



www.throughthegate.org

Through The Gate
811 Whitlock Ave
Crawfordsville, IN 47933

Dear Applicant,

Thank you for your interest in Through the Gate. We've been praying that God would give us the opportunity to minister to women. We're excited to know that you may be one of our future residents! Through The Gate was established because we believe God can be your refuge and strength, an ever-present help in times of trouble. God has been our refuge and strength. We are overwhelmed by the goodness and compassion of God. We've experienced the hope God gives, and we are eager for you to know it too. Our vision is to work beside you as God works in your life to bring beauty out of ashes.

Through The Gate is an 8-month program.

During a woman's time at Through the Gate, you will NOT have a job.

Each resident focuses on daily classes, self-studies, and regular meetings with an assigned counselor. These classes are tailored to the specific needs of our residents. A few of the classes that we offer are Life Skills, addiction recovery, and optional economics and GED training.

We want to ensure that our residents have every opportunity to be successful when they graduate! Many of our residents have not worked for a long time or may have never worked at all, so before we send them out to the job market, we want to help them get ready. Participants engage in job training with our cleaning company, CFC Cleaners. They will be learning how to work on a team and to be self-motivated, how to work with clients and what customer service looks like, budgeting skills, and overall general good work ethic.

We want to send women back into their communities as responsible, sober minded, purpose-filled citizens. During her time here, we will work to find mentors and set up a solid accountability system. We offer peer support to each lady and milestones, to help them re-enter society completely and successfully after they graduate our program.

Please be aware that Through the Gate exists to help women like yourself by giving you the opportunity to learn a new way of living, a more beneficial method of handling problems, and a chance to be completely committed to pleasing God and growing to become more like Christ. Please be aware that the guidelines that have been sent to you are for real, and your decision to come to Through the Gate means that you will happily agree to honor the rules and regulations of staff, the program, and its guidelines.

We encourage you to write, call, or email with questions or concerns as you make this decision. We want what is best for you, to see you experience the peace and hope of Jesus. If Through the Gate is the right decision for you, we will be glad to assist you in your journey to find hope and healing.

Application Instructions:

- Read the Through The Gate Rules & Policies documentation (included immediately after this page)
- Complete the Through The Gate Resident Application
- Sign/Date and return the Through The Gate Resident Application

Return Application To:

**811 Whitlock Ave
Crawfordsville, IN 47933**

OR

Scan to PDF and send to: info@throughthegate.org

What to expect next:

- Upon receiving the Resident Application, it will be reviewed by TTG staff.
- A decision will be made concerning your acceptance or denial into TTG.
- An acceptance or denial letter will be sent to you.

If accepted, feel free to send a copy of your acceptance letter to your legal representative or judge

Sincerely,

Steve Covington
Executive Director/ Through the Gate
info@throughthegate.org

Through The Gate's General Policies

(Revised April 25, 2022 — update this date whenever this document is edited)

Referenced in the Application Instructions on the previous page.

We believe that God can do amazing work in your life to help you prepare for your transition back to society (Romans 8:37). We are assured that God wants to give you victory and help (Deuteronomy 20:4). We are confident that God's will for your life is that you would experience his overflowing joy and peace (Romans 15:13). We are sure that God can do this amazing work in your life if you are yielding to his Word (Luke 11:28).

We believe it is possible for you to be equipped with all that you need for life and Godliness by the time you graduate from the Through The Gate program. But we also know that changing can be hard work, and there are times that it may be very difficult. Because of this we want to make it as easy as possible for you to succeed by helping you to eliminate some of the potential distractions or hindrances that could get you off track. You will likely be working through some very difficult problems during your stay, and we want to make it easy for you to focus on working through those issues.

