



## Nichole Mittelstadt,

Former President

E-mail: [ndmittelstadt@comcast.net](mailto:ndmittelstadt@comcast.net)

**FTC Alumni Association  
King County Youth  
Service Center  
1211 East Alder Street  
M.S. C-3  
Seattle, WA 98122-5598**

**Ph: (206) 420-1233**

**Cell: (206) 420-5641**

**E-mail: [ftcalumniassociation@comcast.net](mailto:ftcalumniassociation@comcast.net)**

**Fax: (206) 420-1233**

Starting an Alumni Association can sometimes seem like a daunting task. I have decided to document what I did, in hopes to making it easier for you! Good luck in your journey! I wish you all the success in the world. If you have questions or need help, please feel free to call on me.

## How I Started Our Alumni Association

February 2008

## From Idea to Plan

I graduated from King County's Family Treatment Court (FTC) on December 19, 2006. While I was a participant of the FTC, I heard talk about the "Alumni"; little did I know that it was all an idea - there wasn't an organized Alumni Association. After graduation, I knew that in order for me to stay clean I would need to stay connected to the people that helped me the most: those on my FTC team. I started doing "service" work, if you will, for the Court and got involved with the King County Adult Drug Court Alumni; sitting on their Accountability Panel, attending their meetings and sharing ideas with the members of their Alumni while trying to figure out how to start the FTC Alumni Association. I wanted our participants to have a way to stay connected after they graduated. It was a long road, or so it seemed. I would sit in on the Advisory Panel Meetings and present my ideas only to have them tossed aside or get stuck in all of the Bureaucratic Red Tape. After about six months of this, I decided that I had been going about it all the wrong way; I didn't need the Advisory Panel to tell me that it was okay to start an Alumni Association - all I needed was other willing graduates!

Through my Court and the National Association of Drug Court Professionals (NADCP), I was able to attend the NADCP Annual Training Conference in Washington D.C., where I was able to network with other Alumni and get ideas on getting started. Of course, not all Courts will have the benefit of sending one of their grads to the Annual Conference, so that is why I decided to write this manual.

Once I got back from the Conference, I wasted no time in drafting a letter to the Graduates expressing my desire to start an Alumni Association and ask for help. Due to confidentiality laws, I had no access to the contact information of the other graduates, but the FTC Program Manager mailed the letters to the Graduates on my behalf. We are such a new program that we only had about 13 Graduates when I was trying to start the Alumni Association. I don't remember exactly how many people responded, but it wasn't many. I tried not to be dissuaded, even if I couldn't get the other Graduates interested, I still had the Participants. I remembered that one of the Counties that presented said that their Alumni Meetings were mandatory for their Final Stage Participants. I decided that I would go to the Courthouse on the day that FTC held Court and put my feelers out to see if anyone would be interested. There was some interest, so I decided that I would go ahead with my idea.

My next step was to get the approval from the Business Team. I needed to get approval on the forms that we would be using and I also wanted their opinion on the “what” part of the Alumni Association. In preparation for the meeting, I put a packet together for each member.

With the information that I had already gotten from the Advisory Panel I came up with a Vision for the Alumni - what is it that we want the Alumni to be doing? I came up with our Visions & Goals\* after compiling all the information I was given and then set about creating the Contact Information Consent\* form, Photography Consent\* form and a Sign-In Sheet\*. I had received some background information from the Adult Drug Court on their Alumni and what they were doing, as well as a copy of their Volunteer Confidentiality form, which I used to create our Volunteer Confidentiality\* form. These forms are included in Section 3. I got approval on the forms and some really good feedback after presenting this packet.

### **Preparing for the First Meeting**

I went out and bought a file box that had a lock on it and file folders, as it's vital that you have somewhere secured to file all of your stuff. Just like the Courts have a responsibility to keep information confidential, I felt I had that same responsibility – just because we have graduated, doesn't mean that we want our addresses and phone numbers floating around for everyone to look at. I also made it very clear in my Consents that until we found a better way; I would be the only person with access to this information.

I have folders for each of the following: *Vision Packet, Sign-In Sheets, Blank Contact Consents, Blank Photo Consent, Blank Volunteer Confidentiality Forms, Signed Photo Consents, Signed Volunteer Confidentiality Forms* and *Signed Contact Consents* (which I keep in the back of the forms for easier access - they seem to be the ones that I need to look at the most often). Each month I add a folder labeled with the date of the meeting. In those folders I keep the packet that was sent out regarding the meeting, as well as the minutes and Sign-In sheets. I also keep back-up copies in my computer. To make life a little bit easier for me, as soon as I get a Contact Consent I put it in my computer on a Directory that I have started.

