



RESPONSIBLE SALES TRAINING LOG

Enter all store personnel names and have individuals sign and date in the appropriate column when training is completed. The Commission suggests personnel complete each item quarterly as on-going training for responsible sales of alcohol unless quarterly training is required due to a sale to a minor or visibly intoxicated person.

Name	What Every Store Clerk Needs to Know About Selling Alcohol Brochure (Required)	"It's Your Job" DVD (Required)	Age Verification Brochure (See below*)	Refusing Illegal Sales of Alcohol Brochure (See below*)	Other Training Material (Example: ID checking class, MATS, etc.)
John Doe	<i>John Doe</i> (mm/dd/yy)	<i>John Doe</i> (mm/dd/yy)	<i>John Doe</i> (mm/dd/yy)	<i>John Doe</i> (mm/dd/yy)	ID Checking Class <i>John Doe</i> (mm/dd/yy)

* If store personnel have sold to a minor or visibly intoxicated person, this brochure is required as part of the training requirement per the Retail Operations Manual.

