Communities Mobilizing for Change in Alcohol:

A Guide for Implementation

**Sample Tool Kit**



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**Acknowledgements**

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# Petition for Increase in Law Enforcement on Underage Alcohol Use

(City/Town Name)

Petition for Increase in Law Enforcement on Underage Alcohol Use

I, as a resident of (City/Town Name), would like to request increased law enforcement support for prevention efforts concerning underage alcohol use.

WHEREAS, public health institutions acknowledge that the epidemic of underage drinking kills more youth than all other illicit drugs combined; and

WHEREAS, \_\_\_ % of (State) high school students report using alcohol in the past month and \_\_\_\_% report binge drinking (5 or more drinks on one occasion) at least one day in the past month according to the (State Department of Health); and

WHEREAS, prevention can only be effective if education programs are combined with an increase in law enforcement efforts focusing on underage drinking;

Be It Resolved, that I, request that (City/Town Name) and the (County) Sheriff provide a law enforcement plan to the citizens for addressing underage drinking. We would like the plan to include:

* Having officers ask youth who are caught drinking to disclose the source of their alcohol and follow up with a citation to the provider
* Consistent enforcement of (State) Social Host Law
* Increased DUI checkpoints throughout the year
* Compliance checks conducted regularly on local alcohol merchants to ensure they are not selling to minors
* Increased law enforcement presence at locations that are hot spots for teen drinking

NAME: SIGNATURE:

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# Letter Requesting a Meeting with the District Attorney

(Month, Day, Year)

(Your Address)

(Your Town, Zip Code)

The Honorable Mr./Ms. (District Attorney’s Name)

District Attorney, District (\_\_\_)

(County) County Courthouse

Address, Town, Zip Code

Dear Mr./Ms. (DA’s Name),

I am currently working in (Community Name) with a group focused on limiting youth alcohol consumption. We are part of Communities Mobilizing for Change on Alcohol (CMCA) which uses a community focused approach in which the people affected by a problem identify issues and take action to achieve solutions. Our organization supports proven prevention strategies, including compliance checking, hot spot policing, sobriety check points, and enforcement of the social host law. All of these initiatives have research proving a decrease teen alcohol use and related harm.

We would like to request a meeting with you to discuss how the District Attorney’s office supports the investigation and prosecution of these types of offenses. It is important that our community understands the severity of providing alcohol to minors. We look forward to hearing from your office.

Thank You,

(Your Name)

Communities Mobilizing for Change on Alcohol (CMCA)

(Your Email)

(Your Phone Number)

County Ordinance Against Underage Alcohol Parties

**OBJECTIVES:**

1. To prevent underage drinking in (County) by active and effective enforcement of underage drinking laws;
2. To identify both the minors who are using alcohol and the adults who have provided the alcohol;
3. To initiate intervention and/or treatment when appropriate; and
4. To foster interagency cooperation and communication specific to underage alcohol enforcement.

**GOALS:** The law enforcement agencies of (County, State) recognize that in order to support the overall goal of underage drinking enforcement, a standardized approach is required. The participating agencies have agreed to follow this procedure in order to prevent the tragic consequences of underage drinking and youth access to alcohol. Once officers determine the validity of a complaint, an investigation of the reported complaint will be initiated. When law enforcement becomes aware that underage persons are consuming alcohol in an individual or group setting, appropriate enforcement action will be taken. This procedure is intended to primarily apply to group settings. By taking a standardized approach to intervening and dispersing underage drinking parties, law enforcement can more effectively support partner agencies while enhancing prevention efforts. Participating agencies will encourage all law enforcement officers to attend underage drinking enforcement and party dispersal training.

**POLICY:** Officers responding to calls involving gatherings where underage alcohol consumption is occurring will respond in a manner that protects the physical safety of participants and ensures the enforcement of relevant laws.

1. First Officers Arrival on Scene:

* Determine possible location for a law enforcement staging area
* Estimate number of people present with approximate ages of party-goers
* Record size of home or party area
* Record noise level
* Record number of cars and license plate numbers

2. The (County) Sheriff’s Office will request additional officers to manage the number of participants reported at the event when needed.

3. Officers arriving at the scene should prevent anyone who is impaired or who is otherwise reasonably suspected of being in violation of criminal and/or motor vehicle laws from driving away from the scene.

**Dispersal**

1. If a person appears to have consumed alcohol or other drugs to such a degree that his/her health is jeopardized, an ambulance/rescue squad should be dispatched to provide immediate emergency treatment. The same is true for any person who may be injured.

