



Andy Wilson-Executive Director

Tom Weir-Associate Executive Director

Phone (260) 423-4301

Fax (260) 423 4621

Website: fortwayneclubhouse.org



Handbook 2026



Carriage House Guarantees Its Members:

The right to a place to come. The right to meaningful relationships. The right to meaningful work. The right to a place to return.

Membership

Criteria for membership: Must be 18 years of age or older and have a diagnosed mental illness.

Membership is **voluntary** and without time limits. (Clubhouse International standard #1)

Members choose the way they utilize the Clubhouse, and the staff with whom they work. There are no agreements, contracts, schedules, or rules intended to enforce participation of members. (Clubhouse International standard #3)

All members have equal access to every Clubhouse opportunity with no differentiation based on diagnosis or level of functioning. (Clubhouse International standard #4)

Members must be able to meet their basic self-care needs and adhere to the safety policy.

Steps to Becoming a Member

1. Take a tour of the Clubhouse, and complete a new membership application.
2. Complete diagnosis confirmation sheet if from Park Center or a referral form from mental health provider.
3. Once diagnosis is confirmed and background check completed, come in up to 3 times in 90 days after confirmation. You can do final membership paperwork any of those days.

Employment Opportunities

At the Carriage House, all members have the right to assistance with employment. We can help if you have never had a job, have had jobs in the past but are currently not working, or if you are currently working and looking to upgrade your employment. Ask how to get a job in a unit meetings or at the job development meetings at 11am on Tuesdays.

Transitional Employment

Transitional Employment (TE) is ideal for people who have not worked in a while. It is an employment program unique to the Clubhouse Model that partners with area businesses to help people transition into the work world. TE allows Carriage House members to work a paid, part time job with support and training from Clubhouse staff. With a TE, Carriage House members skip the competitive application and interview process, receive personalized training, assistance with benefits, and staff coverage of their shift if they are sick. TE jobs typically last from 6 to 9 months, and afterwards the clubhouse works to help members move into more independent employment if they wish.

Supported and Independent Employment

The Clubhouse works to help members gain, sustain, and better their employment through assistance with applications and interviewing, reporting benefits, writing resumes, identifying job leads and, in some cases, maintaining a relationship with employers.

Education

The Clubhouse encourages members to pursue their educational goals. Members and staff work together to assist with tutoring, returning to college, obtaining a high school equivalency, computer literacy, financial aid and more. The Membership Service Unit offers help with education for those who are interested and holds Education meetings take place at 11:00am on Thursdays

Advocacy

Members and staff at the clubhouse provide advocacy support for housing, benefits assistance, referrals to community programs, and other needs.

UNITS OF THE CLUBHOUSE

***Members can choose a home unit but can participate wherever they wish based on their interest at the time**

Membership Services Unit

This unit is responsible for reception, orientation of prospective new members, education and employment support, community resources for the house, and the member bank. Membership Services also acts as the liaison between the Indiana Clubhouse Coalition and the Carriage House. Lastly, the Membership Services Unit uses a newsletter and social media in order to keep the community up to date with what is going on. This is a unit where you can engage with members to help reach their goals and keep colleagues informed of house events.

The Data Processing Unit

This unit is responsible for recording useful data and using it for reports and grant applications, paying bills, and keeping track of accounting/budgeting. They also design and produce cards for celebrations and outreach. This unit engages members and staff in going out into the community and sharing information about the carriage house in a group called the speaker's bureau. The Data Processing Unit is the unit responsible for planning and organizing the greenhouse and garden. This is a unit that prizes attention to detail and gives members a behind the scenes view.

The Cafe Unit

This unit is responsible for breakfast, lunch, and rec meals as well as snacks. They run the kitchen, the dining room restaurant, and the snack bar. The unit likes to keep bellies happy and gives members a chance to do more physically active tasks.

Work-Ordered Day

The work-ordered day engages members and staff together, side by side, in the running of the Clubhouse. The Clubhouse focuses on strengths, talents, and abilities; therefore, the work ordered day does not include medication clinics, day treatment & therapy programs. The Carriage House is open five days a week and parallels typical working hours. Work is designed to help members regain self-worth, purpose and confidence and is not intended to be job specific training.

The Carriage House

Working Together to Overcome Mental Illness

Though nearly one in five families will be affected by serious mental illness this year, misunderstanding and stigma still abound. Eighty-five to ninety-five percent of adults with serious mental illness are chronically unemployed, and traditional treatment continues to focus on maintenance instead of recovery.

Founded in 1997, The Carriage House is a Clubhouse model program, certified by Clubhouse International with the singular mission of assisting people in recovering from mental illness and returning to the community. In a nontraditional setting, members work side-by-side with staff on activities, building the confidence and self-esteem necessary to reclaim their lives. We are proud to have an international reputation for excellence in the Clubhouse model.

Through assistance with employment, education, housing, benefits, and other needs; the Carriage House ensures that members have real opportunities to return to their lives. Our outcomes have been significant. Since our inception the Carriage House has grown from a few dozen members to more than 2,200, with an active membership of around 200. We have assisted hundreds of people in returning to work and working towards their educational goals.

Clubhouse Hours

- Monday—Friday 8:00 am—5:00 pm
- Extended hours for recreational activities on Wednesday & Saturday.

Meals

- Breakfast is available Monday—Friday in the Cafe dining room. \$1.00 or less.
- Beverages & snack items are available daily in the Cafe snack bar. (prices vary)
- Lunch is available Monday - Friday in the Cafe dining room from 12:00PM to 12:45 PM. Prices vary but average around \$1.50 for an entree, and \$0.50 for a side.
- Dinner is available during Wednesday rec nights for about \$1.50, on Sat we provide a free meal

Other Sales in Cafe Snack Bar

Laundry soap
 Stamps
 Envelopes
 Photocopies
 Citilink Bus Passes

Signing In and Out

We ask all members and new applicants to sign in and out at the reception desk. **Please** don't forget to sign out as you leave the building.

Laundry

Washers and dryers, located in the basement, are available to all members for \$0.50 to wash and \$0.50 to dry (per load). Laundry soap can be purchased for \$0.25 in the Cafe snack bar.

Meeting Schedule

DAILY MEETINGS & UNIT MEETINGS IN HOUSE MONDAY – FRIDAY: 9AM & 1PM

WEEKLY/MONTHLY MEETINGS:

MONDAY:	PROGRAM MEETING	1:00PM
	CAFE MENU PLANNING	1:30PM
TUESDAY:	JOB DEVELOPMENT	11:00AM
	PHILOSOPHY	1:00 PM
WEDNESDAY:	UNIT COORDINATION	1:00PM
	EDUCATION	11:00AM
THURSDAY:	EDUCATION LUNCHON (3RD)	1:00 PM
	POLICY	1:00PM
FRIDAY:	FULL HOUSE CHECK IN	1:00PM
	SPEAKERS BUREAU	2:00 PM

Expectations

- To respect the safety, property and rights of others.
- To not be under the influence of, nor consume, alcohol and/or illegal drugs while at the Clubhouse
- No smoking, except on the porch at the back of the Clubhouse.
- No weapons, concealed or unconcealed.