After I got the Consents created, I started going to the Courthouse on the day that FTC had Court. I would introduce myself to as many people as I could before Court and at the beginning of Court the Judge would also introduce me as one of the Graduates. He'd generally let me take a minute to explain what I

was working on and I was able to hand out all the information that I had on what the Alumni would be (the same packets that I took to the Business Meeting earlier). I'd also hand out my Business Cards as often as I could. After the second or third time that I had gone to Court, participants would come up to me and ask me about the Alumni and when the first meeting was going to be. This was in late August; at this point I knew that it was time to get moving. I may not have had the graduate pool that I wanted, but I had interested participants that would someday become graduates.

## **When and Where**

It was now time for me to decide when and where. I was told that it was best to have the meetings regularly and at the same time each month - this would allow members to always know when the meeting is so that they keep that day clear on their calendar. In deciding the 'when', I had to check to see when staff was available and what worked best with all of our schedules. I chose to hold the meeting in the early evening so as to make it as convenient as possible for everyone.

At the time, the courthouse seemed to be the most logical choice to hold the meetings, for a couple of reasons: 1.) everyone who would be attending obviously knew where it was and how to get there and, 2.) it was FREE! Free is a very good price when you are just starting. Some of the drawbacks to having it at the Courthouse are the security and making sure that the room is available. Courthouse policies state there would need to be Court staff present, because we hold our meetings after-hours. We usually have two very supportive staff present and they agree that the Alumni Meetings are about the Alumni and do not report back to the rest of the team what goes on in our meetings. They also keep the children entertained while we have our meetings. We hold our meeting on the second Wednesday of each Month at 5 P.M. in the King County Youth Service Center.

I didn't want there to be an issue with daycare so members are allowed to bring their children and we provide toys and stuff for them to do. Since we have it in the evenings we would need to make it a "dinner" meeting. I wanted to make the dinner a well balanced family style dinner - it has always bothered me when I go somewhere and they say dinner will be provided and I get there and they have pizza!

## **Our Kick-Off Dinner and Meeting**

During the month prior to the first meeting, I created a packet that would be mailed, again on my behalf by the FTC staff, to the graduates and given to the participants at Court. This packet included a flyer (sample included in Section 3) announcing what would be going on at the meeting and what we were going to have for dinner – I made a Homemade Enchilada Casserole. I also included the Contact Information Consent, and the Agenda for the meeting. In the packet that was mailed out to the graduates, I included a letter detailing my wonderful trip to the Annual Conference in D.C. and the purpose of having Alumni Association. During the first month, we got maybe two Contact Consents back - it wasn't much, but it was a start.

Only three members showed to our first meeting on October 9, 2007; two were graduates and one was a participant, but there were also several staff and visitors that showed up to support us; with each having had drugs or alcohol touch their lives in one way or another. One of our main objectives at the first meeting was to get to know one another. After we had eaten we all told a short summary of our story, we went over the Visions to see if there was anything that needed to be added or deleted. Even though there weren't many members there, I was very happy with the outcome.

### **What's in a Name?**

We needed to come up with a name for our Alumni Association. At the second meeting we came up with our name. We decided that since some people may not want to continue to be related to the Family Treatment Court (FTC), per say, after they graduated, we needed a name that didn't directly associate us (with the people who didn't know what FTC stood for), but also directly associated us (with the people that did know). We came up with The FTC Alumni Association, commonly known as FTCAA.

### **Board Members**

You will eventually want to create a Board of Directors; right now ours has four Board Members. I act as the President; we have a Vice President, Treasurer and Secretary. Eventually, we may need to add more Board Members. We have not yet discussed a term for our service, but I think that one year is about the longest that you would want to do it.

Since we are going to become a Non-Profit, we will be looking for advisors or an outside Board of Directors. This is the first time that anyone on our Board has served in this type of capacity, so we are learning as we go.