The following is a list of general policies for those considering residency. You will notice that the expectations set forth are very high standards. We are confident that living according to these standards during your stay will help you focus and be productive. We are also confident that you can experience hope, peace, and overflowing joy as you understand God's love demonstrated through the staff who love you, a program set up to help you, and supporters all around you praying for your success. These are not a full list of rules; they are just the most important policies we feel that you need to make an informed decision about coming to Through The Gate. **All House Rules and General Policies may be adapted at any time to better suit the needs of individuals or the household, therefore by applying to Through The Gate you are agreeing to comply with any potential future changes.**

PLEASE VISIT THE FREQUENTLY ASKED QUESTIONS ON OUR WEBSITE, FOUND ON THE 'ABOUT' TAB. UPON REVIEW, UNDERSTAND THAT:

- THIS IS A **TOBACCO FREE CAMPUS**
- **YOU WILL NOT HAVE YOUR PHONE FOR AT LEAST 90 DAYS**
- **RESIDENTS MAY NOT HAVE A JOB WHILE IN RESIDENCY AT THROUGH THE GATE**
- **ALL RESIDENTS WORK DAILY WITHOUT COMPENSATION:**

SERVING, VOLUNTEERING, AND DOING CHORES

In addition to the previously mentioned, you are expected to completely read and understand the following policies set in place for residency at Through The Gate...

Topic:	Explanation:
Activities	Every resident participates in all scheduled activities. All activities are done as a group supervised by staff, intern, or volunteers. <i>Why does this matter?</i> Your time here will go by very quickly. Before you know it your time at Through The Gate will be done. We want you to make the most of every single opportunity you have, so we've set up a very comprehensive schedule that will give you the opportunity to learn new truths, begin setting up healthy habits, and give you lots of opportunities to make lasting friendships. Our daily activities will do all of this and more. We want you to be able to enjoy every single one of them!
Appointments	All necessary appointments are scheduled through staff for Tuesday mornings from 8am-12pm. No major surgeries, cosmetic procedures, or procedures that

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	will affect your ability to participate in the program are permitted, apart from saving your life. <i>Why does this matter?</i> We think you're going to enjoy the activities that have been organized for you, and we want to make sure you get to experience them fully. We will do our best to acquire transportation from our volunteers, but if none are available you may have to reschedule. Under rare exceptions, family or authority figures may be approved to offer you transportation. You can request an appointment slip to fill out completely and turn in for approval.
Honoring the Rules	You are required to abide by all rules and requirements and directives of Through The Gate as long as they are not asking you to sin, this means you are to follow the directives from your officials: staff, intern, and volunteers. <i>Why does this matter?</i> See "Consequences" and "Dismissal" below. It is important for you to fully understand that you are in a controlled environment and to honor your officials. These officials make the rules, requirements, and directives that are designed to fulfill the mission of Through The Gate, and to assist you in achieving your own success in the program.
Check-In	The following will be required upon check in: all belongings will be searched and recorded, your person will be searched, and a drug screen will be performed. We have limited space in the bedroom so you will be limited on what you can bring. <i>Why does this matter?</i> Everyone arrives with different personal items, so we want to make sure that you and we have a record of what is yours so that there is no confusion upon you leaving the program. You will fill out and sign a residential inventory Log upon arrival. You will be responsible for keeping your log accurate as you add items to your personal belongings. The initial drug screen results do not determine your enrollment; it is a baseline to monitor your improvement and physical needs.
Church Attendance	All residents are expected to attend all scheduled Rock Point Church services. <i>Why does this matter?</i> A relationship with God is the only thing that is really going to help you resolve the problems in your life. We believe the best place to learn about God and how to grow in Him is by faithfully attending a local church that you can become involved in. Church is the best place for you to be developing relationships with others who love God and are committed to your success.
Classes	All residents are expected to attend daily scheduled weekday classes. All required work to be completed to meet graduation requirements. <i>Why does this matter?</i> Our classes are a great way for you to learn new things about God and better ways of handling problems. We think you're going to love them because we've tried to make them fun, informative, and meaningful.
Counseling	All residents will attend counseling sessions with a Through The Gate appointed counselor. <i>Why does this matter?</i> Biblical counseling is the core of why the Through The Gate program will work for you. These weekly sessions offer individualized time with one of our qualified counselors, as they help you learn how to make changes by applying God's Word. Counseling times may vary due to unforeseen schedule changes.
Consequences	Consequences will result when participants align themselves with wrong or harmful attitudes or actions. These results may include but are not limited to extra chores, restrictions from privileges, loss of visitations, or even dismissal from the program. <i>Why does this matter?</i> It's very important to have a right view of obedience because following rules is something every human must respond to. We have found that the

