

Local and State Organization Membership Questionnaire

INTRODUCTION

Membership in the U.S. Alcohol Policy Alliance (USAPA/the alliance) is open to non-governmental organizations (NGO's), alliances and coalitions that engage in local and/or state-level alcohol policy efforts, support the alliance's mission, vision, and guiding principles and are free of commercial interests. Completion of this questionnaire is the first step in the membership process but does not guarantee membership by any organization.

Organizations completing this questionnaire should work on alcohol policy at the local or state level, provide opportunity for meaningful involvement in alcohol policy efforts by other advocates in the state, and meet the criteria for support of USAPA's mission, vision and guiding principles.

The membership process includes the following steps: (1) interested and qualified organizations complete and submit the Local and State Organization Membership Questionnaire and any supplemental information, (2) representatives of the USAPA Board of Directors and/or Advisory Board review the submitted materials and make a recommendation to the board of directors, (3) the USAPA Board of Directors considers the recommendation and votes to accept the membership of the presenting organization, (4) the applicant organization is notified of the board's decision and requested to complete the Memorandum of Understanding, Conflict of Interest Statement, Affidavit of Financial and Resource Disclosure and to submit its annual dues. The membership process is complete once the final documents and dues are received.

NOTE:

Please fully address the following questions. No handwritten responses, please. Completed questionnaires should be submitted via email to info@alcoholpolicy.org.

- 1** Please provide the name of the organization making membership application. In addition, please provide contact information including phone, email, website and address of the organization and any person serving as the primary contact.
- 2** What year was the organization established?
- 3** Is the organization a 501(c)(3) or other IRS designation? Does another organization serve as a sponsor organization for the organization's efforts? If so, please provide the name of the sponsor organization.
- 4** Does the applicant organization have a policy, rule or statement around working with the alcohol industry and/or accepting money and/or resources from the industry? If so, please submit the policy along with this application.
- 5** What is the applicant organization's annual budget? Please share the sources of any funding (include whether the organization accepts alcohol industry funding, in-kind assistance or resources of any kind). Note: An affidavit of financial and resource disclosure will be required.

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- 6** Please describe any significant alcohol policy changes that the applicant organization has facilitated.
- 7** What are the current alcohol policy priorities of the applicant organization?
- 8** Are there other organizations in the state engaged in enacting evidence-based alcohol policies? If so, please identify those organizations.
- 9** How are other organizations/individuals included in alcohol policy discussions through the applicant organization? Specifically, can an organization engage in alcohol policy efforts through the applicant organization? If so, describe the process for engaging others.

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Mission, Vision and Guiding Principles

The U.S. Alcohol Policy Alliance (USAPA) is a nonpartisan, nonprofit group of organizations governed by a board of directors, and guided by an expert advisory board, translating alcohol policy research into public health practice to prevent and reduce alcohol-related harm in the United States. The alliance commits to ensuring local and state-level alcohol policy alliances have access to evidence-based and comprehensive information, resources and technical assistance in order to engage in informed decisions and action on alcohol policy research. As resources allow, the alliance will provide information and technical assistance and will support organizing efforts with a priority of working together in translating alcohol policy research into public health practice.

MISSION

Translating alcohol policy research into public health practice to prevent and reduce alcohol-related harm.

VISION

A nation free from alcohol-related disease, injury and death.

GUIDING PRINCIPLES

- Embrace a public health approach. Develop and advance policies that are based in population-level, scientific evidence.
- Rely on the best scientific evidence. Initiatives are based upon high-level research and review undertaken by established experts and expert entities. Current examples include the WHO's *Global Strategy to Reduce Harmful Use of Alcohol*; CDC's Community Preventive Services Task Force's *Community Guide to Preventing Excessive Alcohol Consumption*; the Institute of Medicine's *Reducing Underage Drinking: A Collective Responsibility*; the US Surgeon General's *Call to Action to Prevent and Reduce Underage Drinking*; and, *Alcohol: No Ordinary Commodity* (Babor, et al, 2010).
- Utilize Grassroots Organizing and Advocacy. Use the dynamic relationships of communities to drive the movement of alcohol policy while providing allied support to local groups' efforts.
- Maintain independence from any commercial interest, including alcohol industry influence, involvement or funding, and/or industry-funded research.