## **Monthly Packets**

Since we hold our meeting on the Second Wednesday of the Month, I create a packet around the fourth week of each month. In the packet, I usually include a letter, the minutes from the last meeting, a tentative agenda for the next meeting, and a flyer announcing the next meeting and what will be served for dinner. These packets are then mailed out to the graduates. I mail the packets to the people that we have Contact Consents for and the FTC staff mails the ones that we don't have the contact information for. I like to make sure that this is done at least two weeks prior to the meeting. That way people can have some time to plan their schedules. I don't want to do it any earlier than that, because like me, they are recovering addicts and alcoholics – we tend to forget things, if given the opportunity. During the week prior to the meeting, I try to call everyone that I have info for and remind them about the meeting. This is especially important if people have agreed to bring something.

## **Food and Drinks**

If you chose to have food at your meeting, it doesn't have to be real expensive or elaborate. I try to make our dinners as balanced as possible. The meals that I have cooked are the Enchilada Casserole with Salad and a beverage. We have had Stuffed Tilapia (fish) with red potatoes and creamy Brussels sprouts. For our Holiday Party – that the Alumni Association hosted, I prepared a Traditional Turkey Dinner. The other members also brought side dishes and desserts. In January, we were treated by the FTC staff to a nice pasta dinner. After the fourth month, I got smart, and we went potluck. My Court usually provides the beverage and the salad. We will be coming up with a menu at each meeting for the following month.

In planning the menu, I try to stay with the season and what holidays are coming up – Corned Beef and Cabbage for St. Pat's Day, Mexican for Mardi gras, Barbeque for July 4<sup>th</sup>, etc. and of course, you can make the meals as simple as elaborate as you want.

## **Contacting One Another**

During the Holidays, we create a phone list for the participants so they can contact a member of the Alumni if they needed to. I am currently in the process of getting permission and approvals from the members for a Directory

that will be made accessible to the participant. We are also creating Business Cards for our Alumni Association that will be two sided with all of the consenting member's phone numbers on it so the participants can have a pocket reference. We will also have a one sided card that can be given to the general public and as a fundraising tool.

## Projects

One of the Visions of the FTC Alumni Association is to help out our community and our FTC. We are coming up with different ways to accomplish this. We have begun brainstorming ideas and hope to come up with a plan by summer 2008.

Some of the things that our Alumni Association is working on include an Annual Banquet (this year will be our first) for National Drug Court Month in May. Since our Alumni Association is so new and does not have any monies of its own, this project was funded by both FTC and the Adult Drug Court.

We also try to get a member to go sit in Court every Tuesday, in case there is a participant that might be having a hard time or just want information on the Alumni in general. We're being allowed to sit in a location where we can hear all that is being said, which enables us to better understand the needs of the participants. If one of them is having a particular problem that we feel we can help with, we'll have them sign a Contact Consent and try to match them up with someone from the Alumni who has had the same or a similar problem. We've tried giving our numbers to the participants for them to call us; however we have found that we don't get many calls from them. By having them sign the Contact Consent, we can have the Alumni call them to see if we can help, which I feel is crucial. I remember how hard it was for me to call someone that I didn't know and spill my guts to them, I also remember how many times I called someone I didn't know – zero.

We are trying to come up with a Community Service project that we will be involved in on a monthly basis. Some ideas that we have had for that include: Habitat for Humanity, cleaning and sanitizing at ChildHaven (the program that the Courts preschool kids are sent to), Adopt-a-Highway/Road, helping out with the Homeless. We haven't voted on what we will be doing with the community service, yet, but we want it to be something that will help out and we want to do it on a monthly basis. We'll probably change it up every six months or year.

Of course one of our main purposes is to be able to help with FTC. We make ourselves available to sit on committees, as needed, and we'd also like to be able to help with some of the funding, when possible. We're looking to become a registered Non-Profit [501(c)3] and are hoping to start an Accountability Panel that our participants can be sent to, as a sanction. They're currently being sent to the Adult Drug Court's Accountability Panel and while that is all good, while going through this process we, as parents, sometimes have different issues that we deal with. I would like to see us going out into the community to speak at schools and businesses and help educate our community on Drug and Alcohol Addiction and the changes that are possible in addicts and alcoholics.

We'll also be planning our Annual Picnics for September (National Recovery Month), which is generally a really nice month for Washington State. If it's not for you, by all means have them in a different month.

The way that our Graduations are run, our Alumni doesn't do a great deal of planning for them, but if you're able, it'd probably be a good idea to help plan your graduations. One of the things that we do try to do for a Graduate is to send them a card congratulating them on their success and invite them to the next meeting. However, if we've done our job right they are already involved in the Alumni. The Alumni will be hosting a Graduation on May 6<sup>th</sup> as a prelude to our Celebration Banquet. If we get enough people willing to come back for this Graduation, we will talk about hosting a Graduation quarterly.