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	ladies who are willing to work on this issue while they are at Through The Gate usually leave as much greater successes than those who do not. The Bible promises that if you choose to live in rebellion, you will have a hard life. We want your life to be successful and enjoyable, not difficult!
Dismissal	Staff will work with residents who have made wrong choices in an effort to help them change, but there may be times when the offense is great enough that a resident will be asked to leave the program until she is ready to be serious about growing. Consequences and Dismissal will be determined by TTG Leadership. <i>Why does this matter?</i> Everyone makes mistakes. Everyone sins and needs to practice repentance and seek forgiveness. If you make an occasional mistake and are truly repentant about wrong choices, we want to help you! But we do know there may be times that residents decide to make rebellious choices. Unfortunately, there may be times that a resident will need to be dismissed from the program for certain choices like using drugs, physically hurting someone else, etc. This is not all encompassing.
Exercise and Fitness	Residents must participate in scheduled walks and may exercise during their free time using available equipment. <i>Why does this matter?</i> Because we understand from the Bible that God wants us to take good care of the bodies He has given.
Graduation	We encourage all residents to complete the program in such a way that we can celebrate their graduation with them. <i>Why does this matter?</i> Graduation from the Through the Gate program is 8 months. We'll be working hard to make sure you're ready to begin life on your own as a Godly individual.
Mail	All incoming and outgoing mail may be opened / inspected by staff. Inappropriate correspondence will be denied. This includes any inappropriate letters from boyfriends, and correspondence with any inappropriate content. <i>Why does this matter?</i> We want you to be able to focus on your relationship with Jesus Christ and to work on your studies without undo distractions. Mail is a great way to communicate, and we want to make sure you enjoy that opportunity as much as possible to the Glory of God. All outgoing mail must be placed unsealed into the mail bin. Sending mail by other means may result in consequences. Excessive online shopping will be halted, and packages should be shipped using UPS or FedEx to our physical mailing address.
Medications	All medications are kept in a locked medicine cabinet and dispensed only by staff, interns, or volunteers. A medication log kept for each medicine will be signed and initialed by TTG leadership. This includes over the counter medications such as aspirin, ibuprofen etc. <i>Why does this matter?</i> We want to help everyone stay healthy. We also want to make sure that there is no temptation for you to take more or less medication than has been prescribed by your doctor. Caring for your body is an important aspect of stewardship.
Money	All money can be stored in a locked safe by staff, or the resident can choose to keep their money with them, but we are not responsible for your money. If your money is locked up, it will be recorded and signed by you and staff. <i>Why does this matter?</i> We want to eliminate the temptation of theft and problems in the house, as well as help you learn how to manage your money well.
Music / Entertainment	All music/entertainment (Movies) need to be approved by TTG Staff. (Music will be Christian only)

