



STOP SUICIDE
NORTHEAST INDIANA

TAILORING THE TOOLKITS: PDF

Stop Suicide Northeast Indiana's Toolkits are free, quick, easy to use guides to help recognize and respond to youth and adults who are thinking of suicide, have had a suicide attempt, and/or experienced a suicide death. They were created for those who live/work in northeast Indiana. If you live/work outside this area, please consider tailoring them to reflect your area's resources by following these steps:

- 1) If you haven't seen them before, check out the electronic copies of each toolkit
 - **Finding Hope: A Toolkit for Suicide Prevention** can be accessed by clicking this [link](#).
 - **Help & Hope for Survivors of Suicide Loss** can be accessed by clicking this [link](#).
- 2) Look at the layout of the physical copies (pocket folders with 10 inserts) of the toolkits pictured below.



- 3) If you want toolkits tailored to your area, please print the "Resources" page from each of the toolkits, write in your local resources, and return it to us via email, fax (260-423-1733), or mail it to us (% DAC, 532 W Jefferson Blvd, Fort Wayne, IN 46802).
- 4) We'll edit the "Resources" page and email you back the electronic file of the entire toolkit for you to post on your website, share with others, etc. If you want to print physical copies (pocket folder with stacked inserts), see the next page.

More info on resources and toolkits at www.stopsuicidenow.org



TAILORING THE TOOLKITS: POCKET FOLDER

Stop Suicide Northeast Indiana recognizes people are overwhelmed with information, and our level of overwhelm worsens when we are facing suicide. We designed our Toolkits specifically with that in mind. We have them printed as small pocket folders with 10 small removable inserts. Each insert has a visible title so a person can quickly identify what information they need. We feel these are more usable than the electronic/pdf version because when the pdfs are printed they are 11-12 pages long. If someone is feeling overwhelmed, a 12-page document may be too much for them. If you would like to offer the pocket folder version of the Toolkits to your community/organization, here are the steps to take. We are happy to talk by phone/Zoom to answer any questions (email us at ssnei@dacac.org).

- 1) Identify how many toolkits you would like to print of each toolkit. You'll need this to get a quote from your or our printer. [Note: The printer we used, New Haven Print, has the Toolkits laid out in 'printer ready files' which will help you avoid a design/layout fee from your local printer. More on this below]
- 2) If you haven't done so already (see above), create a list of resources for each Toolkit's Resources page/insert.
 - a) There is space for **12 resources** on the Finding Hope Toolkit's Resources page/insert
 - b) There is space for **9 resources** on the Help & Hope Toolkit's Resources page/insert



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- 3) Decide if you want to edit the folder. The back side of the folder has our logo and all the logos of the organizations that donated money to help print them. We request that you recognize Stop Suicide Northeast Indiana as the original author of the Toolkits somewhere on your folder.
- 4) Decide how you want to handle the switch in July 2022 to 988 (this 3-digit number will replace the National Suicide Prevention Lifeline number that is printed on a lot of pages/inserts and the folder). Because 988 will not be live until July, Stop Suicide decided to print the NSPL number in the Toolkits and we'll put 988 stickers on the Toolkits after July.
- 5) Choose what company to print them:
 - a) Use New Haven Print to print your Toolkits. They will edit Resources pages/inserts and folders and print them (Michele Fisher: michele@newhavenprint.com). You could either pick them up or pay to have them shipped to you.
 - OR-**
 - b) Contact your local printer and ask them if they can print them for you using 'printer-ready files' from New Haven Print. Your printer would need to do the editing to the Resources pages/insert(s) and folder(s).

Questions? Contact us at ssnei@dacac.org