



House Evaluation Form

In order to remain in good standing, an Oxford House must follow the Charter Conditions and the suggested system of operations of Oxford House Inc.

House Name:	Capacity:	Date of Visit:
Phone #	Voicemail with info: Y / N	Website info Correct: Y / N

House Meeting:

- 1. Did meeting start on time? Y / N
- 2. Were all members in attendance or absent members excused? Y / N

Assess the Following Parts of House Meeting: (Good / Needs Improvement)

- 3. Reading of the Oxford House Traditions: _____
- 4. Presentation of Minutes from last meeting: _____
- 5. Presentation of Treasurer’s Report: _____
- 6. Presentation of Comptroller’s Report: _____
- 7. Presentation of Coordinator’s Report: _____
- 8. Presentation of HSC Representative’s Report: _____
- 9. Overall handling of House business / issues: _____
- 10. Is the democratic process followed and parliamentary procedures used? Y / N
- 11. Do house officers understand their responsibilities and duties? Y / N

Overall Evaluation Questions:

- 12. Does the house have a Permanent Charter Certificate? Y / N
- 13. Does the house have copies of the Oxford House Inc. approved manuals? Y / N
- 14. Does the house have proper paperwork for house meetings, new members, etc.? Y / N
- 15. Does the house appear clean and well maintained? Y / N
- 16. Are there two signers on the checking account? Y / N
- 17. Does one member have direct access to the checkbook? Y / N
- 18. Are members making every effort to help prospective applicants, even if house is full? Y / N
- 19. Do members who leave in good standing, register as alumni with OHI? Y / N
- 20. Are vacancies being updated by text, on the oxfordvacancies.com site? Y / N

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21. Keeping with the Oxford House first tradition, how are the members providing “rehabilitative support” to each other? (Write answer below)

22. One of the most important parts of the House Services Committee is to serve the needs of the local houses. How can the HSC help your House? (Finding furniture, additional training, etc.):

HSC Representative Additional Comments: