

## **GASPS Alcohol Promotion and Retail Availability Tool Protocol**

### **Alcohol Promotion Tool:**

For the Alcohol Promotion Tool select a radius in your designated communities and observe the different ways that alcohol is promoted. Record the yes/no responses on the tool and any additional observations. Only one alcohol promotion tool is needed for each community. If you have multiple communities assigned to you, one tool needs to be completed for **each** of these communities. Your communities have been defined by the memo you received designating your communities and sample size.

Once you have completed the Alcohol Promotion Tool you will include your observations in your Needs Assessment Report, and further information will be provided in the Needs Assessment Template.

### **Retail Availability Tool Protocol:**

The Retail Availability Tool is also an observation tool where you need to observe a minimum of 10 different establishments that sell alcohol in your designated communities. If you have multiple communities assigned to you, you need to observe a minimum of 10 establishments in **each** of those communities. The tool instructs smaller communities to observe a minimum of 10 establishments and larger communities to observe a minimum of 20 establishments. There is no standard definition of “smaller” and “larger” communities for this tool. A general rule of thumb is that rural communities may be considered smaller, and more urban/suburban populations may be considered larger communities. The minimum number of establishments to observe is 10. Establishments can be any business that sells alcohol which includes but is not limited to: gas stations, convenience stores, mini marts, drug stores, bars, restaurants, ect. For each establishment record the responses that are applicable for the establishment.

Once the observations have been completed use the **Retail Availability Tool Summary Template** to summarize your observations. You will include your observations in your Needs Assessment Report, and further information will be provided in the Needs Assessment Template.