

May 2005

**ATTN: Chief Susan Manheimer**  
**Lieutenant Rick Passanisi**  
City of San Mateo Police Department  
San Mateo, CA

Dear Chief Manheimer and Lieutenant Pasanissi,

YO Mateo (Youth Organizing San Mateo County) is a program of the Youth leadership Institute and a countywide youth tobacco coalition funded through the San Mateo County Tobacco Prevention Program. YO Mateo plans to document the problem of illegal tobacco retail sales to minors in San Mateo city during the month of June. Their goal is to increase compliance of retailers with the laws that prohibit the sale of tobacco to minors (PC 308, STAKE, Tobacco Retail Permit).

With parental permission, youth will enter the store; ask for a pack of cigarettes, and PURCHASE a pack of cigarettes. A "buy" will be recorded when a salesclerk rings up the sale and youth leave the store with the purchased pack of cigarettes. Adults will be present at all times throughout the process. All participating young people will carry parental permission slips and have received training from adult staff on accepted purchase protocol, developed by the STORE Campaign.

Our survey results will not be used for citations or to punish salesclerks or stores. Results will be used to: 1) document the problem of illegal sales to youth; 2) disseminate information to the community, media, law enforcement and elected officials and; 3) advocate for stronger local laws to prevent youth access to tobacco.

Thank you for your support and permission for YO Mateo to collect important local data on youth access to tobacco. Please see enclosed letter youth will carry during the survey process, indicating law enforcement notification and permission. We will be conducting surveys the week of May 30<sup>th</sup> and early June. If you have any questions or concerns about our survey and assessment activity, please contact us immediately at 415.836.9150 or [acue@yli.org](mailto:acue@yli.org). We look forward a follow up meeting to inform you of the survey results. Thank you.

Sincerely,

Amanda Cue  
Prevention Program Coordinator

Amy Benjamin  
Director of Prevention - South Bay

*Enclosed: 1) permission slip to parent/guardian; and 2) letter youth will carry during survey implementation*

DRAFT