

Steps to Opening an Oxford House in Kansas

Step 1

Extra Funding Opportunities

- Once a chapter and the outreach coordinator found that there is a need for a new Oxford House in the area. The form can be found under the forms section in this Taplink. This form will explain the need and ask if there is any additional funding in that specific county or city for opening new house.

Step 2

Voting to Opening a house, Core Members, and Start-up loan

- Now it's time to think of two seasoned members that have the willingness to move and open a new house.
- After at least two seasoned members have expressed their willingness to be of service to Oxford House ask them to come to the next chapter meeting to express their willingness to become a core member at a new house.
- After chapter has voted to open a house and voted on at least two core members. It's time to vote on the source of the start-up loan.
 - Friends of Recovery Association offers a \$6,500.00 start up loan to any new Oxford House in Kansas. The terms of the loan can be found in this Taplink under the forms section of this Taplink.

Step 3

Naming of the New House

- Directly after the chapter meeting it is time to name the house.
- The privilege of naming the new house should be done by the core members entrusted by the Chapter.
- The core members should create a list of 3 to 4 names for the new house. When creating the list and prior to sending the list. The Outreach Coordinator/Chapter Officer should do a quick search on www.oxfordvacancies.com for the names that have been suggested.
- Something to keep in mind is that OHI will not approve any names for houses that have been previously used. I.e., closed houses, house names that have been used that have 2 behind them, or anything that is similar to an existing house name. I.e., Serenity Hills, Serenity Way, Serenity Heights etc.
 - *We realize that not every chapter does this process the same way. Our hope is to get the whole state of Kansas on the same page and to follow the same procedures.*
- Once the list of 3 to 4 potential names have been created, please email the list to office@friendsofrecovery.com. This is to ensure that the name will be approved and secured through OHI. This step must be taken before ANY thing else can be done.

Step 4

Lease, Conditional Charter, and Start-up Loan application

- After the Outreach Coordinator receives an email with the official approval of the name from Friends of Recovery Associations Corporate Office.
- The Outreach Coordinator will then send the completed lease (found in the forms section of this taplink), conditional charter application(found in the forms section of this taplink), the start-up loan application(found in the forms section of this taplink), and a clear clutter free picture of the house to Friends of Recovery Association Corporate Office by emailing office@friendsofrecovery.com.
 - *The lease referred to in this document can be found in the forms section of this Taplink. This specific lease has been created by Friends of Recovery Associations legal advisor. This lease is specific to Oxford House of Kansas. We understand that sometimes landlords would like to use their own lease. Just let them know that we have one that we use for all Oxford Houses in Kansas and would like to stick with this lease.*
 - *The conditional charter and start-up loan applications need to have a minimum of two core members names, signatures, and contact numbers on the applications for them to be valid and correct. Friends of Recovery Association's Corporate Office will submit the Conditional Charter application to OHI on behalf of the new house.*

Step 5

EIN Number, Email Set-Up, and Added to the Vacancies Site

- Once all the forms listed above have been sent to Friends of Recovery Association Corporate Office, we will then apply for an EIN.
- After the EIN is applied for it, a completed and signed W9 will be sent to the outreach coordinator.
- Friends of Recovery Corporate Office will begin the process of setting up the new house email and adding the new house to the vacancies site, and preparation of the check for the loan and any additional funding that may be available.
- After receiving the W9 the outreach coordinator/core members/ can begin setting up utilities.
 - *When setting up utilities for a new house the companies will ask for a contact person. Experience has shown us that it is not ideal to add one particular person. This includes the Outreach Coordinator. Instead, just use Friends of Recovery Association with the Corporate Office number as the contact. Also, use the house email for the contact email.*
- Once utilities are all set up. The outreach coordinator must submit the form titled utilities found under the forms section in this Taplink.
- A loan check will be mailed to the address requested by the Outreach Coordinator along with the New Oxford House binders.

**After all these steps have
been completed the house
is now ready to open!!**