

# Stepping In Tool

## Overview

### BEFORE YOU START

If you or your group members haven't completed the individual **Member Alcohol Profile** and read through your feedback from the Profile, please do so now. You and your organization's leader team should also complete the **Leader Awareness and Planning Tool** before using this tool. And if you haven't already done so, watch the **Module 4 video, Stepping In**.

### WHO IS THIS TOOL FOR?

This tool should be used by you (the leader of your group) and the members of your group's leader team. Using this tool, however, will involve all of the members of your student organization.

### WHAT DOES THE TOOL HELP YOU DO?

The goal of this tool is to help the members of your student organization take an active role in keeping one another from harm and negative consequences when using alcohol. The tool will help you talk with your group members about how and when to step in for each other, and how to create rules and agreements among members related to stepping in for each other. When your group finishes using this tool, members should feel comfortable and confident helping each other avoid harm and negative consequences related to using alcohol.

### HOW DOES THE TOOL WORK?

This tool has three parts:

- A **Leadership Planning Guide**, which helps you prepare for a group discussion on stepping in.
- A **Membership Meeting Guide**, which includes a detailed agenda for a discussion with your group's members about stepping in, with the end goal of each member making an agreement to participate voluntarily.
- The **Stepping In Agreement**, a template for the agreement every member should sign at the end of the group discussion.

You'll use all three parts of the tool when your leader team creates your plan, and parts two and three of the tool when you're leading the membership meeting.

### WHAT DO YOU NEED BEFORE YOU GET STARTED?

- You will need to dedicate one leader team meeting to planning. It should take 30–45 minutes to create your plan.
- You may find it helpful to have the results of your **Leader Awareness and Planning Tool** with you at your planning meeting.
- You will also need to dedicate at least one hour of a meeting with the entire membership to a discussion of stepping in. Decide in advance whether you will use a regularly occurring meeting of the membership or hold a special meeting for this discussion.
- You will need to have the **Stepping In Agreement** downloaded onto the computer of someone in your leader team so you can edit it during your planning session.
- Once edited, you will want to print/copy enough copies of the **Stepping In Agreement** so that each member of your group has one. Bring these copies and several pens to your membership meeting.
- You may want to have a pad and easel at the membership meeting to write down ideas from the discussion.