I think that it is very important that you try to plan a significant event during National Drug Court Month; which is in May, and during National Recovery Month; which is in September. It is also good to have a "Birthday Party" for your Court in the Month that your Court was started - and also for your Alumni Association in the month that it was started.

If your Court is new or small, like ours is, you can team up with another Alumni Association to help make your event as big or nice as you would like. For our National Drug Court Month Celebration, we have teamed up with the King County Adult Drug Court.

### **Start Up Costs**

Since our Court is small and new, they did not have money in the budget to get an Alumni Association going, I covered most of the startup costs. This may be necessary in the beginning, although, I did not spend any money that I could not afford. Most of my costs were spent on paper, ink and supplies. I was also

paying for and cooking our meals until the fourth month. I think that I have actually spent more time than money in getting our Alumni Started.

Our Court has covered all of our postage costs and of course time mailing out the packets each month. They also supply our beverages and eating supplies each month. Since we have to have a staff member present at our meeting they spend that time entertaining the children while we have our meeting. We have several staff members that stay very involved and are always there to act as a sounding board. If you are fortunate enough to have them, utilize them in any way possible.

### **Staff at our Meetings**

Since we have staff that sits in on our Meetings it is understood that they will not share information that they don't need to share with anyone else. Of course, as a group, we also understand that if there is anything said that is Mandated by Law for them to report, they will. This issue hasn't come up and hopefully never will - at our meetings we conduct business not personal problems. Of course we are always there to help a member who may be having a problem, but if everything is running the way that we would like it to, then any problem that may result in something that is reportable will have been addressed and dealt with before it comes to that.

### **Fundraising Ideas**

Since we are not yet considered Non-Profit we have been trying to come up with some creative ways to try and raise funds for our Alumni Association. I have collected clothes from members - as well as friends and family - that we were going to consign, though I have found that right after the Holidays is not the best time to do this. We have chosen to expand our wares and have a yard sale. We will have information on our Alumni Association, as well as Family Treatment Court and ask that the shoppers make us an offer. If they don't see anything that they would like, we will also accept donations - if they wish.

Since we would like to start fundraising prior to spring, each member of the Alumni Association has going to donate a small amount of money to buy some "Recovery Prayer" pens. There are three different pens with a different Recovery Prayer: Serenity, Third and Seventh Step prayers with a window that changes phrase by phrase when you click the pen. We will spend \$50 to purchase 36 pens. We will then sell the pens for \$3 each. Since the money to

purchase the pens will be a donation we will net a profit of \$108. We ordered the pens through [www.greetingpens.com](http://www.greetingpens.com).

I am also trying to get the money together to buy imprinted Coffee Mugs, T-Shirts and other products that we can sell to make a profit. Our Court also has a Recovery Store where we can display our items for anyone to see. We will be sharing a Booth with the Family Treatment Court at the National Recovery Month Recovery Walk and will be able to sell our products there.

During the summer months we can hold car washes and other fundraising events. Once we get our 501(c)3 status we will be able to apply for grants from various foundations. I am looking forward to a time when our Alumni Association is fully self- supporting.

### **Then and Now**

When I graduated, my Court had a group that Graduates were invited to go. It was a group that was set up for new participants and sanctioned participants had to go to. I was the only graduate that I know of who went to it. Unfortunately – or should I say fortunately, it wasn't what I thought an Alumni should be. Through a whole lot of work, today our Court has a fully functioning Alumni Association. I am very proud of the work that I have done and with the help of others, I look forward to seeing this becoming a long lasting and large Alumni Association.

I don't necessarily like being the center of attention, though my husband would say that I am lying, but this is what it is all about for me. This is my way of giving it away. Each day I am inspired a little bit more – I am inspired by people who don't even know that they are doing it. One morning I got a phone call at 7 o'clock in the morning, when I answered the phone all I wanted to do was choke the person at the other end of the line. That person ended up giving me what I needed to get me up and going that day and want to get this manual done even quicker. It was a Graduate from a Drug Court in Maine that wanted information on how to get their Alumni Group started. It is things like that that sometimes give me what I need to make it through the day.

