to ask for and accept help</li> <li>• To develop, encourage, and teach accountability</li> <li>• To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>• To engage participants in ownership and leadership</li> <li>• To support individuals in identifying positive role models</li> </ul>
Dance, Games, and Activities	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To build individual self-esteem</li> <li>• To engage individuals in fun in sobriety</li> <li>• To demonstrate fun in sobriety to participants</li> <li>• To teach mindfulness and living in the moment</li> <li>• To strengthen the family unit</li> <li>• To build team working skills</li> <li>• To teach individuals how to ask for and accept help</li> <li>• To develop, encourage, and teach accountability</li> <li>• To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>• To engage participants in ownership and leadership</li> <li>• To support individuals in identifying positive role models</li> </ul>



Group clean up	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To strengthen the family unit</li> <li>• To build team working skills</li> <li>• To teach individuals how to ask for and accept help</li> <li>• To develop, encourage, and teach accountability</li> <li>• To engage participants in ownership and leadership</li> <li>• To support individuals in identifying positive role models</li> </ul>
----------------	--

### Necessary Supplies

The following supplies are needed for the event:

- Decorations
- Seating
- Utensils
- Plates
- Cups
- Paperware (napkins, paper towels, etc.)
- Dinner or Snacks (catered, potluck, or combination)
- Trash bags
- Trashcans
- Drinks
- Equipment for group games and activities (Usually water-related. Water balloons, water guns, etc.)
- P/A System

### Division of Labor and Task Assignment

Planning of this event should begin approximately 4-6 weeks prior to the date that the event will be held. However, it is imperative that the space where the event be held is booked with sufficient enough notice in order to ensure availability.

First, the Lifeway International Steering Committee identifies necessary subcommittees and assigns the following tasks. Subcommittees involved in the planning of this event should include but is not limited to an APG Facilitator and Clinical Subcommittee, Administrative Subcommittee, and Other Subcommittees.

The APG Facilitator and Clinical Subcommittee is assigned the following tasks:

- Determine overall subcommittee goals related to planning and attending the event
- Assign teams to work on and accomplish group goals
- Assign staff to conduct the individual therapy goal setting session
- Conduct a therapy group session to set client's individual therapy goals related to attending the event
- Conduct an SOP group meeting to set client's individual goals related to attending the event
- Participate in hype teams in collaboration with other subcommittees
- Post event- SOP group meeting to follow up on client progress toward goals related to attending the event
- Post event- therapy group meeting to follow up on client progress toward goals related to attending the event
- Post event- identify people of recognition and share with Administrative Committee to ensure information put in newsletter

Administrative Committee is assigned the following tasks:

- Identify date of the event and disseminate this information to all other subcommittees





- Launch online build-up
- Announce event
- Send invitations
- Email reminder
- Monitor and update RSVP list as needed
- Send a final reminder
- Post event- email thankyou letters
- Post event- create newsletter with recognitions

Other Subcommittees are assigned the tasks listed below. The Steering Committee will determine and approve the creation of all additional subcommittees and assign tasks as needed.

- Find a location to hold the event with
  - adequate space
  - centralized location
  - seating (or alternatively make plans to set up seating)
- Tour the location
- Book the location
- Identify people to arrive to the location early for set-up and coordination
- Identify an emcee to host the event
- Identify event hosts to support guests with instructions, information about the event timeline
- Coordinate hype teams with APG and Clinical Subcommittee
- Identify lunch provider (potluck or catered or combination of both)
- Develop emcee presentation
- Plan games and activities
- Purchase decorations
- Determine food supplier/s
- Purchase items for clean up
- Purchase items for games and activities
- Confirm lunch order and delivery or pick up time
- Confirm music and sound provider
- Rehearse emcee presentation
- Review event with identified hosts
- The identified individuals arrive early to the location
- Decorate
- Arrange seating
- Set up music and sound equipment
- Emcee welcomes people to event
- Hosts support emcee in guiding guests through event activities
- Emcee announces group clean up
- Hosts support guests in completing group clean up

*Post event- identify people of recognition and share with Administrative Committee to ensure information put in newsletter*

## *Easter Egg Hunt*

### **What is it?**

The Easter Egg Hunt is an annual event near the Easter holiday. This event is hosted for clients and all client family members, including but not limited to siblings, partners, and parents. Philanthropists may also be invited. The event is typically held outdoors in a local park setting. Activities conducted during this



event include clients, parents, and siblings participating in separated support meetings (i.e. client meeting, parent meeting, siblings meeting), an Easter egg hunt, distribution of Easter baskets, lunch, and games and activities.

### **Therapeutic Goals of the Annual Easter Egg Hunt**

This event is purposefully designed to support Lifeway International goals. During the planning, implementation, and follow up, it is important to keep in mind the therapeutic purpose of this event. The activities involved in this event are planned to specifically correspond to the following therapeutic goals:

- To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity
- To build individual self-esteem
- To engage individuals in fun in sobriety
- To demonstrate fun in sobriety to participants
- To teach mindfulness and living in the moment
- To strengthen the family unit
- To build team working skills
- To teach individuals how to ask for and accept help
- To develop, encourage, and teach accountability
- To encourage hope, remove stigma, and address guilt associated with substance abuse
- To engage participants in ownership and leadership
- To support individuals in identifying positive role models
- To learn the importance of giving back

### **How do we know if we have been successful?**

Following the event, participants will be asked to take part in a client satisfaction survey. The results of the survey will provide feedback about the event.

### **Activities and Purpose**

Each of the activities involved in the annual Easter egg event directly relate to the therapeutic goals of the event.

Activity	Associated Therapeutic Goal(s)
Support Meeting- Clients	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To build individual self-esteem</li> <li>• To support individuals in identifying positive role models</li> </ul>
Support Meeting- Siblings	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To support individuals in identifying positive role models</li> </ul>
Support Meeting- Parents	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To support individuals in identifying positive role models</li> </ul>
Parents hide Easter eggs	<ul style="list-style-type: none"> <li>• To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>• To engage participants in ownership and leadership</li> <li>• To support individuals in identifying positive role models</li> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> </ul>
Easter egg hunt for clients and	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through</li> </ul>



siblings	<p>activities that create common experiences and unity</p> <ul style="list-style-type: none"> <li>• To build individual self-esteem</li> <li>• To engage individuals in fun in sobriety</li> <li>• To demonstrate fun in sobriety to participants</li> <li>• To teach mindfulness and living in the moment</li> <li>• To strengthen the family unit</li> <li>• To build team working skills</li> <li>• To teach individuals how to ask for and accept help</li> <li>• To develop, encourage, and teach accountability</li> <li>• To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>• To engage participants in ownership and leadership</li> <li>• To support individuals in identifying positive role models</li> </ul>
Lunch	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To build individual self-esteem</li> <li>• To engage individuals in fun in sobriety</li> <li>• To demonstrate fun in sobriety to participants</li> <li>• To teach mindfulness and living in the moment</li> <li>• To strengthen the family unit</li> <li>• To build team working skills</li> <li>• To teach individuals how to ask for and accept help</li> <li>• To develop, encourage, and teach accountability</li> <li>• To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>• To engage participants in ownership and leadership</li> <li>• To support individuals in identifying positive role models</li> </ul>
Pass out Easter baskets	<ul style="list-style-type: none"> <li>• To engage individuals in fun in sobriety</li> <li>• To demonstrate fun in sobriety to participants</li> <li>• To encourage hope, remove stigma, and address guilt associated with substance abuse</li> </ul>
Provide proceeds to philanthropist	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To strengthen the family unit</li> <li>• To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>• To engage participants in ownership and leadership</li> <li>• To learn the importance of giving back</li> </ul>
Play games	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To build individual self-esteem</li> <li>• To engage individuals in fun in sobriety</li> <li>• To demonstrate fun in sobriety to participants</li> <li>• To teach mindfulness and living in the moment</li> <li>• To strengthen the family unit</li> <li>• To build team working skills</li> <li>• To teach individuals how to ask for and accept help</li> <li>• To develop, encourage, and teach accountability</li> <li>• To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>• To engage participants in ownership and leadership</li> <li>• To support individuals in identifying positive role models</li> </ul>



