

## Serving alcohol is serious business

Every volunteer wants to participate in a successful community or social event. If you volunteer to serve alcohol at an event, you must take steps to ensure it is served safely and lawfully.

Why? Because serving alcohol is serious business and can impact the success of your organization. Serving alcohol irresponsibly can lead to violations of the law, resulting in fines or the future denial of a liquor license for your organization. It may also lead to death or injury. You could be held liable for any damages that result.

This pamphlet will help you serve alcohol responsibly. If you have any questions or would like additional assistance, please write or call us.

### Accept only these valid forms of identification:

- ✓ State driver license with photo
- ✓ State DMV ID card with photo, name, date of birth & physical description
- ✓ Passport
- ✓ U.S. Military ID card

## Tips for serving alcohol responsibly

- ▶ Alcohol is a powerful drug. Never serve alcohol to anyone who shows signs of intoxication.
- ▶ Never serve alcohol to anyone under 21 years of age. Minors and alcohol are an illegal and deadly combination.
- ▶ The law requires you to always check the identification of anyone who looks under 26 years old.
- ▶ Don't take a chance...if you are not convinced a person is 21 or older, do not serve that person alcohol. It is always better to be cautious when serving alcohol.
- ▶ Alcoholic beverages must stay within the licensed area. Don't allow anyone to take alcohol out of the designated service area.
- ▶ If it looks like a problem or fight is about to break out, call security immediately. Don't allow your patrons to get out of control.
- ▶ If you see signs of illegal activity, such as drug use or possession, harassment, public urination - call security immediately.
- ▶ If you suspect someone is giving alcohol to a minor, do not serve that person any more alcohol and alert security.



What Every  
Volunteer  
Alcohol  
Server Needs  
to Know

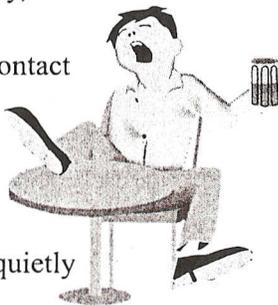
# Penalties for minors and Visibly Intoxicated Persons (VIPs)

Providing alcohol to a minor or a VIP will result in criminal penalties up to and including a \$1,000 fine and 30 days in jail.

## Watch for these signs of visible intoxication

The following signs of visible intoxication can serve as a guide in monitoring alcohol consumption. As a server of alcoholic beverages you can be held responsible for damages or injuries to others caused by someone who had too much to drink at your event.

- ▶ Bloodshot, glassy eyes
- ▶ Slurred speech
- ▶ Spilling drinks
- ▶ Rambling conversation, loss of train of thought
- ▶ Difficulty handling money, picking up change
- ▶ Lack of focus and eye contact
- ▶ Difficulty standing up
- ▶ Stumbling
- ▶ Swaying, staggering
- ▶ Speaking loudly, then quietly
- ▶ Difficulty remembering
- ▶ Slow response to questions



*Never drink any alcohol while on duty or on a break, it's against the law.*

*Serving alcohol responsibly requires a clear head.*

## More signs of visible intoxication

- ▶ Can't find mouth with glass
- ▶ Mussed hair
- ▶ Disheveled clothing
- ▶ Loud and unruly
- ▶ Urging other people to have another drink
- ▶ Annoying other guests or servers
- ▶ Aggressive or belligerent
- ▶ Making inappropriate comments about others
- ▶ Foul language
- ▶ Sullen, moody



*Remember,  
when in doubt,  
DON T SERVE*

Licensee/Volunteer please retain  
in your records

I have read and understood the information in this brochure. I understand that as a volunteer server, I am responsible for not selling alcohol to minors or visibly intoxicated persons. I must check the ID of anyone who looks under 26. It is illegal for me to sell alcohol to anyone under 21. It is illegal for me to sell alcohol to a visibly intoxicated person.

**I understand that I must make the signed brochure available for immediate inspection by any inspector or investigator employed by the commission or by any other peace officer.**

Print/Type Name of Volunteer Server:

\_\_\_\_\_

Signature of Volunteer Server:

\_\_\_\_\_

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

*For more information contact:*

### **OLCC Main Office**

9079 SE McLoughlin Blvd.  
Portland, OR 97222-7355

Mailing Address:

PO Box 22297  
Milwaukie, OR 97269-2297  
Enforcement (503) 872-5070  
Toll Free (800) 452-6522

**[www.oregon.gov/olcc](http://www.oregon.gov/olcc)**