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	<i>Why does this matter?</i> We want to help you to avoid any form of entertainment that may cause you to stumble in your walk with Christ. There may also be fellow residents that struggle with particular sins or trauma that may be affected negatively by something that is allowed, thus all forms of entertainment must be approved.
Physical Care	Residents are expected to eat properly, bathe according to the shower schedule, exercise faithfully, and take care of their bodies while living at Through The Gate. <i>Why does this matter?</i> People who take good care of their bodies are often more likely to work hard on their goals while they are at Through The Gate. We want you to succeed!
Searches	Searching of your belongings or your person will be performed as deemed necessary. All searches of your person will be done with female staff only. <i>Why does this matter?</i> We have a very strict drug policy for your good and the safety of others, so when deemed necessary we will do what we need to protect you and the other residents.
Sexual Contact	There will be no sexual activity, sexual contact, bed sharing, or gesturing on Through The Gate premises. <i>Why does this matter?</i> Because Through The Gate is a place of business and these activities have no place on our premises. We want everyone to be able to focus on their studies, feel safe, protected, and behave in a way that is pleasing to God. Any violation of this policy is grounds for dismissal.
Smoking / Tobacco	Through The Gate is a tobacco, Vape free campus. <i>Why does this matter?</i> Because we love you. Residents are welcome to bring their own nicotine gum or patches but will be weaned off them accordingly.
Cell Phone Calls	Residents are not permitted to use any cell phone for their 90 day Black Out phase, and after that a staff evaluation of their progress will be the determining factor. <i>Why does this matter?</i> We want to help you focus, become invested in your studies, build new relationships, and start reshaping your desires before being bombarded with worldly influences of entertainment and people. It's a little time off the grid to re-align your spirit!
House Phone Calls	After 2 weeks, participants may be added to the House Phone schedule where they may speak with family, authority figures, or otherwise approved individuals twice a week for 20 minutes. <i>Why does this matter?</i> We want to make sure you stay connected with your family so we've set some rules that will help you to do this in a God honoring way. Phone privileges may be revoked for inappropriate exchanges, including but not limited to vulgar speech, dishonoring parents, slander, scheming or isolation.
Visitations	The first 90 days is a Black Out phase where phone use and visitations are limited to children and necessary authority figures. After 90 days, additional freedoms may be given, such as weekend/visitor passes and mentorship. Approved contacts are limited. <i>Why does this matter?</i> We want you to have the BEST chance at success, and being able to focus without undue distractions is a part of that.
Weapons	Residents will never be permitted to possess weapons on the Through The Gate property. Residents refusing to comply will be dismissed from the program.

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	<i>Why does this matter?</i> We want you to be safe. There will never be a reason that you need to have a weapon at Through The Gate.
Dress Code	Our dress code policies are modest and generally casual. Revealing clothing including short-shorts, miniskirts, halter tops, tube tops, or anything else deemed inappropriate by staff will be confiscated and returned upon completion or dismissal from the program. <i>Why does this matter?</i> One of our goals at Through The Gate is to help you focus on your inward being, to find your worth in Christ and not appearances, outward beauty, or attention from others.
Relationships	We do not recommend that residents enter into intimate relationships with anyone while they are in the program. Relationships that are deemed unhealthy, toxic, abusive, obsessive, or distracting will not be condoned. This means that that individual will not be approved for contact during your time at Through The Gate. Relationships between residents are also not permitted and will result in consequences. <i>Why does this matter?</i> We want you to be safe and goal oriented while you are here. If there are things distracting you from making the most of this opportunity we will intervene out of love.



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Through The Gate Resident Application

The confidential information you share on this application will not be held against you or used to judge you. The Through The Gate staff simply needs to know the facts about you and where you are in life right now. Please remember that we will not be able to help you if you are not completely honest when you answer the questions below. If you do not understand what is being requested, please call us; we will be happy to assist you.

If a question does not apply, it is very important that you mark N/A; do not leave any question blank.

Name: _____ Date: _____

If you have ever been in IDOC please provide DOC# _____

Present address: _____

Street _____ City _____ State _____ Zip _____

Date of Birth: _____ Age: _____ City and State of birth: _____

Social Security #: _____

Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

Is your Driver's License suspended? _____ If Yes, Explain _____

Drivers License # _____

Telephone: () _____ Cell: () _____

Email: _____

Have you had a Facebook account? _____ Under what name? _____

Intimate Relationships / Marital Status

☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Engaged ☐ Serious relationship ☐
Homosexual

Children

Do you have any children? _____ How Many? _____

List names and ages of all of your children:

#	Name	Age	DOB

Who has custody of your children? _____

What arrangements are being made for your children while you are at Through The Gate?

