

# Sample Protocol for a One-on-One

## Setting up the One-on-One

Hi, this is *(your name)*. I've just been hired at *(organization)* to examine alcohol and other drug prevention issues. Specifically, we want to look at some strategies to reduce the consumption and related consequences of alcohol use. The first thing I'd like to do is talk to people who have some expertise and concerns about alcohol-related problems, to get a better understanding of what the community's concerns are and what has been done so far. Your name came up as someone who would be good for me to talk to, and I was wondering if you would be willing to spend a little time with me to share what you know.

## The One-on-One

Hi! Thanks so much for meeting with me today. What I'd like to do is give you a quick overview of our project and what I've been hired to do, and then ask you some questions about your experiences on the issue. Does that sound ok?

*Give brief project overview prior to launching into the discussion.*

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1. How serious a problem is alcohol use in your community?

*Do a lot of youth engage in underage drinking?*

*Have there been any alcohol-related incidents (crash, death, injury, crime, etc) related to the use of alcohol in the community?*

2. Why do you think youths drink alcohol?

*Is drinking acceptable in the community?*

*Is it the fault of parents?*

*Is there a lack of alternative activities?*

3. Why do you think people binge drink?

*Is drinking acceptable in the community?*

*Is it the fault of parents?*

*Is there a lack of alternative activities?*

## QUESTIONS TO ASK EVERYONE

4. What messages are people, especially youth, getting from the community about drinking and where are the messages coming from?

*Do convenience stores do a lot of advertising in their windows and/or inside the stores?*

*Do adults permit underage drinking?*

5. How can we solve the problem of underage drinking?

*What do you think your role is in addressing the problem of underage drinking?*

*Who do you think is most responsible for solving the underage drinking problem?*

6. How can we reduce binge drinking in the community?

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**Thank you so much for your time! I really appreciate it. Do you mind if I get in touch with you again in the future? And would you like to be added to our mailing list?**

**Lastly, do you have any suggestions for other people I should talk to?**

Depending on your audience, your One-on-One may vary. The following sections include some questions you can use to further engage stakeholders:

<b>SECTION</b>	<b>GROUP</b>
<b>A</b>	Coalitions and involved organizations
<b>B</b>	Law Enforcement
<b>C</b>	Media
<b>D</b>	Education (K-12)
<b>E</b>	Higher Education
<b>F</b>	Parks and Recreation
<b>G</b>	Elected Officials

## SECTION A: COALITIONS AND OTHER ORGANIZATIONS

1. How has your organization participated in alcohol and drug prevention efforts?

*Have you done anything around environmental strategies?*

*If Yes: what successes or challenges did you encounter?*

*If No: have you considered trying environmental strategies?*

2. What people and groups have traditionally been involved in your prevention efforts?

*What has been their role?*

*Who is most responsible for solving underage- and binge-drinking problems?*

3. Do you think the general public understands the issues surrounding underage- and binge-drinking?

4. What are the barriers to solving the problems related to alcohol use?

*What do you see as opportunities that exist right now?*

*What do you wish was possible?*

5. Would you be able to (research an issue, serve on a committee, make a presentation, etc) for our coalition?

*Can I add you to our contact list?*

*Who else do you suggest I get in touch with?*

## SECTION B: LAW ENFORCEMENT

1. What policies, if any, does your department/agency have with regard to:

a. Incidents of youth drinking at a party in a private residence?

*Is it a formal or informal policy?*

*Is the policy enforced?*

*What are the consequences?*

b. Incidents of youth drinking at a party in a secluded outdoor location?

*Is it a formal or informal policy?*

*Is the policy enforced?*

*What are the consequences?*

c. Underage possession of alcohol?

*Is it a formal or informal policy?*

*Is the policy enforced?*

*What are the consequences?*

d. Calling parents of youth under 18 who are involved in drinking incidents or found using tobacco products?

*Is it a formal or informal policy?*

*Is the policy enforced?*

2. What are the typical consequences when someone is found to have purchased alcohol for a minor?

3. What are the typical consequences when an establishment is found to have sold alcohol to a minor?

4. In your community, are there regulations for advertising alcohol products in public places?

*If so, please explain:*

*What are the consequences for violation of the advertisement regulation(s)?*

## SECTION B: LAW ENFORCEMENT

5. What laws are being broken most often when underage drinking is taking place in your community?

*What about as a result of alcohol consumption in general?*

6. What are the negative impacts (either for the drinker and/or for others) that occur most often related to alcohol use in your community?

*What are the negative impacts related to underage drinking in particular?*

7. Are officers assigned to the local school(s)?

*If so, what is their role?*

## SECTION C: MEDIA

1. Approximately how many stories covered by the local media in the past year were about drinking among youth?

*How many stories have been in the local media in the past year that involve alcohol or drug use in general, including the misuse of prescription drugs or inhalants?*

2. Did any of these incidents receive widespread coverage in other media outlets, be they local, state or national? If so, which ones and why?
3. Can you describe any coverage or other involvement your media outlet has done in regards to alcohol and other drug prevention efforts?
4. How does your media outlet cover state and local stories about teen drinking or drug use, including prescription drugs or inhalants?
5. Are there policies in place for covering stories on elder abuse of drugs and alcohol, including prescription drugs or inhalants?