Memorandum of Understanding for Local and Statewide Alliances

The U.S. Alcohol Policy Alliance (USAPA) is a nonprofit, nonpartisan organization translating alcohol policy research into public health practice while ensuring that local and statewide member organizations have access to the best science, resources and technical assistance required to engage in translating alcohol policy research into public health practice.

This document is a formal agreement that outlines the mutual commitment between the organizations herein. This agreement shall be in effect from the time of signature until terminated in writing by either party.

MISSION STATEMENT

Translating alcohol policy research into public health practice to prevent and reduce alcohol-related harm.

VISION STATEMENT

A nation free from alcohol-related disease, injury and death.

GUIDING PRINCIPLES

Member organizations support the U.S. Alcohol Policy Alliance's Guiding Principles:

- Embrace a public health approach. Develop and advance policies that are based on population-level, scientific evidence.
- Rely on science and the best evidence. Initiatives are based upon high-level research and review undertaken by established experts and expert entities. Current examples include *WHO's Global Strategy to Reduce Harmful Use of Alcohol*, CDC's Community Preventive Services Task Force's *Community Guide to Preventing Excessive Alcohol Consumption*, the Institute of Medicine's *Reducing Underage Drinking: A Collective Responsibility*, the U.S. Surgeon General's Call to Action to Prevent and Reduce Underage Drinking; and, *Alcohol, No Ordinary Commodity* (Babor, et al, 2010).
- Utilize grassroots organizing and advocacy. Use the dynamic relationships of communities to drive the movement of alcohol policy while providing allied support to local and state groups' efforts.
- Maintain independence from any commercial interest. Such independence includes, but is not limited to, being free from alcohol industry influence, involvement, or funding, including industry-funded research.

ALLIANCE ORGANIZATIONAL MEMBERSHIP PROCESS, COMMITMENT AND BENEFITS

Membership in the U.S. Alcohol Policy Alliance (USAPA/the alliance) is open to non-governmental organizations (NGO's), alliances and coalitions that engage in local and/or state-level alcohol policy efforts, support the alliance's mission, vision, and guiding principles and are free of commercial interests.

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Organizational membership dues are based on the annual budget of the member organization, are due no later than January 15 of each calendar year and are prorated only for organizations joining in the last quarter of the year. Membership dues are as follows:

Organizational Annual Budget	USAPA Annual Dues
\$0 – \$100,000	\$200
\$100,001 – \$500,000	\$350
Over \$500,000	\$500

One individual from each member organization shall be identified by the member organization as the primary liaison to the alliance. Organizational members may be listed publicly and are actively involved in the work of USAPA.

Member organizations and their representatives must fully and wholly support the Mission, Vision and Guiding Principles of USAPA.

Conflict of Interest Policy and Annual Disclosure Statement

The integrity of the U.S. Alcohol Policy Alliance is of highest value to the board of directors and its early organizers. In an effort to maintain the utmost honor, credibility, and trustworthiness, the alliance requires both the organization and each of its representatives to abide by the Conflict of Interest Policy and to submit a statement of disclosure which shall remain in effect through the organization’s membership. Should the organization’s primary liaison to the alliance change, a new disclosure statement will be required. Should a potential conflict of interest arise on the part of the individual or the organization, the organization’s membership will be assessed.

Therefore, member organizations and their representatives shall:

- Agree fully and wholly with the Mission, Vision and Guiding Principles of the U.S. Alcohol Policy Alliance as put forward by the board of directors with a signed Memorandum of Understanding in place,
- Abide by the Conflict of Interest Policy and submit a statement of disclosure by both the organization and the primary liaison,
- Participate in at least three of the four quarterly meetings per year,



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- Keep current organizational member dues to the alliance,
- Make available staff and/or volunteers for participation in work groups of the alliance,
- Allow organization's name to be used on the list of official members, and
- Keep confidential any material or discussion identified as such and shared during the course of business for the U.S. Alcohol Policy Alliance.

