

**OXFORD HOUSES**  
**WORKING WITH THE NEW MEMBER**

- I. The greeting
- II. The Interview (video and interview questions)
- III. Notification of acceptance  
(It is best to contact the individual immediately after the meeting and no later than early the next day)
- IV. Newcomers Packet
  1. Medical Release Form
  2. House expectations
  3. Manual
  4. Any other helpful info i.e.; bus schedule, meeting schedule etc.
  5. Some houses ask for a written plan of recovery
  6. 10 Insights for New Members
  7. Any house specific guidelines for new members
- V. The "Buddy" system  
(Houses should assign a specific individual as a "buddy")
  1. Go over House expectations or rules and manual
  2. Show them around and their designated room, refrigerator, cupboards etc.
  3. Help them get settled in and familiar with house organization and filling out forms.
  4. Take them to 12 step meetings and introduce them around
- VI. Getting The Newcomer Involved
  1. Explain Offices
  2. Review Chores
  3. Chapter Newcomers Orientation