2. Officers should attempt to identify and detain anyone observed violating a law, with particular attention given to those persons who appear to be underage and who are in possession of alcohol or who appear to have consumed alcohol. Officers should always attempt to determine where the minors obtained the alcohol in order to hold the adult host or alcohol merchant responsible.

3. Officers should process the party attendees by:

* Breath alcohol testing
* Information collection: Name, ID, address, parent/guardian phone number
* Issue citations

4. Officers should collect evidence:

* Taking overall scene photographs of any alcohol or other drugs present
* Taking photos of the condition of the home or location
* Collecting evidence: Receipts from alcohol purchases, kegs, bottles

5. Persons over 18 years of age may be released at this point. Safe transportation needs to be arranged for anyone who has consumed alcohol or appears to be under the influence of another drug. Persons under 18 years should have their parent(s) or guardian(s) contacted by an officer or volunteer in order that they may respond to the scene to take custody of the juvenile. In cases where a parent or guardian cannot be readily contacted, a volunteer may be detailed to sit with the juvenile at the police department until the parent/guardian can be contacted. If no parent or guardian can be contacted, the juvenile shelter may be contacted and asked if the juvenile can be temporarily housed until contact can be made.

6. The police report filed by the officer will include all pertinent information regarding participants, hosts, adults present, parents contacted, conditions observed at the event, etc.

(County) Resolution Concerning Underage Alcohol Parties, Agencies Represented

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County Sheriff

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Police Department

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Police Department

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Police Department

# Memorandum of Agreement Between the CMCA Chapter and City/Town Mayor

This MEMORANDUM OF AGREEMENT is dated this \_\_ day of \_\_\_, 20\_\_ by and between the (City/Town, State), and the \_\_\_\_\_\_\_\_ Chapter of Communities Mobilizing for Change on Alcohol (CMCA).

WHEREAS underage drinking in (City/Town, State) constitutes a serious health and safety threat;

WHEREAS the \_\_\_\_\_\_\_\_ Chapter of CMCA is concerned with reducing the number of underage drinking incidences and alcohol-involved crashes in the (City/Town, State) and the (City/Town) Police Department is willing to conduct compliance checks and trainings to this effort but cannot commit sufficient manpower on regular shifts for this purpose.

WHEREAS the \_\_\_\_\_\_\_\_ chapter of CMCA will provide financial support for the (City/Town) Police Department for alcohol compliance check expenditures;

IT IS HEREBY AGREED:

1. The \_\_\_\_\_\_\_\_CMCA chapter will reimburse the (City/Town) Police Department for expenditures for compliance checks and related trainings.
2. The (City/Town) Police Department will conduct a minimum of four (4) compliance checks at alcohol and low-point beer retailers at locations throughout the (City/Town, State). Upon completion of those activities the department will provide and invoice along with a detailed activity report to the \_\_\_\_\_\_\_\_chapter of CMCA at the end of each month for reimbursement of expenditures:
3. The invoice will include a report of activities including, but not limited to the following:
* Date and times of the compliance checks
* Name of the retailers visited
* Number of violations
* Names of retailers that received warnings or tickets
1. Compensation provided by the \_\_\_\_\_\_\_\_ Chapter of CMCA for work preformed under this agreement shall not exceed $\_\_\_\_\_ over the course of the year. The (City/Town) Police Department will pay its officers at a pay rate of $\_\_\_\_\_ for on duty officers and $\_\_\_\_\_ for overtime officers.
2. Invoices should be sent to:

Name, Accountant

Address

Phone

Email

1. The \_\_\_\_\_\_\_\_ Chapter of CMCA will provide the investigative aides (minors) and conduct the age verification process for the compliance checks. The CMCA chapter will also provide training along with the (City/Town) Department for the investigative aids.
2. This Memorandum of Understanding shall remain in effect for one year after it is approved by the (City/Town) Trustees.
3. This agreement may be amended by mutual agreement of the parties. Amendments are not binding unless they are in writing and signed by persons authorized to bind each of the parties.
4. Either party may terminate this agreement upon thirty (30) days written notice to the other party. If this agreement is terminated, the parties shall be liable only for performance rendered or cost incurred prior to effective date of termination.

