Sign-in/Sign-out Sheet

In the Stepworks Sober Living program, **you are accountable**: to yourself, to your fellow residents, and to our team. Signing in and out also helps promote the **safety and security** of this environment.

Where should this sheet be located?

In each apartment on the **bulletin board**.

When should residents write on the sheet?

- each time you leave the campus
- each time you return

What should be documented on the sheet?

- name
- time you left
- time you returned
- reason for leaving (work, meeting, church, etc.)

Name	Date	Left	Returned	Reason
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	

Stepworks, LLC
P.O. Box 6209, Elizabethtown, KY 42702 | Phone: 1-800-545-9031

Name	Date	Left	Returned	Reason
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	
	/ /	___ : ___ ☐ A.M. ☐ P.M.	___ : ___ ☐ A.M. ☐ P.M.	