Group clean up	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To strengthen the family unit</li> <li>• To build team working skills</li> <li>• To teach individuals how to ask for and accept help</li> <li>• To develop, encourage, and teach accountability</li> <li>• To engage participants in ownership and leadership</li> <li>• To support individuals in identifying positive role models</li> </ul>
----------------	--

### **Necessary Supplies**

The following supplies are needed for the event:

- Items to stuff eggs with
- Easter egg baskets
- Easter egg basket supplies
- Philanthropic gift supplies
- Sound equipment
- Music equipment
- Decorations
- Seating
- Utensils
- Plates
- Cups
- Paperware (napkins, paper towels, etc.)
- Lunch (catered, potluck, or combination)
- Trash bags
- Trashcans
- Bull Horn or Outdoor P/A System
- Drinks
- Equipment for group games and activities

### **Division of Labor and Task Assignment**

Planning of this event should begin approximately 4-6 weeks prior to the date that the event will be held. However, it is imperative that the space where the event be held is booked with sufficient enough notice in order to ensure availability

First, the Lifeway International Steering Committee identifies necessary subcommittees and assigns the following tasks. Subcommittees involved in the planning of this event should include but is not limited to an APG Facilitator and Clinical Subcommittee, Administrative Subcommittee, and Other Subcommittees.

The APG Facilitator and Clinical Subcommittee is assigned the following tasks:

- Determine overall subcommittee goals related to planning and attending the event
- Assign teams to work on and accomplish group goals
- Assign staff to conduct the individual therapy goal setting session
- Conduct a therapy group session to set client's individual therapy goals related to attending the event
- Conduct an SOP group meeting to set client's individual goals related to attending the event
- Participate in hype teams in collaboration with other subcommittees
- Purchase supplies to generate philanthropic goods
- Prepare philanthropic goods



- Present philanthropic goods to philanthropist
- Post event- SOP group meeting to follow up on client progress toward goals related to attending the event
- Post event- therapy group meeting to follow up on client progress toward goals related to attending the event
- Post event- identify people of recognition and share with Administrative Committee to ensure information put in newsletter

Administrative Committee is assigned the following tasks:

- Identify date of the event and disseminate this information to all other subcommittees
- Launch online build-up
- Identify and set philanthropic purpose
- Oversee coordination and development of philanthropic donation
- Announce event
- Send invitations
- Email reminder
- Monitor and update RSVP list as needed
- Send a final reminder
- Post event- email thankyou letters
- Post event- create newsletter with recognitions

Other Subcommittees are assigned the tasks listed below. The Steering Committee will determine and approve the creation of all additional subcommittees and assign tasks as needed.

- Find a location to hold the event with
  - adequate space
  - centralized location
  - seating (or alternatively make plans to set up seating)
- Tour the location
- Book the location
- Identify people to arrive to the location early for set-up and coordination
- Identify an emcee to host the event
- Identify event hosts to support guests with instructions, information about the event timeline
- Identify and procure equipment/resources for music and sound or book music/sound provider
- Coordinate hype teams with APG and Clinical Subcommittee
- Identify lunch provider (potluck or catered or combination of both)
- Develop emcee presentation
- Place lunch order
- Plan games and activities
- Purchase decorations
- Purchase or collect items for philanthropic gift
- Purchase or collect items to stuff Easter eggs with
- Purchase or collect items for Easter egg baskets
- Purchase items for clean up
- Purchase items for games and activities
- Stuff eggs for Easter egg hunt
- Make egg baskets
- Confirm lunch order and delivery or pick up time
- Confirm music and sound provider
- Rehearse emcee presentation
- Review event with identified hosts
- The identified individuals arrive early to the location
- Decorate



- Arrange seating
- Set up music and sound equipment
- Emcee welcomes people to event
- Hosts support emcee in guiding guests through event activities
- Emcee (and other announcers as appropriate) present philanthropic gift to philanthropist
- Emcee announces group clean up
- Hosts support guests in completing group clean up
- Post event- identify people of recognition and share with Administrative Committee to ensure information put in newsletter

## *Memorial Day*

### **What is it?**

The Memorial Day Picnic is an annual event held on the Memorial Day holiday. This event is hosted for clients and all client family members, including but not limited to siblings, partners, and parents. The event is typically held outdoors in a local park setting. Activities conducted during this event include clients, parents, and siblings participating in separated support meetings (i.e. client meeting, parent meeting, siblings meeting), outdoor activities, lunch, and games.

### **Therapeutic Goals of the Annual Memorial Day Picnic**

This event is purposefully designed to support Lifeway International goals. During the planning, implementation, and follow up, it is important to keep in mind the therapeutic purpose of this event. The activities involved in this event are planned to specifically correspond to the following therapeutic goals:

- To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity
- To build individual self-esteem
- To engage individuals in fun in sobriety
- To demonstrate fun in sobriety to participants
- To teach mindfulness and living in the moment
- To strengthen the family unit
- To build team working skills
- To teach individuals how to ask for and accept help
- To develop, encourage, and teach accountability
- To encourage hope, remove stigma, and address guilt associated with substance abuse
- To engage participants in ownership and leadership
- To support individuals in identifying positive role models
- To learn the importance of giving back

### **How do we know if we have been successful?**

Following the event, participants will be asked to take part in a client satisfaction survey. The results of the survey will provide feedback about the event.

### **Activities and Purpose**

Each of the activities involved in the annual Memorial Day Picnic directly relate to the therapeutic goals of the event.

Activity	Associated Therapeutic Goal(s)
Support Meeting- Clients	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through</li> </ul>



	<p>activities that create common experiences and unity</p> <ul style="list-style-type: none"> <li>To build individual self-esteem</li> <li>To support individuals in identifying positive role models</li> </ul>
Support Meeting- Siblings	<ul style="list-style-type: none"> <li>To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>To support individuals in identifying positive role models</li> </ul>
Support Meeting- Parents	<ul style="list-style-type: none"> <li>To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>To support individuals in identifying positive role models</li> </ul>
Lunch	<ul style="list-style-type: none"> <li>To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>To build individual self-esteem</li> <li>To engage individuals in fun in sobriety</li> <li>To demonstrate fun in sobriety to participants</li> <li>To teach mindfulness and living in the moment</li> <li>To strengthen the family unit</li> <li>To build team working skills</li> <li>To teach individuals how to ask for and accept help</li> <li>To develop, encourage, and teach accountability</li> <li>To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>To engage participants in ownership and leadership</li> <li>To support individuals in identifying positive role models</li> </ul>
Play games	<ul style="list-style-type: none"> <li>To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>To build individual self-esteem</li> <li>To engage individuals in fun in sobriety</li> <li>To demonstrate fun in sobriety to participants</li> <li>To teach mindfulness and living in the moment</li> <li>To strengthen the family unit</li> <li>To build team working skills</li> <li>To teach individuals how to ask for and accept help</li> <li>To develop, encourage, and teach accountability</li> <li>To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>To engage participants in ownership and leadership</li> <li>To support individuals in identifying positive role models</li> </ul>
Group clean up	<ul style="list-style-type: none"> <li>To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>To strengthen the family unit</li> <li>To build team working skills</li> <li>To teach individuals how to ask for and accept help</li> <li>To develop, encourage, and teach accountability</li> <li>To engage participants in ownership and leadership</li> <li>To support individuals in identifying positive role models</li> </ul>

