



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?

1. each time you leave the campus
2. each time you return

What should be documented on the sheet?

1. name
2. time you left
3. time you returned
4. reason for leaving (work, meeting, church, etc.)

One resident's weekly chore is to give this completed Sign-in/Sign-out Sheet to the sober living manager on Monday morning before 9:00 A. M.

