Stepping In Tool

Membership Meeting Guide

This part of the tool is a complete meeting agenda with a suggested script for discussing stepping in with members of your organization. *What you'll need:*

- Internet video playback equipment so that everyone can see and hear the Stepping In video.
- Copies of the **Stepping In Agreement** (1 copy per member)
- Pad and easel, markers

Meeting Agenda

1. Introduce the Topic ···················

2. Show the Stepping In Video ···················

3. Discuss the Video and Other Suggested Activities ·········

Sample Script

(Italicized text contains notes for the leader team.)

You all know that we're participating in the FailSafe program to make our organization better able to avoid problems with alcohol. One thing that a lot of students all over the country do is to watch out for each other and step in to keep each other from doing things that could harm themselves or someone else. Although we do a pretty good job of taking care of each other, we'd like to try doing even better. So we're going to use this meeting to put this in place. The goal is to create a plan that works for our group. We'll need everyone to participate and we want to hear everyone's opinions.

The video is approximately 4 minutes.

*When the video ends, either begin discussing the questions below or do some of the activities described in the **Leadership Planning Guide** (part one of this tool). These suggestions include:*

- *Discuss a recent event on campus where things got out of control and how someone could have stepped in at different points to stop this from happening.*

- *Describe what people in your group have said to you individually about wanting others to step in for them (without naming the group members who said this).*

- *Describe a time when you saw someone successfully step in for someone else.*

If the group seems ready to have a conversation when the video ends, use some of the following discussion questions:

- What are some of the negative consequences we could avoid if we stepped in for each other?

- What are your concerns about stepping in for each other?

Meeting Agenda	Sample Script

3. Discuss the Video and Other Suggested Activities (continued)

- What are the kind of situations where we should step in for one another?

- The video talked about rules and agreements. What are ours? For example, how do you want someone to step in for you? What should they say and do? What should they avoid saying and doing? When should they step in? What should we do if someone we try to help doesn't respond or gives us a hard time?

4. Distribute the Stepping In Agreement

Once the group has had a good conversation and members agree that they should step in, distribute the agreement.

One of the things the video recommends is creating a formal agreement that each member of the group signs. We started by writing down some things that we, as the group's leaders, think are important, and now we want to add your suggestions. Anyone have any questions or comments?

From our discussion today, is there anything we want to add to the agreement? Is there anything currently in the agreement that we want to delete or modify?

5. Collect Signed Agreements

Have each member add or delete the agreed items to their document. Ask everyone to sign the agreement.

Thanks for your participation today. We will check back in a month or two to see if the agreement is working and if we want to change anything.