### Necessary Supplies

The following supplies are needed for the event:

- Decorations
- Seating
- Utensils



- Plates
- Cups
- Paperware (napkins, paper towels, etc.)
- Lunch (catered, potluck, or combination)
- Trash bags
- Trashcans
- Drinks
- Equipment for group games and activities (Usually water-related. Water balloons, water guns, etc.)
- Bull Horn or Outdoor P/A System

### **Division of Labor and Task Assignment**

Planning of this event should begin approximately 4-6 weeks prior to the date that the event will be held. However, it is typically very difficult to secure a covered space in a local park less than 3 months in advance due to the popularity of celebrating this event in an outdoor setting.

First, the Lifeway International Steering Committee identifies necessary subcommittees and assigns the following tasks. Subcommittees involved in the planning of this event should include but is not limited to an APG Facilitator and Clinical Subcommittee, Administrative Subcommittee, and Other Subcommittees.

The APG Facilitator and Clinical Subcommittee is assigned the following tasks:

- Determine overall subcommittee goals related to planning and attending the event
- Assign teams to work on and accomplish group goals
- Assign staff to conduct the individual therapy goal setting session
- Conduct a therapy group session to set client's individual therapy goals related to attending the event
- Conduct an SOP group meeting to set client's individual goals related to attending the event
- Participate in hype teams in collaboration with other subcommittees
- Post event- SOP group meeting to follow up on client progress toward goals related to attending the event
- Post event- therapy group meeting to follow up on client progress toward goals related to attending the event
- Post event- identify people of recognition and share with Administrative Committee to ensure information put in newsletter

Administrative Committee is assigned the following tasks:

- Identify date of the event and disseminate this information to all other subcommittees
- Launch online build-up
- Announce event
- Send invitations
- Email reminder
- Monitor and update RSVP list as needed
- Send a final reminder
- Post event- email thankyou letters
- Post event- create newsletter with recognitions

Other Subcommittees are assigned the tasks listed below. The Steering Committee will determine and approve the creation of all additional subcommittees and assign tasks as needed.

- Find a location to hold the event with
  - adequate space
  - centralized location
  - seating (or alternatively make plans to set up seating)





- Tour the location
- Book the location
- Identify people to arrive to the location early for set-up and coordination
- Identify an emcee to host the event
- Identify event hosts to support guests with instructions, information about the event timeline
- Coordinate hype teams with APG and Clinical Subcommittee
- Identify lunch provider (potluck or catered or combination of both)
- Develop emcee presentation
- Determine food supplier/s
- Plan games and activities
- Purchase decorations
- Purchase items for clean up
- Purchase items for games and activities
- Confirm lunch order and delivery or pick up time
- Confirm music and sound provider
- Rehearse emcee presentation
- Review event with identified hosts
- The identified individuals arrive early to the location
- Decorate
- Arrange seating
- Set up music and sound equipment
- Emcee welcomes people to event
- Hosts support emcee in guiding guests through event activities
- Emcee announces group clean up
- Hosts support guests in completing group clean up
- Post event- identify people of recognition and share with Administrative Committee to ensure information put in newsletter

## *4<sup>th</sup> of July*

### **What is it?**

The 4<sup>th</sup> of July Picnic is an annual event held on the 4<sup>th</sup> of July holiday. This event is hosted for clients and all client family members, including but not limited to siblings, partners, and parents. The event is typically held outdoors in a local park setting. Activities conducted during this event include clients, parents, and siblings participating in separated support meetings (i.e. client meeting, parent meeting, siblings meeting), lunch, and games and activities. It is preferable, for safety, to not have novice fireworks at the event but instead plan the event around a publicly sponsored Fireworks Display.

### **Therapeutic Goals of the Annual 4<sup>th</sup> of July Picnic**

This event is purposefully designed to support Lifeway International goals. During the planning, implementation, and follow up, it is important to keep in mind the therapeutic purpose of this event. The activities involved in this event are planned to specifically correspond to the following therapeutic goals:

- To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity
- To build individual self-esteem
- To engage individuals in fun in sobriety
- To demonstrate fun in sobriety to participants



- To teach mindfulness and living in the moment
- To strengthen the family unit
- To build team working skills
- To teach individuals how to ask for and accept help
- To develop, encourage, and teach accountability
- To encourage hope, remove stigma, and address guilt associated with substance abuse
- To engage participants in ownership and leadership
- To support individuals in identifying positive role models
- To learn the importance of giving back

### How do we know if we have been successful?

Following the event, participants will be asked to take part in a client satisfaction survey. The results of the survey will provide feedback about the event.

### Activities and Purpose

Each of the activities involved in the annual 4<sup>th</sup> of July Picnic directly relate to the therapeutic goals of the event.

Activity	Associated Therapeutic Goal(s)
Support Meeting- Clients	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To build individual self-esteem</li> <li>• To support individuals in identifying positive role models</li> </ul>
Support Meeting- Siblings	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To support individuals in identifying positive role models</li> </ul>
Support Meeting- Parents	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To support individuals in identifying positive role models</li> </ul>
Lunch	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To build individual self-esteem</li> <li>• To engage individuals in fun in sobriety</li> <li>• To demonstrate fun in sobriety to participants</li> <li>• To teach mindfulness and living in the moment</li> <li>• To strengthen the family unit</li> <li>• To build team working skills</li> <li>• To teach individuals how to ask for and accept help</li> <li>• To develop, encourage, and teach accountability</li> <li>• To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>• To engage participants in ownership and leadership</li> <li>• To support individuals in identifying positive role models</li> </ul>
Play games	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To build individual self-esteem</li> <li>• To engage individuals in fun in sobriety</li> <li>• To demonstrate fun in sobriety to participants</li> <li>• To teach mindfulness and living in the moment</li> <li>• To strengthen the family unit</li> </ul>



	<ul style="list-style-type: none"> <li>• To build team working skills</li> <li>• To teach individuals how to ask for and accept help</li> <li>• To develop, encourage, and teach accountability</li> <li>• To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>• To engage participants in ownership and leadership</li> <li>• To support individuals in identifying positive role models</li> </ul>
Group clean up	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To strengthen the family unit</li> <li>• To build team working skills</li> <li>• To teach individuals how to ask for and accept help</li> <li>• To develop, encourage, and teach accountability</li> <li>• To engage participants in ownership and leadership</li> <li>• To support individuals in identifying positive role models</li> </ul>

### Necessary Supplies

The following supplies are needed for the event:

- Decorations
- Seating
- Utensils
- Plates
- Cups
- Paperware (napkins, paper towels, etc.)
- Lunch (catered, potluck, or combination)
- Trash bags
- Trashcans
- Drinks
- Equipment for group games and activities (Usually water-related. Water balloons, water guns, etc.)
- Bull Horn or P/A System

### Division of Labor and Task Assignment

Planning of this event should begin approximately 4-6 weeks prior to the date that the event will be held. However, it is typically very difficult to secure a covered space in a local park less than 3 months in advance due to the popularity of celebrating this event in an outdoor setting.

