

# Check-In Tool

## Overview

### BEFORE YOU START

Before beginning this tool, please be sure to complete the **Member Alcohol Profile** and the **Group Feedback, Living Policies, Risk Mentor, and Stepping In** tools. If you haven't already done so, watch the **Module 6 video, The Next Day**.

### WHO IS THIS TOOL FOR?

This tool is for anyone in your organization who is going to have a check-in conversation with another group member. You may want to start by sharing the tool with a few senior group leaders who have the respect of other members; they are likely to be in the best position to initiate check-in conversations.

### WHAT DOES THE TOOL HELP YOU DO?

This tool describes how to have a conversation with another member of your organization after the individual's alcohol use has led to risk failure that resulted in harm or negative consequences to themselves or someone else. The goal of the conversation is to help the member reflect on the situation and make choices about how they might do things differently in the future. Check-in conversations are appropriate following significant incidents, not in response to minor problems.

Checking in is not the same as judging, determining discipline, or holding a standards review for your organization. It's not a reprimand, and the goal is not to make sure the member "gets" what a problem they were during the incident. Your organization or your school may still need to have these conversations or meetings as a result of the incident. This conversation is completely distinct from those activities—it's a way to help a friend.

### HOW DOES THE TOOL WORK?

This tool has two parts:

- **Checking In: When, Where, Why, and How:** Describes the power of check-in conversations and how best to approach them.
- **Having the Check-In Conversation:** Outlines the steps for having a successful conversation and provides suggestions for what to say during the conversation.

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

You may want to review the "secrets to success" that your organization's members developed as you worked through the Risk Mentor Tool. It may be useful to have these strategies in mind as you prepare for a check-in conversation.

### HOW DO YOU START?

Give yourself and the group members you've selected to initiate check-in conversations time to read through this tool. It may help to role play having a check-in conversation with each other. Before you begin a check-in conversation, it's a good idea to have handy the contact information for your school's student health services and/or counseling services in case you feel the person you're speaking with needs professional help.