



April 10, 2007

Dear Community Leader,

As you are aware, nearly all non-profit organizations are challenged with conducting fundraising events. This community has a strong history of being very supportive of the many wonderful services that are provided to residents most in need.

April is Alcohol Awareness Month. This year, the local Board of Alcohol, Drug Addiction and Mental Health Services (ADAMHS), via the Community Partnership, has teamed up with the United Way of Hancock County to produce **“Community Guidelines for Consideration of Providing Alcohol at a Fundraising Event”** for local organizations to use when considering whether or not to provide alcohol at a fundraising event.

We are aware that many organizations struggle with this issue and make the decision on a case by case or event by event basis. The attached guidelines are to help facilitate your discussions. Every organization needs to make the decision that is best for them. These guidelines are merely an attempt to provide factual information to assist your organization with thorough consideration of this issue.

We hope you find these **“Community Guidelines for Consideration of Providing Alcohol at a Fundraising Event”** helpful in your decision making. Please feel free to contact the Community Partnership with questions at 419-424-1985.

Respectfully Submitted,

Precia Stuby, Executive Director
Hancock County ADAMHS Board

Pat Sudlow, Chair
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Community Guidelines for Consideration of Providing Alcohol at a Fundraising Event

Developed April 2007

Nearly all non-profit organizations are challenged with conducting fundraising events. Hancock County is a community with a strong history of being very supportive of the many services provided to residents in need. When considering a fundraising event that includes alcohol, please consider these guidelines. They are provided as merely an attempt to offer factual information to assist your organization when considering whether or not to offer alcohol at fundraising events.

Please take the following into consideration:

Does your organization have an existing policy or language incorporated into its governing documents related to providing alcohol at any of its events/activities?

If so, follow your existing policy. If not, this is something you might want to consider. Below is an example taken from the by-laws of a local non-profit agency:

Events/activities where alcohol is provided will only be considered if:

- 1. The event is for adults over 21 years of age or the event has the appropriate safeguards to ensure a family friendly environment.*
- 2. Server trainings will be offered to volunteers involved with all activities/events where alcohol will be served.*
- 3. A method is adopted to limit the amount of alcohol provided by the agency (i.e. tickets for so many beverages).*

Please consider the mixed messages associated with an event selling alcohol and labeling it a “community” or “family” event.

By the age of 18, 60% of a child’s value system is formed by his/her parents and the greatest role model to a child is the same-gendered parent. By associating fun (even when we call it “legal” or “adult fun”) with alcohol, children receive the message that in order to have fun, alcohol must be involved. In order to minimize this association, you are encouraged to label it as an “adult” event vs. a “community or family” event if alcohol is available.

Are you able to make the event more adult focused?

You can set up a beer tent or fence off a section of the event for better policing. One thing to consider is to have the event family friendly & alcohol free until a certain hour, and then serve alcohol for the 21 and over crowd.

Have you reviewed, with the organization’s attorney, the additional liability this event poses to your organization?

Do you know if you are required to have a temporary permit to serve alcohol at your fundraiser? A permit is required if a qualified organization intends to provide beer, wine or spirituous liquor either for sale by the drink or through the use of an entrance fee, cover charge, etc. (Please review: What Ohioans Should Know about Temporary Liquor Permits at www.liquorcontrol.ohio.gov/TemporaryPermits). Temporary/Special Function permit information can be obtained on the Department of Commerce website www.liquorcontrol.ohio.gov and clicking on the application/forms link. There are eight permits which the website identifies with the guidelines for each. Information regarding the timeframes and costs for these permits are also provided on the website.

Have you checked with your insurance company as to if there is a need for a special rider if alcohol is going to be served at the event?

This will vary based on your insurance company. Contact them and provide them information regarding your event. They can provide you with information regarding if there is a need for a special rider as well as the cost and timeframes for obtaining one.

Should you require ALL your volunteers who will be serving the alcohol to complete a server training?

