

# Oxford House Chapter Loan Forgiveness Agreement

**Oxford House TRADITION SIX:**

Each Oxford House should be financially self-supporting although financially secure houses may, with approval or encouragement of Oxford House, Inc., provide new or financially needy houses a loan for a term not to exceed one year.

Tradition six has three important principles: (1) It emphasizes that each house should be self-supporting and not need a loan; (2) it recognizes that sometimes new houses or existing houses may need a loan to get on track or back on track with respect to self-support, and (3) it recognizes that a loan should be for a limited duration (no longer than one year) in order to make sure that some houses do not become dependent upon the chapter or other houses.

To make certain that both the Chapter and the individual house asking for a loan understands the principles of Oxford House and the terms of the loan for repayment, the Promissory Note becomes an important way to keep things clear.

**Oxford House TRADITION FIVE:**

Each Oxford House should be autonomous except in matters affecting other houses or Oxford House, Inc., as a whole.

When a house fails to meet its financial obligations, it is in direct violation of the Charter issued by Oxford House Incorporated and is in danger of having the Charter revoked, which results in the closing of the house. This puts the reputation and integrity of Oxford House into question, which according to Tradition Five, takes away the house's autonomy.

By signing below, the members of Oxford House \_\_\_\_\_ agree that the house and all current and future residents will be placed on **Charter Probation for six months** from the date signed. Each month during the probation if **all** of the following stipulations are met, 1/6<sup>th</sup> of the outstanding loan amount will be deducted from the total owed to the chapter. 100% of the loan amount will be forgiven if all requirements are fulfilled for six consecutive months.

1. Two or more members of the house must attend two (2) presentations each month and report back to the chapter which presentation they attended and the outcome, along with a signature and phone number by a staff member at the presentation or a witness from another house. The house may join another house for a presentation or setup their own presentation.
2. Two or more members must attend every chapter function. (E.g.: Chapter/HSC meetings, workshops, events, etc...)
3. The house must bring chapter dues, HSC donation of \$25, and completed House Summary Report and Audit to the Chapter meeting.
4. The house will agree to forfeit the house checkbook if the Chapter officers, HSC representatives, Alumni or Outreach Workers feel the security of the finances is in jeopardy.
5. The house agrees to allow random and regularly scheduled visits by Chapter officers, HSC reps. Alumni or Outreach Services Reps. to check on the status of the house stability, structure, unity, and finances.
6. The house agrees to allow Chapter officers, HSC reps, Alumni and Outreach Reps. to override the autonomy of the house if the visiting representatives feel it is in the best interest of the house or Oxford House Inc. This includes acceptance and dismissal of members, changes in guidelines, implementation of individual contracts, and financial decisions for the house.

CHAPTER \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ IN THE YEAR \_\_\_\_\_

TOTAL AMOUNT OWED TO CHAPTER \$ \_\_\_\_\_

1/6<sup>TH</sup> OF TOTAL OWED \$ \_\_\_\_\_

SIGNED \_\_\_\_\_ CHAPTER CHAIRPERSON

SIGNED \_\_\_\_\_ CHAPTER TREASURER

SIGNED \_\_\_\_\_ HOUSE MEMBER

SIGNED \_\_\_\_\_ HOUSE MEMBER