IN WITNESS WHEREOF, the parties named herein have caused this MEMORANDUM to be duly executed on their behalf and their seal to be hereunto official and attested.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(City/Town) Mayor CMCA President

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

# Informational Letter for Alcohol Merchants

Communities Mobilizing for Change on Alcohol

(City/Town) Action Team

(Your Address)

(Day, month, year)

Hello,

Communities Mobilizing for Change on Alcohol (CMCA) is a national movement in which concerned local citizens work to implement known effective solutions to the problem of underage alcohol use. CMCA educates people about the dangers of teen alcohol use and mobilizes the community to limit their access to alcohol. As part of our long term strategic plan we will be working with our local alcohol merchants to educate you about ID checking and compliance with (State) alcoholic beverage laws. Responsible Beverage Service and Sales Training will be offered at (Location) on (Date) at (Time) with (Group). If you attend the Responsible Beverage Service and Sales Training, CMCA will provide you with the ID checking guide for merchants (www.idcheckingguide.com) and a black light. Over the next several years your business will be compliance checked by law enforcement. After each check your business will receive a letter from CMCA thanking you for following the law if you do not sell to the minor. If you are found in violation you will receive a ticket from the law enforcement agency that we are working with. We need your help in protecting the community. Please contact (Your Information) if you have further questions.

Regards,

CMCA (City/Town) Action Team

# Informational Article for Alcohol Merchants

**Our Mission:**

Communities Mobilizing for Change on Alcohol (CMCA) is listed on the National Registry of Evidence-based Programs and Practices by the Substance Abuse and Mental Health Services Administration (SAMHSA). We are members of the community concerned about the problem of underage drinking, taking actions, and finding solutions. We believe that prevention efforts will only be effective if all members of the community work together to limit teen access to alcohol and communicate a clear message that underage drinking is inappropriate, illegal and unacceptable.

**What We Do:** As the local chapter of CMCA, we are here to support your efforts to prevent underage access to alcohol.

**Suggested Alcohol Management Practices:**

Identification/Drivers License Checks

* If the person looks under 35 years old, ask for their drivers’ license
* At shift change review new birth date required for sale
* Post a legal age/ID calculator
* Post signage indicating IDs will always be requested
* Purchase a ID checking book: [www.idcheckingguide.com](http://www.idcheckingguide.com)
* If you believe an ID is a fake, call the police, only law enforcement can take a fake ID

Security

* Install security cameras inside the shop
* Have good lighting inside and outside the store
* Have someone check IDs before customers enter the store
* Create a log book to record unusual issues that occur at the store
* Have employees program the (City/Town) Police phone number into their phone
* Background check all employees

Refuse Sales of Alcohol

* Watch for customers who already are alcohol-impaired
* Create and post a list of individuals not to sell to
* Be firm yet polite when refusing service
* Train young employees to handle peer pressure

**Thank You for Helping Protect Our Youth!**

Many stores have a cash register system that requires employees to input the customer’s date of birth, normally obtained from a state-issued identification, in order to complete a sale of alcohol.

That’s a good idea but, as we found out, it’s not an infallible system. Through reviewing information from stores that failed Alcohol Compliance Checks (ACC) a majority of merchants have a register program but the employee was able to override it or input a dummy birth date. The technology is only as good as the employee. If a clerk doesn’t follow proper protocol and check/validate the Driver’s License, they can still break the law and sell to a minor.

For example: Hy-Vee stores in Ottumwa, Iowa have decided to get more aggressive after the drugstore was cited for multiple offenses of selling to minors or not asking for identification, the Ottumwa Courier reported. In order for any sale of tobacco or alcohol to go through, cashiers must check the driver's license or other identification and then scan it.

"If any employees have the capability of overriding for someone 75 years old, they can do it for their 16-year-old buddy. We don't want to put that power in their hands," Store Director Jason Bishop said.

It’s Illegal:

* To willingly override a computer system by falsifying the birth date typed into the cash register system.
* For cashiers to scan a driver’s license, then override the automatic alert that the person is under 21.
* To look at the driver’s license of a person younger than 21 and still sell that person alcohol.

Illegal Alcohol Sales Cost Lives: In 2012, seventeen-year-old Colton Kerns of Fairland, Oklahoma died in a car crash the night of his high school prom. He was drunk at the time and not wearing a seatbelt. A surveillance camera showed him buying vodka the night before at the Woodshed Liquor Store in Afton from clerk, Stacey Dixon. Investigators said Dixon never asked to see identification. Dixon was sentenced to five years.