It is highly recommended that all volunteers who will be serving alcohol complete a server training. Server trainings are conducted by the Department of Public Safety, (419) 866-9907. This is a 1 ½ hour free training. A minimum of two weeks notice is needed and the trainings can be held at your agency. Upon completion of this training, you will receive a certificate generated by the state. While not a legal requirement, this training is increasingly required by insurance companies due to liability concerns. By state law, local law enforcement training will not qualify as a “good faith” acceptance-it must be an agent of the Department of Public Safety.

Have you considered requiring volunteers to be 25 years old or older?

Maturity and reliability is imperative to having volunteers make good decisions when placed in such a role. Likewise, volunteers around the legal drinking age are more prone to have underage friends seeking admittance to the event and the purchase of alcohol.

Have you considered developing a method of indicating individuals of legal drinking age and over (i.e. bracelet, stamp, etc.)?

This is an outward method to determine if those consuming or in possession of alcohol are of legal age. However, this does not eliminate the requirement for servers to verify I.D.’s at the point of sale. The individual who physically hands the alcohol to the patron is the one responsible for verifying their age.

Should a procedure be adopted in which only one drink at a time can be served to each patron?

This procedure will help lessen incidents of over intoxication. It will also lessen the chances that drinks are being given to minors.

Should you have presale tickets or have the purchase take place at the alcohol table?

When presale tickets are used, there is a great opportunity for liability and safety issues to develop. Will a person of legal age purchase tickets and give them to underage friends? What if tickets are mistakenly dropped and picked up by a minor? Remember, the server is ultimately responsible and liable for verifying the patron’s age.

What is an electronic I.D. scanner? Would it be helpful to use an electronic I.D. scanner?

The scanner is a small electronic device that state identification cards are run through. This device assists in identifying fake identification cards and determining appropriate age, however, this device DOES NOT identify if the person holding the card matches the picture/information on the card. Your volunteers will have to determine if the cardholder indeed matches the person identified on the card. As per Ohio Revised Code 4301.22A(1) it is illegal to sell to anyone who is under 21 years old. Locally, I.D. scanners are housed at the Community Partnership (419-424-1335) and can be used free of charge.

If using the ticket method, have you mandated the rechecking of I.D. at the serving counter?

Once more, liability for selling to a minor rests on those who are physically handling the alcohol to the minor.

Have you developed a policy on the sobriety of those who will be serving?

Undoubtedly, the role of serving alcohol is one which entails great responsibility and liability. It is imperative that your volunteers are able to be rational and logical in their role. As a result, requiring servers to abstain from drinking before and during their volunteer shift is crucial.

Have you considered a procedure of how to handle refusal of drinks to some who is intoxicated?

Per the Ohio Revised Code 4301.22B, it is illegal to sell to intoxicated person(s). This can result in a \$500 fine and up to 30 days in jail. It would be beneficial to have a procedure in place for how to handle intoxicated individuals who are requesting to purchase alcohol. This pre-planning is essential for the safety of everyone in attendance.

Can a procedure be developed to provide transportation home for intoxicated individuals?

The organization could consider providing a cab ride home for such individuals. This topic may want to be discussed in advance with the police who will be there for security purposes.

Do you have a policy regarding the distribution of alcohol related promotional items?

Alcohol distributors should be limited to giving free promotional items (shirts, hats, etc.) to those of legal drinking age and NOT to youth under 21. This would be another reason that wristbands or stamps would be helpful in identifying the age of participants. Young people who use or wear items that promote alcohol have a 10 times greater risk of using those items because the items are seen as safe for children. When a young person is wearing a shirt (or other promotional item) for a particular company they are acting as a walking billboard which then targets other young people and continues to send the message that this product is acceptable for youth.

For More Information, or to discuss these guidelines further contact:

Alcohol Drug Addiction Mental Health Services (ADAMHS) at 419-424-1985

The Community Partnership at 419-424-1985

United Way of Hancock County at 419-423-1432