First, the Lifeway International Steering Committee identifies necessary subcommittees and assigns the following tasks. Subcommittees involved in the planning of this event should include but is not limited to an APG Facilitator and Clinical Subcommittee, Administrative Subcommittee, and Other Subcommittees.

The APG Facilitator and Clinical Subcommittee is assigned the following tasks:

- Determine overall subcommittee goals related to planning and attending the event
- Assign teams to work on and accomplish group goals
- Assign staff to conduct the individual therapy goal setting session
- Conduct a therapy group session to set client's individual therapy goals related to attending the event
- Conduct an SOP group meeting to set client's individual goals related to attending the event
- Participate in hype teams in collaboration with other subcommittees



- Post event- SOP group meeting to follow up on client progress toward goals related to attending the event
- Post event- therapy group meeting to follow up on client progress toward goals related to attending the event
- Post event- identify people of recognition and share with Administrative Committee to ensure information put in newsletter

Administrative Committee is assigned the following tasks:

- Identify date of the event and disseminate this information to all other subcommittees
- Launch online build-up
- Announce event
- Send invitations
- Email reminder
- Monitor and update RSVP list as needed
- Send a final reminder
- Post event- email thankyou letters
- Post event- create newsletter with recognitions

Other Subcommittees are assigned the tasks listed below. The Steering Committee will determine and approve the creation of all additional subcommittees and assign tasks as needed.

- Find a location to hold the event with
  - adequate space
  - centralized location
  - seating (or alternatively make plans to set up seating)
- Tour the location
- Book the location
- Identify people to arrive to the location early for set-up and coordination
- Identify an emcee to host the event
- Identify event hosts to support guests with instructions, information about the event timeline
- Coordinate hype teams with APG and Clinical Subcommittee
- Identify lunch provider (potluck or catered or combination of both)
- Develop emcee presentation
- Place lunch order
- Plan games and activities
- Purchase decorations
- Purchase items for clean up
- Purchase items for games and activities
- Confirm lunch order and delivery or pick up time
- Confirm music and sound provider
- Rehearse emcee presentation
- Review event with identified hosts
- The identified individuals arrive early to the location
- Decorate
- Arrange seating
- Set up music and sound equipment
- Emcee welcomes people to event
- Hosts support emcee in guiding guests through event activities
- Emcee announces group clean up
- Hosts support guests in completing group clean up

*Post event- identify people of recognition and share with Administrative Committee to ensure information put in newsletter*



## *Halloween Campout (or Haunted House/Trail)*

### **What is it?**

The Halloween Campout or Haunted House/Trail is an annual event taking place on Halloween evening or the nearest Saturday to the holiday. This event is hosted for clients and all client family members, including but not limited to siblings, partners, and parents. The event is typically held outdoors in a park setting. Activities conducted during this event include clients, parents, and siblings participating in separated support meetings (i.e. client meeting, parent meeting, siblings meeting), food, and holiday specific games and activities. (i.e. Best Costume Contest)

### **Therapeutic Goals of the Halloween Campout/Haunted House/Trail**

This event is purposefully designed to support Lifeway International goals. During the planning, implementation, and follow up, it is important to keep in mind the therapeutic purpose of this event. The activities involved in this event are planned to specifically correspond to the following therapeutic goals:

- To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity
- To build individual self-esteem
- To engage individuals in fun in sobriety
- To demonstrate fun in sobriety to participants
- To teach mindfulness and living in the moment
- To strengthen the family unit
- To build team working skills
- To teach individuals how to ask for and accept help
- To develop, encourage, and teach accountability
- To encourage hope, remove stigma, and address guilt associated with substance abuse
- To engage participants in ownership and leadership
- To support individuals in identifying positive role models
- To learn the importance of giving back

### **How do we know if we have been successful?**

Following the event, participants will be asked to take part in a client satisfaction survey. The results of the survey will provide feedback about the event.

### **Activities and Purpose**

Each of the activities involved in the annual Halloween Campout (or Haunted House/Trail) directly relate to the therapeutic goals of the event.

Activity	Associated Therapeutic Goal(s)
Support Meeting- Clients	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To build individual self-esteem</li> <li>• To support individuals in identifying positive role models</li> </ul>
Support Meeting- Siblings	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> </ul>



	<ul style="list-style-type: none"> <li>To support individuals in identifying positive role models</li> </ul>
Support Meeting- Parents	<ul style="list-style-type: none"> <li>To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>To support individuals in identifying positive role models</li> </ul>
Dinner or Snacks	<ul style="list-style-type: none"> <li>To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>To build individual self-esteem</li> <li>To engage individuals in fun in sobriety</li> <li>To demonstrate fun in sobriety to participants</li> <li>To teach mindfulness and living in the moment</li> <li>To strengthen the family unit</li> <li>To build team working skills</li> <li>To teach individuals how to ask for and accept help</li> <li>To develop, encourage, and teach accountability</li> <li>To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>To engage participants in ownership and leadership</li> <li>To support individuals in identifying positive role models</li> </ul>
Costume Contest and Games	<ul style="list-style-type: none"> <li>To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>To build individual self-esteem</li> <li>To engage individuals in fun in sobriety</li> <li>To demonstrate fun in sobriety to participants</li> <li>To teach mindfulness and living in the moment</li> <li>To strengthen the family unit</li> <li>To build team working skills</li> <li>To teach individuals how to ask for and accept help</li> <li>To develop, encourage, and teach accountability</li> <li>To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>To engage participants in ownership and leadership</li> <li>To support individuals in identifying positive role models</li> </ul>
Group clean up	<ul style="list-style-type: none"> <li>To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>To strengthen the family unit</li> <li>To build team working skills</li> <li>To teach individuals how to ask for and accept help</li> <li>To develop, encourage, and teach accountability</li> <li>To engage participants in ownership and leadership</li> <li>To support individuals in identifying positive role models</li> </ul>

### Necessary Supplies

The following supplies are needed for the event:

- Decorations
- Seating
- Utensils
- Plates
- Cups
- Paperware (napkins, paper towels, etc.)
- Lunch (catered, potluck, or combination)
- Trash bags



- Trashcans
- Drinks
- Equipment for group games and activities (Usually water-related. Water balloons, water guns, etc.)
- Bull Horn or Outdoor P/A System

### **Division of Labor and Task Assignment**

Planning of this event should begin approximately 4-6 weeks prior to the date that the event will be held. However, it is typically very difficult to secure a covered space in a local park less than 3 months in advance due to the popularity of celebrating this event in an outdoor setting.

First, the Lifeway International Steering Committee identifies necessary subcommittees and assigns the following tasks. Subcommittees involved in the planning of this event should include but is not limited to an APG Facilitator and Clinical Subcommittee, Administrative Subcommittee, and Other Subcommittees.

