**Young Adult Buyer/Volunteer Letter Sample**

Dear ,

Thank You for agreeing to assist the with our Tobacco Purchase Survey Program. We appreciate your willingness to assist our agency in attempting to make our community safer for our youth.

As part of your participation in the program you will be asked to enter tobacco outlets and attempt to purchase tobacco products from the clerk/server. We will take every step to ensure that you are safe and protected at all times during the course of the operation. You will be trained and provided with the appropriate information and skills necessary to conduct these surveys. In addition, an adult staff member will accompany you at all times during the course of each check and you will not be sent into any dangerous situations or places that are deemed unsafe.

In order to participate in the program we require the following information and forms to be completed and returned to our office:

* Information and Consent Form
* Injury/Liability Waiver Form
* Copy of Your Birth Certificate *(if applicable for employment purposes)*
* Copy of Your Driver’s License
* Copy of Social Security Card *(if applicable for employment purposes)*
* Payroll/Tax Forms

We look forward to working with you. Through your help we will educate retailers and reduce youth access to tobacco products making this community healthier and safer.

Should you have any questions or concerns please feel free to call me at .

Sincerely Yours,

Prevention Staff Member Name

Title

Agency

