

SAMPLE K

CHECK LIST

- Training** - Develop training and demonstrate that staff, students, chaperones, community members, and law enforcement receives this education to perform responsibilities associated with vendor education/compliance checks.
Evidence of development and training: Relevant certifications; training records; sign in sheets

- Collaboration** with key stakeholders for effective collaboration on reducing YTA.
Evidence: correspondence related to these relationships; meeting minutes, etc.

- Vendor Education**
Evidence: a minimum of 10% of on-site vendor education has been conducted; DYTUR maintains source documentation of all vendor education

- Parents**
Evidence: Signed permission slip for child to participate in Compliance Check, which includes a release of liability statement

- Adult Chaperones**
Evidence: Signed permission slip; check driving history, current driver's license, proof of vehicle insurance is Xeroxed, and kept on file; chaperones are required to carry parental permission slips and emergency phone numbers between inspection sites; chaperones are trained as to their role and responsibilities; has signed Compliance Check Reporting.

- Youth Inspectors**
Evidence: DYTUR has a process to access or certify each underage individual as a person whose appearance is such that a reasonable and prudent person would check ID in an age restricted scenario; signed permission; Xerox drivers license/state issued ID and kept on file; trained on inspection procedures prior to conducting inspections; has filled out and signed Compliance Check Reporting form completely

- Data Collection**
Information to be used on Youth Access to Tobacco Services Planning Chart and Narrative (**Sample J**)
Evidence: DYTUR has established a process to collect information on independent YTA enforcement activity and violation data from local law entitites.

- Source Documentation**
Evidence: DYTUR maintains a source documentation to support program services, filling out forms and submitting to CA on or before deadline dates