The APG Facilitator and Clinical Subcommittee is assigned the following tasks:

- Determine overall subcommittee goals related to planning and attending the event
- Assign teams to work on and accomplish group goals
- Assign staff to conduct the individual therapy goal setting session
- Conduct a therapy group session to set client's individual therapy goals related to attending the event
- Conduct an SOP group meeting to set client's individual goals related to attending the event
- Participate in hype teams in collaboration with other subcommittees
- Post event- SOP group meeting to follow up on client progress toward goals related to attending the event
- Post event- therapy group meeting to follow up on client progress toward goals related to attending the event
- Post event- identify people of recognition and share with Administrative Committee to ensure information put in newsletter

Administrative Committee is assigned the following tasks:

- Identify date of the event and disseminate this information to all other subcommittees
- Launch online build-up
- Oversee coordination and development of philanthropic donation
- Announce event
- Send invitations
- Email reminder
- Monitor and update RSVP list as needed
- Send a final reminder
- Post event- email thankyou letters
- Post event- create newsletter with recognitions

Other Subcommittees are assigned the tasks listed below. The Steering Committee will determine and approve the creation of all additional subcommittees and assign tasks as needed.

- Find a location to hold the event with
  - adequate space
  - centralized location
  - seating (or alternatively make plans to set up seating)
- Tour the location
- Book the location
- Identify people to arrive to the location early for set-up and coordination
- Identify an emcee to host the event



- Identify event hosts to support guests with instructions, information about the event timeline
- Coordinate hype teams with APG and Clinical Subcommittee
- Identify lunch provider (potluck or catered or combination of both)
- Develop emcee presentation
- Place lunch order
- Plan games and activities
- Purchase decorations
- Purchase items for clean up
- Purchase items for games and activities
- Confirm lunch order and delivery or pick up time
- Confirm music and sound provider
- Rehearse emcee presentation
- Review event with identified hosts
- The identified individuals arrive early to the location
- Decorate
- Arrange seating
- Set up music and sound equipment
- Emcee welcomes people to event
- Hosts support emcee in guiding guests through event activities
- Emcee announces group clean up
- Hosts support guests in completing group clean up

*Post event- identify people of recognition and share with Administrative Committee to ensure information put in newsletter*

## *Crab-a-rama*

### **What is it?**

The Crab-a-ram is an annual event held in late fall (Late September to Early November). This event is hosted for clients and all client family members, including but not limited to siblings, partners, and parents. The event is typically held outdoors in a local park, preferably near water, setting with indoor facilities to set up food. Typically, families provide hot dogs, chili, sides, and desserts in a potluck style meal. Activities conducted during this event include clients, parents, and siblings participating in separated support meetings (i.e. client meeting, parent meeting, siblings meeting), water-related activities, lunch, and games and activities. Parent volunteers create trophies for the winners of the various games.

### **Therapeutic Goals of the Annual Crab-a-rama**

This event is purposefully designed to support Lifeway International goals. During the planning, implementation, and follow up, it is important to keep in mind the therapeutic purpose of this event. The activities involved in this event are planned to specifically correspond to the following therapeutic goals:

- To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity
- To build individual self-esteem
- To engage individuals in fun in sobriety
- To demonstrate fun in sobriety to participants
- To teach mindfulness and living in the moment





- To strengthen the family unit
- To build team working skills
- To teach individuals how to ask for and accept help
- To develop, encourage, and teach accountability
- To encourage hope, remove stigma, and address guilt associated with substance abuse
- To engage participants in ownership and leadership
- To support individuals in identifying positive role models
- To learn the importance of giving back

### How do we know if we have been successful?

Following the event, participants will be asked to take part in a client satisfaction survey. The results of the survey will provide feedback about the event.

### Activities and Purpose

Each of the activities involved in the annual 4<sup>th</sup> of July Picnic directly relate to the therapeutic goals of the event.

Activity	Associated Therapeutic Goal(s)
Support Meeting- Clients	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To build individual self-esteem</li> <li>• To support individuals in identifying positive role models</li> </ul>
Support Meeting- Siblings	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To support individuals in identifying positive role models</li> </ul>
Support Meeting- Parents	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To support individuals in identifying positive role models</li> </ul>
Lunch	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To build individual self-esteem</li> <li>• To engage individuals in fun in sobriety</li> <li>• To demonstrate fun in sobriety to participants</li> <li>• To teach mindfulness and living in the moment</li> <li>• To strengthen the family unit</li> <li>• To build team working skills</li> <li>• To teach individuals how to ask for and accept help</li> <li>• To develop, encourage, and teach accountability</li> <li>• To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>• To engage participants in ownership and leadership</li> <li>• To support individuals in identifying positive role models</li> </ul>
Play games	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To build individual self-esteem</li> <li>• To engage individuals in fun in sobriety</li> <li>• To demonstrate fun in sobriety to participants</li> <li>• To teach mindfulness and living in the moment</li> <li>• To strengthen the family unit</li> <li>• To build team working skills</li> </ul>



	<ul style="list-style-type: none"> <li>• To teach individuals how to ask for and accept help</li> <li>• To develop, encourage, and teach accountability</li> <li>• To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>• To engage participants in ownership and leadership</li> <li>• To support individuals in identifying positive role models</li> </ul>
Group clean up	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To strengthen the family unit</li> <li>• To build team working skills</li> <li>• To teach individuals how to ask for and accept help</li> <li>• To develop, encourage, and teach accountability</li> <li>• To engage participants in ownership and leadership</li> <li>• To support individuals in identifying positive role models</li> </ul>

### Necessary Supplies

The following supplies are needed for the event:

- Decorations
- Seating
- Utensils
- Plates
- Cups
- Paperware (napkins, paper towels, etc.)
- Lunch (catered, potluck, or combination)
- Trash bags
- Trashcans
- Drinks
- Equipment for group games and activities (Usually water-related. Water balloons, water guns, etc.)
- Bull Horn or Outdoor P/A System

### Division of Labor and Task Assignment

Planning of this event should begin approximately 4-6 weeks prior to the date that the event will be held. However, it is typically very difficult to secure a covered space in a local park less than 3 months in advance due to the popularity of celebrating this event in an outdoor setting.

First, the Lifeway International Steering Committee identifies necessary subcommittees and assigns the following tasks. Subcommittees involved in the planning of this event should include but is not limited to an APG Facilitator and Clinical Subcommittee, Administrative Subcommittee, and Other Subcommittees.

The APG Facilitator and Clinical Subcommittee is assigned the following tasks:

- Determine overall subcommittee goals related to planning and attending the event
- Assign teams to work on and accomplish group goals
- Assign staff to conduct the individual therapy goal setting session
- Conduct a therapy group session to set client's individual therapy goals related to attending the event
- Conduct an SOP group meeting to set client's individual goals related to attending the event
- Participate in hype teams in collaboration with other subcommittees
- Post event- SOP group meeting to follow up on client progress toward goals related to attending the event



- Post event- therapy group meeting to follow up on client progress toward goals related to attending the event
- Post event- identify people of recognition and share with Administrative Committee to ensure information put in newsletter

Administrative Committee is assigned the following tasks:

- Identify date of the event and disseminate this information to all other subcommittees
- Launch online build-up
- Announce event
- Send invitations
- Email reminder
- Monitor and update RSVP list as needed
- Send a final reminder
- Post event- email thankyou letters
- Post event- create newsletter with recognitions

Other Subcommittees are assigned the tasks listed below. The Steering Committee will determine and approve the creation of all additional subcommittees and assign tasks as needed.