I am so proud of the Graduates we have today that have stepped up and are willing to go out and help a fellow addict/alcoholic. Thank you to everyone who is member of the FTCAA. Thank you to everyone who reads this manual for wanting to do the same.



## What I Learned

I am going to try to keep this section short and sweet. I learned far too much to put in this manual and if I did, it would probably read like a medical journal or something boring like that. (No offense intended, if reading Medical Journals is your thing – give me a call and I can tell you all that I learned).

I did learn that you do not have to go through all of the Bureaucratic Red Tape. Your Alumni Group really has nothing to do with your Court. Your Group should be about graduates coming together to help others and make the process a little easier for someone else. It should be about getting to know others that you have a common ground in Recovery with, finding new ways to have fun soberly, and giving back to those that helped make your Recovery just a little bit easier – though it may not have seemed that way while it was happening

I learned to trust others and to take constructive criticism for what it was worth, a way to help me better myself. One of the biggest lessons that I learned is that unlike my early recovery, this wasn't all about me – it was about what I could give back. It taught me to be patient and understanding. Sometimes – more times than not – it taught me that my way was not necessarily the only, or the right, way.

I finally figured out that I don't need to do everything by myself. It is okay to ask for help if you need it, okay to get frustrated from time to time, heck it is even okay if you want to give up once in a while. Just remember, if you are doing something that is your Higher Power's will something will happen that will keep you going. The day I got the wakeup call from Maine, I had no intentions of writing that day – that was the day that I finished this manual.

I also learned the importance of balancing family and volunteer work, though my husband would disagree. I needed to take some time and step away in the evenings to spend time with my husband and kids. This was very difficult for me to do sometimes because I had so much passion in getting the Alumni Association going and writing this manual. I was also working two jobs during most of this time and it was okay for me to set it all aside for a couple of days. Don't get me wrong it wasn't easy, but it was definitely okay and sometimes necessary.

I have also learned that it is okay to say enough is enough, things may not always be exactly the way you want them to be, but it is okay to leave well enough alone.

On that note, I am going to finish now. If there is anything that I have not covered in this manual or anything that you may need more information on, please feel free to call me, email me, snail mail me, or fax me. I will always be here to help in any way that I can.

## Acknowledgements

Though throughout this manual, I say "I" a lot, it needs to be said that this journey was not solely my own. There were many people that I turned to in starting our Alumni Association. I would like to take this opportunity to thank them all, if it weren't for you I would not have had the courage to continue with all that I have. I sincerely apologize if I miss anyone, please know that it is not because I don't appreciate the help and support you gave me, it is because – let's face it, I am a recovering alcoholic/addict and my memory sometimes fails me.

I had tremendous support from the Ericka Turley, the Program Manager and Cathy Lehmann, the Court Specialist, for the King County Family Treatment Court. Our Treatment Liaison, Erin Daly, has been a valuable support by being at all of the meetings and helping out with the children. We have also benefited from some funding from King County. Since before the first meeting, I had great support from many of the current participants.

My family, though sometimes taking exception to the amount of time I've devoted to this project, has also been a great support. At the time that we opted in to FTC my husband and I were going through a divorce, we later decided that we would try this as a sober couple and see what we could come up with. My husband, even though we were in the process of divorce, has always been very supportive of my recovery. He raised the children himself for a year after I got out of Treatment while I was building my recovery foundation. He has always been there for me to bounce ideas off – without his faith in me and encouragement I don't think that I would have had the courage to continue. I am happy to say that my husband and I are celebrating our Ninth anniversary in July. Without the presence of my children on a daily basis, I don't think I would have realized just how much it all mattered. Even though they sometimes feel neglected and tell me to get off of the computer (they are eight and three), they always ask me how it is going and what they can do to help. Both of my children look forward to going to the Meetings so that they can play with their new friends. Thank you and lots of love to my husband and children.

I have great relationships with all of the members of FTCAA. If it weren't for them, then this all would have gone nowhere! As I see more and more people getting involved, I know that we have a great, devoted group of people who all want to make it easier for someone else who is just starting out. It is true that in order to keep it, you have to give it away! I happen to have a great group who has no fear in getting involved. I would like to express grateful appreciation and love to all of them and their families.

I also need to thank all of the people that have emailed or called me to ask for advice on starting their own Alumni Group; if it weren't for them, I would not have began writing this manual.

Thanks to the members of the NDCA (National Drug Court Alumni) for all of their support and help in getting my Alumni Association going. Truly, if it weren't for them I would not have had any clue where to start.