Benefits of Organizational Membership

We appreciate the work our members do in their communities and states to translate alcohol policy research into public health practice. As part of membership in the U.S. Alcohol Policy Alliance, certain benefits will be available to member organizations as resources allow.

Membership Benefits:

- **Advocacy leadership:** Deliver critically-needed leadership in order to successfully promote and support evidence-based alcohol policy in the United States.
- **Technical assistance:** Provide access to technical assistance on matters of alcohol policy research, science-based interventions and implementation through community-level strategies required to translate evidence into action.
- **Access to experts:** Offer opportunities to connect and access expert alcohol policy researchers and advisors.
- **National and global connections:** Serve as linkage to national and global partners through USAPA's membership in the Global Alcohol Policy Alliance and its strong partnerships with state and national organizations as well as federal agencies.
- **Communication and updates:** Present information and updates on related alcohol policy issues through the alliance's email updates, social media, website (alcoholpolicy.org), and meetings.

ORGANIZATION'S MEMBERSHIP COMMITMENT

WE WILL actively participate and agree to be publicly listed as a member of the U.S. Alcohol Policy Alliance. It is the duty of the member organization to assist and support USAPA in its goal to prevent and reduce alcohol-related harm by translating alcohol policy research into public health practice. We also encourage the building of peer support and capacity of local and statewide alcohol policy alliances or coalitions in the United States while working together to amplify the influence of these groups on national and international initiatives through the U.S. Alcohol Policy Alliance.

WE UNDERSTAND the clear connection between the social, economic, and health consequences of alcohol consumption and related harm. Alcohol use by persons under age 21, and excessive alcohol use by both youth and adults, is a persistent public health problem in the United States, and alcohol is the most commonly used drug by adolescents. Excessive alcohol consumption is a leading cause of preventable death in the United States and is a risk factor for many health and societal problems. Further, underage drinking is illegal and often involves consumption in quantities and settings that can lead to serious immediate and long-term consequences.

WE UNDERSTAND and support science-based interventions required in the prevention of underage

Conflict of Interest Policy Statement

The standard of behavior at the U.S. Alcohol Policy Alliance ('the alliance') is that all staff, volunteers, members of the board of directors, advisory board, and organizational members scrupulously avoid conflicts of interest between the interests of the alliance on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and/or actual conflicts of interest, as well as perceptions of conflicts of interest. In particular, the alliance adheres to its strongly held value of being free of any commercial interest and influence. Further, the alliance expects each person and organization involved, and in any way representing the alliance, to maintain complete independence from any alcohol industry influence, involvement or funding, including involvement in or use of industry-funded research. These may be real, perceived or potential conflicts of interest.

Joining in the alliance's commitment to transparency and accountability, I/we understand that the purpose of this policy is to protect the integrity of the alliance's decision-making process, enabling the public and our constituencies to have confidence in our personal and organizational integrity. Upon or before election, appointment, hire, volunteering, or coming to the alliance as an organizational member or its representative, I/we will make a full written disclosure of interests, relationships, and/or holdings that may potentially result in a conflict of interest. This written disclosure will be kept on file and I/we will update or affirm it annually by December 31 for the following year in a manner determined by the alliance.

In the course of meetings or activities, I/we, and my/our organization, will disclose any interests in a transaction, involvement, activity, or decision where I/we, my/our family, and/or my/our significant other, employer, or close associates will receive a benefit or gain. I/we will also disclose at any time if I/we, or said affiliations, have or hold a real, perceived or potential conflict of interest with the alcohol industry. After disclosure, I/we understand that I/we will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I/we understand that this policy is meant to supplement good judgment. By signing, including on behalf of an organization, I am indicating that I/we support this Conflict of Interest Policy and will submit the provided disclosure statement as required.

Printed/typed name of representative

Title/position

Signature of representative

Organization

Printed/typed name of representative

Title/position

Signature of representative

Organization