## SECTION D: EDUCATION (K-12)

1. What policies, if any, does your school or school district have with regard to:

- a. Attending classes, attending school functions or being on school property while under the influence of alcohol or other drugs, including inhalants and/or improperly used prescription or over-the-counter drugs?

*Is it a formal or informal policy?*

*Is the policy enforced?*

*What are the consequences for offenses?*

1<sup>st</sup> Offense \_\_\_\_\_  
2<sup>nd</sup> Offense \_\_\_\_\_  
3<sup>rd</sup> Offense \_\_\_\_\_  
4<sup>th</sup> Offense \_\_\_\_\_  
5<sup>th</sup> Offense \_\_\_\_\_

- b. Acts of vandalism or disruptions related to alcohol or drug use?

*Is it a formal or informal policy?*

*Is the policy enforced?*

*What are the consequences for offenses?*

1<sup>st</sup> Offense \_\_\_\_\_  
2<sup>nd</sup> Offense \_\_\_\_\_  
3<sup>rd</sup> Offense \_\_\_\_\_  
4<sup>th</sup> Offense \_\_\_\_\_  
5<sup>th</sup> Offense \_\_\_\_\_

2. Do you believe these policies are applied differently, either formally or informally, when the offender is an honor student or a school athlete?

*If so, please explain:*

3. Are police officers assigned to schools in your community?

*If so, what is their role? Please explain:*

4. Are alcohol-related or drug-related incidents reported to the police? Please explain:

*If yes, what if the drug being used is an inhalant or an over-the-counter or prescription medication?*

## SECTION E: HIGHER EDUCATION\*\*

1. How visible is the school's President in providing consistent and strong leadership on the issue of alcohol and other drug use?

2. How does the college respond to alcohol and other drug use?

*How are policies disseminated and enforced?*

3. What percentages of students join fraternities or sororities?

*How does the school monitor alcohol and drug use within the Greek system?*

4. How does the college address alcohol advertising or other alcohol-sponsored activities on campus?

5. What is the college's policy about alcohol and drug use, including steroids, within the athletic program?

*Is it a formal or informal policy?*

*Is the policy enforced?*

6. Does the administration inform parents if their son or daughter is disciplined or arrested for alcohol or other drug-related infractions?

7. How does the school provide for drug- and alcohol-free recreational activities?

8. How has the college joined with local community leaders, law enforcement personnel and businesses to curtail student access to alcohol?

9. What services are available for students with a personal or family problem involving alcohol or other drugs? Are the services confidential?

10. How does the college train residential advisers to identify and communicate with students who may be affected by alcohol or drug problems?

\*\* Questions adapted from "Checking Out Colleges: Questions to Ask School Officials About Alcohol and Other Drug Prevention" by Dr. William DeJong and Karen L. Zweig, J.D. (<http://www.higheredcenter.org/pubs/articles/ask-officials.html>)

## SECTION F: PARKS AND RECREATION

1. How serious a problem are underage drinking, binge drinking, and/or drug use on the property within your jurisdiction?

2. What policies, if any, does your department/agency have with regard to:

a. Drinking or drug use on the property?

*Is it a formal or informal policy?*

*Is the policy enforced?*

*What are the consequences for violations?*

1<sup>st</sup> Offense \_\_\_\_\_  
2<sup>nd</sup> Offense \_\_\_\_\_  
3<sup>rd</sup> Offense \_\_\_\_\_  
4<sup>th</sup> Offense \_\_\_\_\_  
5<sup>th</sup> Offense \_\_\_\_\_

b. Acts of vandalism related to alcohol and/or drug use?

*Is it a formal or informal policy?*

*Is the policy enforced?*

*What are the consequences for violations?*

1<sup>st</sup> Offense \_\_\_\_\_  
2<sup>nd</sup> Offense \_\_\_\_\_  
3<sup>rd</sup> Offense \_\_\_\_\_  
4<sup>th</sup> Offense \_\_\_\_\_  
5<sup>th</sup> Offense \_\_\_\_\_

c. Acts of violence related to alcohol and/or drug use?

*Is it a formal or informal policy?*

*Is the policy enforced?*

*What are the consequences for violations?*

1<sup>st</sup> Offense \_\_\_\_\_  
2<sup>nd</sup> Offense \_\_\_\_\_  
3<sup>rd</sup> Offense \_\_\_\_\_  
4<sup>th</sup> Offense \_\_\_\_\_  
5<sup>th</sup> Offense \_\_\_\_\_

## SECTION G: ELECTED OFFICIALS <sup>\*\*</sup>

1. Do you think there are sufficient laws – at the national, state, and/or local levels – to reduce underage drinking?

*If yes, what are the most effective laws?*

*If no, what additional laws need to be passed to reduce underage drinking?*

2. Do you think the public is aware of current underage drinking laws and regulations?
3. What is the role of public and elected officials in reducing underage drinking?
4. How would you improve underage drinking legislation in this state?

*How would you improve local laws, policies or procedures related to underage drinking?*