An extra big Thanks to Carolyn Hardin of NDCI! She brought all of the members of the NDCA together in Washington D.C. for the Annual National Association of Drug Court Professionals Training Conference in June 2007. This is where I got all of my inspiration to start our Alumni Association. She has also been a tremendous support to me throughout the whole process. Though I sometimes would email her multiple times a week, she would always get right back to me with words of love and encouragement. Carolyn, you are truly a wonderful gift to everyone involved in all of the Drug Courts across the country.

I would also like to thank my friend, Michael Hudson, for all of his hard work and quick turn around on the editing of this manual. Without his help, I would not have been able to get this manual done.

You can access tons of information at [www.nadcp.org](http://www.nadcp.org). I visit this site many times during the week. Hopefully, the NDCA and FTCAA will soon have websites available for everyone to get more information. There is a great deal of resources available to us on the internet – I wish that I can list them all here but it would be next to impossible. Whenever I am looking for something on the internet, I Google "Recovery".

I hope that this manual has helped you in some way. I tried very hard not to be long winded but didn't want to feel like I left anything out. I would love to hear your feedback, please feel free to contact me. I am here if you need any help or just someone to talk to. I love you all and thank you for keeping me sober today.

FORMS

Please feel free to adapt these forms to fit your needs.

## FTC ALUMNI ASSOCIATION

# Goals & Visions

1. To start a functioning Accountability Panel for the Family Treatment Court.
2. To make ourselves available to the clients as added support and guidance through the FTC process with the understanding that boundaries will be in place to protect both the participant and the Alum, thus helping both to remain healthy in their recovery.
3. To become active with the participants early on in FTC in hopes of keeping clients active and wanting to stay engaged in service and after-care by becoming a part of the Alumni after graduation.
4. To help the FTC staff and team in any way needed while maintaining confidentiality between the court and the client.
5. To inform the public about addiction and, as well as the community about FTC.
6. To be available to give Public Presentations, drug education, etc.
7. To help with special projects such as Graduations, Picnics, Fundraising Activities, and Clean and Sober functions for all to enjoy.
8. To become self-sufficient through our own contributions and fundraising through our Non-Profit status
9. To be able to give our opinions/views, as graduates, to the team; regarding, but not limited to, sanctions and incentives. What we feel is/has worked or what may/or may not work.
10. To assist in the incorporation of the Alumni Group Meetings into the Third Phase of Participation in FTC. Allowing participants to see what the Alumni Association is all about and to find out if it is something that they, hopefully, will want to continue after graduation.

# FTCAA

## Contact Information Consent

After graduation, we sometimes tend to lose touch with the people that we met during one of the roughest times of our lives. The FTC Alumni Association is a good way to help keep you connected to those that you went through this phase of your life with. We are asking that you provide the FTC Alumni Association with your contact information. You can provide only the information that you wish to be contacted by. If you have an e-mail address, we encourage you to provide it; addresses and phone numbers often change, with your e-mail address we can ensure that you stay up to date with current functions, issues and what not. It is your guarantee to staying connected, no matter where you are. Your contact information, except phone number, will not be shared with anyone outside of the FTC Alumni. We will be publishing a phone list that will be distributed to participants of Family Treatment Court. There is an option by the phone numbers to opt out of having it published.

I, give my consent to be contacted by the FTC Alumni Association. I understand that my information will only be used to notify me of upcoming events, meetings, etc. I understand that if I want to change my contact information or the status of my consent, I can do so by contacting the FTC Alumni Association President.

*Please Print Clearly:*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_  Please do not Publish

CELL PHONE: \_\_\_\_\_  Please do not Publish

EMAIL: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I **DO NOT** wish to be contacted by the FTC Alumni Association regarding upcoming events, meetings, etc.

# FTCAA

## Photography Policy / Consent

During your participation with FTCAA there may be functions or times that you or your minor children may be photographed. The best way to show that FTC works is to be able to publish materials showing that FTC participants and graduates are real people with real faces. However, to keep clients confidentiality we need your consent to use photos of you and/or your minor child(ren). No picture will be made available, outside of the court, for any purpose without your personal consent. The purpose of this form is to give you the opportunity to consent or decline consent. You can change the status of this consent at anytime, all you need to do is let the Alumni Association President know and you will be given another form to fill out.