# Alcohol Compliance Check Protocol Check List

Resources Needed:

* Several marked/tagged twenty dollar bills
* Audio recording device
* One law enforcement officer in plain clothing
* Confidential Informant (CI) between 17-20 years of age
* List of alcohol merchants/vendors and a map of their locations
* Merchant training information for stores that get ticketed
* Camera/smart phone to photograph evidence & CI
* CI Information Form and Release of Liability Form
* Unmarked police car or plain automobile

**Before the Check Begins:**

CMCA

* Find a CI between 17 and 20 years of age
* Photograph the CI & send copy to law enforcement
* Age verify the CI at a store with at least 5 people and make sure the CI’s age average falls between 17 & 21, law enforcement may want a copy
* Photograph the CI’s Driver’s license and send the copy to law enforcement
* Train CI for the alcohol compliance check: wait to enter, don’t lie, sign to leave
* Make sure CI signs the Liability and Information Forms
* Cash for purchases: marked $20 bills
* Have CI take out all personal cash and credit cards

Law Enforcement

* Discuss protocol
* Decide locations to be checked and possible risks at each site
* Talk about locations where the officer might be known by employees and create a plan where the officer can watch from outside and send in another adult/officer
* Review local ordinances and fine amounts for violations
* Make a plan to return to issue ticket after checking all sites in a small town, since the first check will cause the word to quickly spread to the rest of the sellers
* Law enforcement wearing plain clothes in an unmarked car

**During the Alcohol Compliance Check:**

CMCA

* Log the time the CI enters each location
* Have the CI give a name or describe the person who is working the register
* Have the CI describe the conversation, almost-sales are also significant
* Maintain all paperwork

Confidential Informant

* Remember information about the clerks and conversation
* Manage audio recording device
* Watch for the signal to exit the outlet from a member of law enforcement

Law Enforcement

* Keep all evidence, especially alcohol receipts
* Go in and make sure location is safe before CI enters
* Ticket and write detailed reports
* Follow up with license holders at stores that fail

**After the Alcohol Compliance Checks**

CMCA

* Thank Law enforcement & CI
* Tell businesses about RBS
* Media coverage if desired
* Review protocol for improvements
* Discuss follow up in a few months with law enforcement

Law enforcement

* Write reports on violations and prepare city/town attorney
* Log alcohol into evidence locker
* Appear in court if needed
* Talk to business owners after checks if they have concerns

# Prom and Graduation Press Release

(Town/City) Prom and Graduation Prevention Efforts

The \_\_\_\_\_\_\_\_ chapter of Communities Mobilizing for Change on Alcohol (CMCA) is initiating spring prevention efforts for prom and graduation. These actions include alcohol compliance checks, a new YouTube Video, and high school student education. All of these efforts will be completed between (Date) and (Date). Our group is working to decrease teen alcohol use through community education and environmental changes. It is important to our communities that we keep alcohol out of the hands of youth. Alcohol use often leads to car crashes, teen pregnancy, violent behavior, and doing poorly in school. Alcohol prevention efforts can help prevent these serious problems.

Alcohol compliance checks were conducted in (Town/City) by the (Town/City) Police Department. All of the vendors who were checked passed (did not sell): (List vendors here). Compliance checks have been proven to decrease sales to minors. They also help encourage alcohol vendors to police themselves and their employees. Responsible Beverage Service and Sales Training (RBSS) was held in (Town/City) in (Date).

(Town/City) Police Chief (Name) stated, “(Insert quote here).”

CMCA President (Name), “(Insert quote here).”

Many teens don’t try to hide their use of alcohol and other drugs. Facebook, Twitter, and other social media sites are often used to post the location of the next drinking party. We are asking everyone to report these parties to the County Sheriffs Office by calling (Phone Number).

Research shows that allowing teens to drink alcohol is dangerous. Teens who drink before high school graduation are five times more likely to use illicit drugs and twice as likely to be early parents. Those who start drinking before the age of 15 are four times more likely to become alcohol dependent at some point in their lifetime. Drinking during adolescence can result in long-lasting functional and structural changes to the brain, contributing to a range of problems.

Contact Phone Numbers:

(Insert important contact names and phone numbers)

# Prom and Graduation Letter to Parents

Dear Parent/Guardian:

The (Town/City) CMCA Group would like to take this opportunity to congratulate you and your Senior on this important life milestone. We would also like to take this opportunity to inform you about keeping your Senior safe on graduation night.

It is illegal for anyone under the age of 21 to drink. Did you know that this age requirement is based on scientific evidence? The human brain continues to develop until around the age of 23. One of the last parts of the brain to develop controls decision making. When children under the age of 21 drink, they are stunting the final growth stages of the brain and could do serious damage.

We want to make you aware, that it is also illegal to furnish alcohol to minors. There are specific laws in place in the State of (State) that have consequences for adults who provide alcohol to teens. If you are charged with Social Hosting, which means you **knowingly or willingly, allowed anyone under 21 to drink on your property, the first ticket is $\_\_\_\_.** Our local law enforcement, judicial system, and district attorney’s office are going to be working hard this weekend to watch out for our teens.