- Find a location to hold the event with
  - adequate space
  - centralized location
  - seating (or alternatively make plans to set up seating)
- Tour the location
- Book the location
- Identify people to arrive to the location early for set-up and coordination
- Identify an emcee to host the event
- Identify event hosts to support guests with instructions, information about the event timeline
- Coordinate hype teams with APG and Clinical Subcommittee
- Identify lunch provider (potluck or catered or combination of both)
- Develop emcee presentation
- Place lunch order
- Plan games and activities
- Purchase decorations
- Purchase items for clean up
- Purchase items for games and activities
- Confirm lunch order and delivery or pick up time
- Confirm music and sound provider
- Rehearse emcee presentation
- Review event with identified hosts
- The identified individuals arrive early to the location
- Decorate
- Arrange seating
- Set up music and sound equipment
- Emcee welcomes people to event
- Hosts support emcee in guiding guests through event activities
- Emcee announces group clean up
- Hosts support guests in completing group clean up

*Post event- identify people of recognition and share with Administrative Committee to ensure information put in newsletter*



## *Gratitude Meeting*

### **What is it?**

The Annual Gratitude Meeting is an all-Program APG meeting near the Thanksgiving holiday each year. This event is hosted for clients and all client family members, including but not limited to siblings, partners, and parents. The event is typically held at a central meeting facility. The space selected should be large enough to host all staff, special guests, clients and any and all family who would like to attend. A staff member will bring the meeting to order with a welcome and reading of the Lifeway Preamble, followed by a description of the topic of Gratitude and their personal story supporting that topic. Activities included in this event are an APG meeting followed by a pot luck dinner supported by any and all families in attendance. Typically, a parent coordinator is selected to coordinate the food supplied.

### **Therapeutic Goals of the Annual Gratitude Meeting**

This event is purposefully designed to support Lifeway International goals. During the planning, implementation, and follow up, it is important to keep in mind the therapeutic purpose of this event. The activities involved in this event are planned to specifically correspond to the following therapeutic goals:

- To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity
- To build individual self-esteem
- To engage individuals in fun in sobriety
- To demonstrate fun in sobriety to participants
- To teach mindfulness and living in the moment
- To strengthen the family unit
- To build team working skills
- To teach individuals how to ask for and accept help
- To develop, encourage, and teach accountability
- To encourage hope, remove stigma, and address guilt associated with substance abuse
- To engage participants in ownership and leadership
- To support individuals in identifying positive role models
- To learn the importance of giving back

### **How do we know if we have been successful?**

Following the event, participants will be asked to take part in a client satisfaction survey. The results of the survey will provide feedback about the event.

### **Activities and Purpose**

Each of the activities involved in the annual Gratitude Meeting directly relate to the therapeutic goals of the event.

Activity	Associated Therapeutic Goal(s)
Support Meeting- Clients and family	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To build individual self-esteem</li> <li>• To support individuals in identifying positive role models</li> </ul>



Dinner	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To build individual self-esteem</li> <li>• To engage individuals in fun in sobriety</li> <li>• To demonstrate fun in sobriety to participants</li> <li>• To teach mindfulness and living in the moment</li> <li>• To strengthen the family unit</li> <li>• To build team working skills</li> <li>• To teach individuals how to ask for and accept help</li> <li>• To develop, encourage, and teach accountability</li> <li>• To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>• To engage participants in ownership and leadership</li> <li>• To support individuals in identifying positive role models</li> </ul>
Group clean up	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To strengthen the family unit</li> <li>• To build team working skills</li> <li>• To teach individuals how to ask for and accept help</li> <li>• To develop, encourage, and teach accountability</li> <li>• To engage participants in ownership and leadership</li> <li>• To support individuals in identifying positive role models</li> </ul>

### Necessary Supplies

The following supplies are needed for the event:

- Decorations
- Seating
- Utensils
- Plates
- Cups
- Paperware (napkins, paper towels, etc.)
- Lunch (catered, potluck, or combination)
- Trash bags
- Trashcans
- Drinks
- Equipment for group games and activities (Usually water-related. Water balloons, water guns, etc.)
- P/A System

### Division of Labor and Task Assignment

Planning of this event should begin approximately 4-6 weeks prior to the date that the event will be held. However, it is typically very difficult to secure a covered space in a local park less than 3 months in advance due to the popularity of celebrating this event in an outdoor setting.

First, the Lifeway International Steering Committee identifies necessary subcommittees and assigns the following tasks. Subcommittees involved in the planning of this event should include but is not limited to an APG Facilitator and Clinical Subcommittee, Administrative Subcommittee, and Other Subcommittees.

The APG Facilitator and Clinical Subcommittee is assigned the following tasks:

- Determine overall subcommittee goals related to planning and attending the event



- Assign teams to work on and accomplish group goals
- Assign staff to conduct the individual therapy goal setting session
- Conduct a therapy group session to set client's individual therapy goals related to attending the event
- Conduct an SOP group meeting to set client's individual goals related to attending the event
- Participate in hype teams in collaboration with other subcommittees
- Post event- SOP group meeting to follow up on client progress toward goals related to attending the event
- Post event- therapy group meeting to follow up on client progress toward goals related to attending the event
- Post event- identify people of recognition and share with Administrative Committee to ensure information put in newsletter

Administrative Committee is assigned the following tasks:

- Identify date of the event and disseminate this information to all other subcommittees
- Launch online build-up
- Oversee coordination and development of philanthropic donation
- Announce event
- Send invitations
- Email reminder
- Monitor and update RSVP list as needed
- Send a final reminder
- Post event- email thankyou letters
- Post event- create newsletter with recognitions

Other Subcommittees are assigned the tasks listed below. The Steering Committee will determine and approve the creation of all additional subcommittees and assign tasks as needed.

- Find a location to hold the event with
  - adequate space
  - centralized location
  - seating (or alternatively make plans to set up seating)
- Tour the location
- Book the location
- Identify people to arrive to the location early for set-up and coordination
- Identify an emcee to host the event
- Identify event hosts to support guests with instructions, information about the event timeline
- Coordinate hype teams with APG and Clinical Subcommittee
- Identify lunch provider (potluck or catered or combination of both)
- Develop emcee presentation
- Place lunch order
- Plan games and activities
- Purchase decorations
- Purchase items for clean up
- Purchase items for games and activities
- Confirm lunch order and delivery or pick up time
- Confirm music and sound provider
- Rehearse emcee presentation
- Review event with identified hosts
- The identified individuals arrive early to the location
- Decorate
- Arrange seating
- Set up music and sound equipment



- Emcee welcomes people to event
- Hosts support emcee in guiding guests through event activities
- Emcee announces group clean up
- Hosts support guests in completing group clean up

*Post event- identify people of recognition and share with Administrative Committee to ensure information put in newsletter*

## *White Elephant Party*

### **What is it?**

The Annual White Elephant Party is an annual event held prior to the Christmas/Chanukah Holiday. This event is hosted for clients and all client family members, including but not limited to siblings, partners, and parents. The event is typically held at a group's meeting facility with tables and chairs. Activities conducted during this event include a brief group support meeting, pot luck dinner and exchanging of gifts, followed by family interaction and support. Typically, a parent coordinator is selected to coordinate the food supplied.