Are you on any type of government or financial assistance such as welfare, SNAP, or SSI? _____

Overall Physical and Medical Health

Are you in general good health? If not, please explain what medical issues you have.

Do you have a _____
Do you have a **medically verifiable** disability? _____

List any physical limitation that you may have as indicated by a physician:

Upcoming Appointments

Please list all your upcoming doctor or dentist appointments including the day, time, city, and general nature for what you're seeking medical treatment.

TTG is not able to provide transportation to appointments outside of Montgomery County with few exceptions as deemed by staff personnel. Thus, all doctors' appointments will need to be referred to Montgomery County. In addition, TTG will transport residents to all urgent medical appointments, but non-essential/not crucial appointments will have to wait until after the program is completed. This includes appointments such as teeth cleanings, general check-ups with no pressing health concerns, and the like. Lastly, if accepted, residents must not make any new appointments between the time they are accepted to the day they arrive at TTG's facility.

Overall Physical and Medical Health (continued)

Do you have any conditions or events in your past that would limit your ability to fully participate in the Through the Gate program? This would include physical chores such as cleaning, cooking, mopping, vacuuming, bending, mowing, painting, sleeping in a top bunk, etc.?

Do you have any allergies? _____ List: _____

List any and all medications that you take:

Medication	Dosage	For what reason?	For how long?

IF YOU START TAKING ANY NEW MEDICATION BEFORE COMING TO THROUGH THE GATE, YOU WILL NEED TO SEND US NOTICE. FAILURE TO NOTIFY US OF MEDICATION CHANGES COULD RESULT IN YOUR DISMISSAL FROM OUR PROGRAM.

List all past surgeries or medical hospitalizations (include dates):

Eating Habits

Do you consider your eating habits to be normal? Yes or No? _____

Are you on a special diet? _____ Explain: _____

Do you eat meat? _____ Do you have any **medically verifiable** food allergies? _____

Past and Current Substance Abuse

Have you ever experimented with the following substances?

☐ Alcohol	☐ Hallucinogenic (Acid, LSD, etc.)	☐ Morphine	☐ Inhalants
☐ Crank	☐ Amphetamines (Uppers)	☐ Opiates	☐ Crack
☐ Crystal Meth	☐ Barbiturates (Downers)	☐ Heroin	☐ Tobacco
☐ Marijuana	☐ Meth Amphetamines	☐ Cocaine	☐ Ecstasy
☐ Spice	☐ Other (Specify: _____)		

Drugs of choice:

#	Drug	Frequency of use	Date of last use

Have you ever been in an alcohol, drug, or detox program? _____

Was it faith-based or secular? _____

Date of Entry	Program Name	City / State	Reason for Leaving	Date of Discharge

Past Counseling or Treatment Experience

Have you ever experienced a life altering traumatic event that still affects you? Please explain.

On a scale from 1 (worst) to 10 (best), how would you evaluate your life? _____

Have you ever tried to commit suicide? _____ Why? _____

Have you ever been to counseling? _____ Why? _____

Past Counseling or Treatment Experience (continued)

Have you ever received psychiatric care or been in a psychiatric hospital? _____ (List facilities)

Date of Entry	Program Name	City / State	Reason for Leaving	Date of Discharge

You may be asked to sign a release form from the above facilities and forward records to Through The Gate.