Please take this opportunity to talk to your graduating Senior about staying safe on graduation night. Help protect them and offer safe alternatives for them and their friends to celebrate this important stepping stone into their adult life. We live in a community that works hard to put our children first and we want to see our Seniors have a safe and fun graduation. Congratulations again, and thank you for your time.

Sincerely,

(CMCA Representative)

(Law Enforcement)

(School Official)

# Prom and Graduation Letter to Schools

Dear Teachers, Coaches, and Counselors,

May is an exciting month for our (school mascot)! It is prom and graduation season when groups get together to celebrate the end of another academic year. The \_\_\_\_\_\_\_\_Chapter of Communities Mobilizing for Change on Alcohol (CMCA) is kicking off a campaign to inform the community about (State)’s Social Host Law and to ask adults to report underage drinking so drinking parties can be broken up before damage or tragedy occurs. We are concerned about teen drinking and its many negative consequences.

Social Host Law states that "(Direct quote from your state law)." A social host can be a minor or an adult. Providing alcohol to anyone under 21 is against the law. In addition, any person who provides the location where a drinking party takes place is accountable even if they are not physically present at the time of the party.

Penalties: (Fill in the blanks based on your local laws)

* The first offense carries a $\_\_\_\_ fine
* The second offense carries a $\_\_\_\_\_ fine
* For instances where a child is injured or killed, the host can get a felony charge, up to \_\_\_\_ years in prison and a $\_\_\_\_\_ fine

If you hear students discussing a party or see a posting on Facebook or elsewhere, please report the location to local law enforcement officers. Our goal is to stop adults from providing alcohol to minors, since we know that is the most effective way to prevent teen drinking and associated health risks. Our goal is to prevent underage drinking parties before they happen and not to arrest teens or pick up the pieces after the damage is done.

Report Underage Drinking:

(Local Police Phone Number)

(Local Sheriff Phone Number)

(Local Anonymous Tip Line Phone Number)

Thank You,

President,

Communities Mobilizing for Change on Alcohol (CMCA)

# Adult and Parent Pledge

**In Your Home:**

* I will establish a clear "family position" against any use of alcohol by anyone under 21 and will discuss this position with my children or grandchildren on a regular basis.
* I will keep all alcohol and prescription medication in a secure location, not accessible to youth in my home.
* I will actively supervise all gatherings of our youth in our home or on our property.
* I will not allow anyone under 21 to consume alcohol in my home or on my property.
* I will not knowingly allow parties or gatherings in my home or on my property without responsible adult supervision.
* I will set expectations for my children or grandchildren by knowing where they are going, whom they are with, what they are doing, and when.

**In the Community:**

* I will publicly speak out about the dangers of teen alcohol use.
* I will contact the parents of my child or grandchild’s friends to ensure their home will not allow teens to consume alcohol or drugs.
* I will report youth drinking and partying to local law enforcement or the county sheriff.

Please keep the top portion and place it in your home as a reminder of your pledge!

Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Please recognize my pledge by printing my name in the newspaper
* Please e-mail me parenting tips and information or newsletters about youth alcohol prevention efforts.
* I am interested in volunteering my time to help make our community safer and healthier.

Please return this portion of the pledge to (Your Information) by (Date).

# One-on-one Log Sheet

**CMCA**

**Supporter Information**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Self Interest:**

* Alcohol’s impact on the community
* General concern for the community
* Concern for youth
* Alcohol has impacted their personal life

**Commitment:**

* Potential Action Team Member
* Willing to volunteer time
* Wants to be kept informed
* Networking contact

**Possible Skills/Task:**

 Marketing:

* Graphic design
* Posting fliers
* Recruiting supporters
* Writing press releases
* Public speaking

 Strategy:

* Researching issues
* Meeting with influential individuals
* Attending city or school board meetings
* Training and education

 Enforcement:

* Meeting with law enforcement
* Collecting information from Facebook and Twitter on underage drinking
* Compliance checks of commercial vendors
* Supporting law enforcement with volunteers or supplies

 Administration:

* Newsletter creation
* Supporter recognition
* Budget management

**Additional Information:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action Team Meeting Worksheet

CMCA List of Agreements

1. Keep what we discuss confidential, please no local gossip
2. Do not agree to do any work you can’t do or doubt you can do
3. Prepare each other for positive and negative outcomes
4. Have open and honest dialogue – debate makes decisions better
5. Always think in the best interest of the whole community, not individuals
6. Collectively create a plan for accomplishing goals
7. Engage and encourage everyone to participate

How do you want this group to function?

What are your expectations for each other?

What values should be important to this group?

What do you want the impact of this group to be on the community?

What do you want to get out of participating in this group?