### **Therapeutic Goals of the White Elephant Party**

This event is purposefully designed to support Lifeway International goals. During the planning, implementation, and follow up, it is important to keep in mind the therapeutic purpose of this event. The activities involved in this event are planned to specifically correspond to the following therapeutic goals:

- To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity
- To build individual self-esteem
- To engage individuals in fun in sobriety
- To demonstrate fun in sobriety to participants
- To teach mindfulness and living in the moment
- To strengthen the family unit
- To build team working skills
- To teach individuals how to ask for and accept help
- To develop, encourage, and teach accountability
- To encourage hope, remove stigma, and address guilt associated with substance abuse
- To engage participants in ownership and leadership
- To support individuals in identifying positive role models
- To learn the importance of giving back

### **How do we know if we have been successful?**

Following the event, participants will be asked to take part in a client satisfaction survey. The results of the survey will provide feedback about the event.

### **Activities and Purpose**



Each of the activities involved in the annual White Elephant Party directly relate to the therapeutic goals of the event.

Activity	Associated Therapeutic Goal(s)
Support Meeting- Clients	<ul style="list-style-type: none"> <li>To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>To build individual self-esteem</li> <li>To support individuals in identifying positive role models</li> </ul>
Support Meeting- Siblings	<ul style="list-style-type: none"> <li>To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>To support individuals in identifying positive role models</li> </ul>
Support Meeting- Parents	<ul style="list-style-type: none"> <li>To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>To support individuals in identifying positive role models</li> </ul>
Dinner	<ul style="list-style-type: none"> <li>To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>To build individual self-esteem</li> <li>To engage individuals in fun in sobriety</li> <li>To demonstrate fun in sobriety to participants</li> <li>To teach mindfulness and living in the moment</li> <li>To strengthen the family unit</li> <li>To build team working skills</li> <li>To teach individuals how to ask for and accept help</li> <li>To develop, encourage, and teach accountability</li> <li>To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>To engage participants in ownership and leadership</li> <li>To support individuals in identifying positive role models</li> </ul>
Exchanging of Gifts	<ul style="list-style-type: none"> <li>To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>To build individual self-esteem</li> <li>To engage individuals in fun in sobriety</li> <li>To demonstrate fun in sobriety to participants</li> <li>To teach mindfulness and living in the moment</li> <li>To strengthen the family unit</li> <li>To build team working skills</li> <li>To teach individuals how to ask for and accept help</li> <li>To develop, encourage, and teach accountability</li> <li>To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>To engage participants in ownership and leadership</li> <li>To support individuals in identifying positive role models</li> </ul>
Group clean up	<ul style="list-style-type: none"> <li>To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>To strengthen the family unit</li> <li>To build team working skills</li> <li>To teach individuals how to ask for and accept help</li> <li>To develop, encourage, and teach accountability</li> <li>To engage participants in ownership and leadership</li> <li>To support individuals in identifying positive role models</li> </ul>

### Necessary Supplies





The following supplies are needed for the event:

- Decorations
- Seating
- Utensils
- Plates
- Cups
- Paperware (napkins, paper towels, etc.)
- Lunch (catered, potluck, or combination)
- Trash bags
- Trashcans
- Drinks
- Equipment for group games and activities (Usually water-related. Water balloons, water guns, etc.)

### **Division of Labor and Task Assignment**

Planning of this event should begin approximately 4-6 weeks prior to the date that the event will be held. However, it is typically very difficult to secure a covered space in a local park less than 3 months in advance due to the popularity of celebrating this event in an outdoor setting.

First, the Lifeway International Steering Committee identifies necessary subcommittees and assigns the following tasks. Subcommittees involved in the planning of this event should include but is not limited to an APG Facilitator and Clinical Subcommittee, Administrative Subcommittee, and Other Subcommittees.

The APG Facilitator and Clinical Subcommittee is assigned the following tasks:

- Determine overall subcommittee goals related to planning and attending the event
- Assign teams to work on and accomplish group goals
- Assign staff to conduct the individual therapy goal setting session
- Conduct a therapy group session to set client's individual therapy goals related to attending the event
- Conduct an SOP group meeting to set client's individual goals related to attending the event
- Participate in hype teams in collaboration with other subcommittees
- Post event- SOP group meeting to follow up on client progress toward goals related to attending the event
- Post event- therapy group meeting to follow up on client progress toward goals related to attending the event
- Post event- identify people of recognition and share with Administrative Committee to ensure information put in newsletter

Administrative Committee is assigned the following tasks:

- Identify date of the event and disseminate this information to all other subcommittees
- Launch online build-up
- Announce event
- Send invitations
- Email reminder
- Monitor and update RSVP list as needed
- Send a final reminder
- Post event- email thankyou letters
- Post event- create newsletter with recognitions

Other Subcommittees are assigned the tasks listed below. The Steering Committee will determine and approve the creation of all additional subcommittees and assign tasks as needed.



- Find a location to hold the event with
  - adequate space
  - centralized location
  - seating (or alternatively make plans to set up seating)
- Tour the location
- Book the location
- Identify people to arrive to the location early for set-up and coordination
- Identify an emcee to host the event
- Identify event hosts to support guests with instructions, information about the event timeline
- Coordinate hype teams with APG and Clinical Subcommittee
- Identify lunch provider (potluck or catered or combination of both)
- Develop emcee presentation
- Place lunch order
- Plan games and activities
- Purchase decorations
- Purchase items for clean up
- Purchase items for games and activities
- Confirm lunch order and delivery or pick up time
- Confirm music and sound provider
- Rehearse emcee presentation
- Review event with identified hosts
- The identified individuals arrive early to the location
- Decorate
- Arrange seating
- Set up music and sound equipment
- Emcee welcomes people to event
- Hosts support emcee in guiding guests through event activities
- Emcee announces group clean up
- Hosts support guests in completing group clean up

*Post event- identify people of recognition and share with Administrative Committee to ensure information put in newsletter*

## *Hope Meeting*

### **What is it?**

The Hope Meeting is an annual All-City meeting held in December ahead of the Christmas/Chanukah holiday. This event is hosted for clients and all client family members, including but not limited to siblings, partners, and parents. The event is typically held at a pre-selected APG meeting location. Activities conducted during this event include holding an All-City meeting with hope being the topic of the meeting, and potluck dessert served afterwards.

### **Therapeutic Goals of the Annual Hope Meeting**

This event is purposefully designed to support Lifeway International goals. During the planning, implementation, and follow up, it is important to keep in mind the therapeutic purpose of this event. The activities involved in this event are planned to specifically correspond to the following therapeutic goals:



- To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity
- To build individual self-esteem
- To engage individuals in fun in sobriety
- To demonstrate fun in sobriety to participants
- To teach mindfulness and living in the moment
- To strengthen the family unit
- To build team working skills
- To teach individuals how to ask for and accept help
- To develop, encourage, and teach accountability
- To encourage hope, remove stigma, and address guilt associated with substance abuse
- To engage participants in ownership and leadership
- To support individuals in identifying positive role models
- To learn the importance of giving back

#### **How do we know if we have been successful?**

Following the event, participants will be asked to take part in a client satisfaction survey. The results of the survey will provide feedback about the event.

#### **Activities and Purpose**

Each of the activities involved in the annual white elephant party directly relate to the therapeutic goals of the event.