Sexual Health

Have you ever been tested for a STD? _____ Month and Year? _____ Results? _____

Have you ever been tested for Hep C? _____ Month and Year? _____ Results? _____

Have you ever been tested for HIV/AIDS? _____ Month and Year? _____ Results? _____

Do you have any learning disabilities? Such as problems reading or writing? _____ Explain:

Legal Background

Arrest History

Date	Charge	Legal Outcome	Current Status

Do you have any pending court dates? _____ Explain? _____

Are you currently incarcerated? _____ Where? _____

Are you on ankle bracelet? _____ Or will you be on ankle bracelet? _____

If so, how are you paying for it? _____

Name of attorney or legal representation: _____

Attorney or legal representative's phone number? () _____

Are you presently on probation? _____ What county? _____

Name of probation officer: _____

Address: _____

Telephone number and email of probation officer: _____

How did you hear about Through The Gate? (check the one that applies)

Online:

- ☐ Facebook Ad
☐ Website
☐ Google

A Person:

- ☐ Pastor
☐ Friend
☐ Parent
☐ Counselor
☐ Probation Officer
☐ Other/Relation _____

Name of Reference Person: _____

Reference Phone: _____

Reference Email: _____

Additional Questions

In your own words, explain your current situation that has led you to apply at Through the Gate.

Is there anything else you feel the staff at Through the Gate needs to know about you, your situation, or your application? If yes please explain.

Pregnancy and Children

We will not accept pregnant women or children. You will need to make arrangements for your children's care.

Marriage

Married women may be considered for residency on a case – by – case basis.

Employment

Residents WILL NOT be employed during our program. This will allow you the time you need to focus on you and your treatment program.

Health Issues

In all cases, the best candidate for the program should be in relatively good health and capable of fully participating in the normally scheduled events of the day including working at CFC during job training. Because Through The Gate **is not a medical facility**, it may not be best suited for applicants with situations requiring direct medical oversight (including some classifications of daily medications, feeding tubes, insulin dependent diabetics, etc.).

Note: You will be responsible for your own medical and prescription costs. TTG is not responsible for these costs. **Upon arrival you will get assistance to help you apply for medical insurance if you need it.**

Through The Gate program costs

- There is a non-refundable intake fee of \$200.00 due the day of arrival. We only accept cash or money order. You will not be allowed to intake without this fee paid in full.
- There is a 15-day grace period for fees not paid; after that the resident will be dismissed from the program.
- Currently we do not accept insurance.

The cost of our 8-month program is \$2,520 or seven equal payments of \$360 (first payment due 30 days after arrival).

All fees must be paid in full before a resident can graduate.

You ARE required to give proof of your ability to pay your fees.

What are your payment arrangements?

· **Non-acceptable forms of payment: getting a job, insurance, or Recovery Works**

· Acceptable forms of payment: tax returns, stimulus, GoFundMe, family, church sponsorships, savings, other

Bed availability is not guaranteed with an acceptance letter. If there is no bed available and you are accepted, we will add your name to a waiting list.

AGREEMENT FORM

By signing below, you are agreeing to these financial responsibilities. Failure to pay your fees will result in dismissal.

By signing below, you are acknowledging that you are physically able to participate in job training activities with CFC Cleaners, this will include, dusting, vacuuming, mopping, bending, and general cleaning. You also will be working physically around Through the Gate, cleaning and doing outside yard work. If there are any issues with this, you will need to contact us prior to arrival and explain. Your acceptance may be affected.

I have read and agree to honor the Rules & Policies and to accept the financial responsibilities of my Through the Gate program fees. I have read and agree that the information I have provided in the application is correct to the best of my knowledge, and I understand if I have failed to answer these questions truthfully or purposely withheld information, it can be grounds for either refusal or dismissal from the program.

Federal law (United States Code, Title 42, Sections 290dd-2 [1992]) and the Federal regulations that implement it -- Title 42, Part 2, of the *Code of Federal Regulations* (42 C.F.R. Part 2) -- guarantee the strict confidentiality of information about all persons receiving substance abuse prevention and treatment services.

As a reminder:

- **Residents do not work while in our program:** however, you are still responsible for paying monthly programming fees as outlined above.
- Narcotics are not allowed in our facility.
- Through The Gate is a tobacco and vape free campus.

Applicant Signature

Date

Print Name