I, \_\_\_\_\_, understand that at certain times (not limited to graduation, picnic, clean and sober functions, etc.), during my participation with FTCAA my and /or my families photographs maybe taken.

*Please check all that apply*

- I give my consent for my picture(s) to be used in materials distributed by Family Treatment Court and/or Alumni.
  - I give my consent to use **my** name and graduation date.
  - Please **DO NOT** use **my** name, use only my graduation date.
- I give my consent for pictures **including my minor child(ren)** to be used in materials distributed by Family Treatment Court and/or Alumni.
  - I give consent to use my **minor child(ren)**'s name(s)/ages.

*Circle one:*    first name, last name, age   -or-   first name, last initial, age
  - Please **DO NOT** use my **minor child(ren)**'s name(s), you may use their ages.

**OR**

- I **DO NOT** give my consent for **my** picture(s) to be used in materials distributed by Family Treatment Court and/or Alumni.
- I **DO NOT** give my consent for pictures **including my minor child(ren)** to be used in materials distributed by Family Treatment Court and/or Alumni.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# King County Family Treatment Court

## Photography Policy / Consent

During your participation with Family Treatment Court (FTC) there may be functions or times that you or your minor children may be photographed. The best way to show that FTC works is to be able to publish materials showing that FTC participants and graduates are real people with real faces. However, to keep clients confidentiality we need you consent to use photos of you and/or your minor children. No picture will be made available, outside of the court, for any purpose without your personal consent. The purpose of this form is to give you the opportunity to consent or decline consent. You can change the status of this consent at anytime, all you need to do is let the Alumni Association President know and you will be given another form to fill out.

I, \_\_\_\_\_, understand that at certain times (not limited to graduation, picnic, clean and sober functions, etc.), during my participation with FTC my and /or my families photographs maybe taken.

*Please check all that apply*

- I give my consent for my picture(s) to be used in materials distributed by Family Treatment Court and/or Alumni.
  - I give my consent to use **my** name and graduation date.
  - Please **DO NOT** use **my** name, use only my graduation date.
- I give my consent for pictures **including my minor children** to be used in materials distributed by Family Treatment Court and/or Alumni.
  - I give consent to use my **minor child(ren)**'s name(s)/ages.  
*Circle one:*    first name, last name , age   -or-    first name, last initial, age
  - Please **DO NOT** use my **minor child(ren)**'s name(s), you may use their ages.

**OR**

- I **DO NOT** give my consent for **my** picture(s) to be used in materials distributed by Family Treatment Court and/or Alumni.
- I **DO NOT** give my consent for pictures **including my minor child(ren)** to be used in materials distributed by Family Treatment Court and/or Alumni.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**King County FTC Alumni Association**  
**Alumni Volunteer Confidentiality and Ethics Agreement**

As a FTC Alumni Association volunteer, I recognize that I am subject to a code of confidentiality and ethics similar to that which binds others who work within the court and chemical dependency treatment systems.

**I agree to adhere to the following points of volunteer ethics and will endeavor to:**

1. Safeguard the confidentiality of all participants in the Family Treatment Court. I agree not to disclose any information obtained in the course of court activity without a proper written consent from both a FTC staff person and an individual participant. This includes the following:
  - a. Names and/or identifying information of current or previous participants;
  - b. That a particular person is involved with Family Treatment Court or enrolled in a substance abuse treatment program.
  - c. A participant's status / progress in Family Treatment Court or in treatment;
  - d. Information regarding criminal history, evidence of criminal activity, medical information (including HIV / Hep status), mental health information, diagnosis; and
  - e. Any verbal statements made by or about a Family Treatment Court participant.
2. Act in accordance with the standards and practices and with respect to the policies of King County Family Treatment Court.
3. Provide services with respect for people's dignity and individuality, unrestricted by considerations of race, sex/gender, color, religion, age, national origin, ancestry, sexual orientation, disability, marital status, social or economic status, personal characteristics, an/or life-style choices.
4. Participate in efforts to maintain and promote the Family Treatment Court's integrity and credibility and to promote a quality court system.
5. Recognize the boundaries of my own level of training and skills and consult with a Family Treatment Court staff person for additional assistance or support when needed.

**W will do my utmost to uphold this agreement. I understand the effectiveness and credibility of Family Treatment Court depends, in part, on my commitment to maintain these standards. I understand and agree to abide by the confidentiality and ethics rules as set forth above.**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adapted, w/ permission, from ADC Confidentiality Agreement