Activity	Associated Therapeutic Goal(s)
Support Meeting- Clients and families	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To build individual self-esteem</li> <li>• To support individuals in identifying positive role models</li> </ul>
Dinner or Snacks	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To build individual self-esteem</li> <li>• To engage individuals in fun in sobriety</li> <li>• To demonstrate fun in sobriety to participants</li> <li>• To teach mindfulness and living in the moment</li> <li>• To strengthen the family unit</li> <li>• To build team working skills</li> <li>• To teach individuals how to ask for and accept help</li> <li>• To develop, encourage, and teach accountability</li> <li>• To encourage hope, remove stigma, and address guilt associated with substance abuse</li> <li>• To engage participants in ownership and leadership</li> <li>• To support individuals in identifying positive role models</li> </ul>
Group clean up	<ul style="list-style-type: none"> <li>• To deepen interpersonal and intrapersonal relationships through activities that create common experiences and unity</li> <li>• To strengthen the family unit</li> <li>• To build team working skills</li> <li>• To teach individuals how to ask for and accept help</li> <li>• To develop, encourage, and teach accountability</li> <li>• To engage participants in ownership and leadership</li> </ul>



- |  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>To support individuals in identifying positive role models</li> </ul> |
|--|--|

### **Necessary Supplies**

The following supplies are needed for the event

- Decorations
- Seating
- Utensils
- Plates
- Cups
- Paperware (napkins, paper towels, etc.)
- Lunch (catered, potluck, or combination)
- Trash bags
- Trashcans
- Drinks
- Equipment for group games and activities (Usually water-related. Water balloons, water guns, etc.)
- P/A System

### **Division of Labor and Task Assignment**

Planning of this event should begin approximately 4-6 weeks prior to the date that the event will be held. However, it is typically very difficult to secure a covered space in a local park less than 3 months in advance due to the popularity of celebrating this event in an outdoor setting.

First, the Lifeway International Steering Committee identifies necessary subcommittees and assigns the following tasks. Subcommittees involved in the planning of this event should include but is not limited to an APG Facilitator and Clinical Subcommittee, Administrative Subcommittee, and Other Subcommittees.

The APG Facilitator and Clinical Subcommittee is assigned the following tasks:

- Determine overall subcommittee goals related to planning and attending the event
- Assign teams to work on and accomplish group goals
- Assign staff to conduct the individual therapy goal setting session
- Conduct a therapy group session to set client's individual therapy goals related to attending the event
- Conduct an SOP group meeting to set client's individual goals related to attending the event
- Participate in hype teams in collaboration with other subcommittees
- Post event- SOP group meeting to follow up on client progress toward goals related to attending the event
- Post event- therapy group meeting to follow up on client progress toward goals related to attending the event
- Post event- identify people of recognition and share with Administrative Committee to ensure information put in newsletter

Administrative Committee is assigned the following tasks:

- Identify date of the event and disseminate this information to all other subcommittees
- Launch online build-up
- Announce event
- Send invitations
- Email reminder
- Monitor and update RSVP list as needed
- Send a final reminder
- Post event- email thankyou letters



- Post event- create newsletter with recognitions

Other Subcommittees are assigned the tasks listed below. The Steering Committee will determine and approve the creation of all additional subcommittees and assign tasks as needed.

- Find a location to hold the event with
  - adequate space
  - centralized location
  - seating (or alternatively make plans to set up seating)
- Tour the location
- Book the location
- Identify people to arrive to the location early for set-up and coordination
- Identify an emcee to host the event
- Identify event hosts to support guests with instructions, information about the event timeline
- Coordinate hype teams with APG and Clinical Subcommittee
- Identify lunch provider (potluck or catered or combination of both)
- Develop emcee presentation
- Place lunch order
- Plan games and activities
- Purchase decorations
- Purchase items for clean up
- Purchase items for games and activities
- Confirm lunch order and delivery or pick up time
- Confirm music and sound provider
- Rehearse emcee presentation
- Review event with identified hosts
- The identified individuals arrive early to the location
- Decorate
- Arrange seating
- Set up music and sound equipment
- Emcee welcomes people to event
- Hosts support emcee in guiding guests through event activities
- Emcee announces group clean up
- Hosts support guests in completing group clean up

*Post event- identify people of recognition and share with Administrative Committee to ensure information put in newsletter*

## **ADDENDUMS**

House Rules

Next Steps

Awakening Checklist

# **Boundaries & Consequences**

## **Boundaries**

1. No Drugs or Alcohol

Only one consequence

You Will Be Put in A Uniform of the Parents and Treatment Teams Choosing



2. Work a program to the satisfaction of the Parents and Treatment Team
3. Stick with Winners
4. No Lying or Stealing
5. Respect Everybody
6. Be where you are supposed to be

## **Consequences**

A. No music, TV, Computer, Home Phone, remove bedroom door

**B. ASK FOR EVERYTHING!!**

C. You Will Be Put in A Uniform of the Parents and Treatment Teams Choosing

**\*\* Boundaries and Consequences can be changed at the discretion of the parents at any time\*\***



## Next Steps

**IMPORTANT!!!!!!**

**THE FOLLOWING SUGGESTIONS ARE OF UTMOST IMPORTANCE. THE SUBSTANCE ABUSE ISSUES PLAGUING YOUR FAMILY ARE PAINFUL AND DEADLY. PLEASE TAKE THE FOLLOWING SUGGESTIONS AS SERIOUSLY AS YOU WOULD IF THEY WERE THE NEXT STEPS TO DEALING WITH A CANCER OR DIABETES. THE SUGGESTIONS YOU WILL GET FROM LIFEWAY INTERNATIONAL ARE THE BEST IN THE WORLD, BUT THEY WILL NOT WORK IF NOT FOLLOWED. IT IS OUR HOPE AND PRAYER THAT THIS PROCESS WILL BE AS RAPID AND EFFECTIVE AS POSSIBLE AND YOUR COMPLIANCE WITH **ALL OF THE FOLLOWING AS SOON AS POSSIBLE** WILL HELP TO INSURE A GREAT RESULT. IF YOU HAVE QUESTIONS, PLEASE, ASK YOUR FACILITATOR.**

**For Immediate Action:**

1								
2								
3								

**If Referred out, Referrals:**

1								
2								
3								





### AWAKENING CHECKLIST

Name: \_\_\_\_\_ Sobriety Date: \_\_\_\_\_

Proposed Awakening Date: \_\_\_\_\_ Group: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_ Sponsor Phone: \_\_\_\_\_

These things are ultimately a goal for the results of 18 months to three years of involvement in our support groups and are left to the facilitator's judgment as to when the members are ready to be awakened.

**Your signature on any portion of this paper provides verification that the person seeking to be awakened has completed the requirements listed in the portion of the form that you are signing for.**

#### **To be Completed by New Sponsor:**

Minimum of 18 months of sobriety

Become an active member (i.e. committee member or elected officer) of an appropriate non-staffed support group (e.g. AA, NA, CA, OA, Church-related group, etc.)

Dealt with any sexual issues

Working knowledge of all 12 steps - completed inventory and amends

Sponsor's Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

#### **To be completed by Lifeway Sponsor:**

Minimum of one year sober

Established a good non-staffed support group to move on to

Dealt with any sexual issues

Working knowledge of all 12 steps - completed inventory and amends

Sponsor's Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

#### **To be completed by Employer:**

Employed *gainfully* for at least 30 days at full-time level or in combination with school

Employer's Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

#### **To be completed by School Personnel (Teacher, Administrator, Professor, etc.):**

Attending school *gainfully* for at least 30 days at full time level or in combination with work

School Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

#### **To be completed by Parents for Adolescents or Spouse for Young Adults or Spouse/Family Member for Adults:**

Exhibits a working relationship with parents and family

Parent Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_