



CHI WORK AND TRAVEL



255 West End Avenue
San Rafael, CA 94901 USA



1-800-432-4643 x2
1-415-459-5397 x2



chiwt@chinet.org



wt.chinet.org

Job Description

EMPLOYER INFORMATION

Employer Name: Beach Mart, Inc. - Nags Head, NC

DBA: Super Wings

Type of Business: Retail

Job location: 2229 S CROATAN HWY

Location type: Beach town

City: Nags Head

State: NC

Zip: 27959

Website:

Why choose us?

Beach Mart owns more than 20 retail souvenir stores. These positions primarily focus on merchandising and customer service, 3 miniature golf courses, 2 indoor fun parks, toy/candy store, arcade, sports club and a gas station along the Outer Banks of North Carolina; spreading out over 160 kilometers. If you enjoy the beach, sand, ocean, fresh air and the outdoors, this is the place you want to be.

Cultural exchange activities

There are many events/festivals throughout the year to attend in the Outer Banks; Such as: music concerts, Woodstock to celebrate animals, holiday events, seafood festivals, air show, surfing contest, bike week and their Annual marathon. Visiting the lighthouses, Wright Brothers Museum, NC Aquarium and the Lost Colony are just a few of the many places to visit in the Outer Banks.

Position

Job title: Stocker - Middle

Job prerequisites: Beach Mart wants all participants to have paid work experience. Please do not place participants who do not have previous work experience

Job description: By accepting this job, you understand that you will be assigned to a store location and housing when you arrive at the main office. You will be assigned to 1 of the following towns upon arrival: Avon, Buxton, Corolla, Duck, Hatteras, Rodanthe, Kill Devil Hills, Kitty Hawk or Nags Head. You will be trained and required to do one or all of the following: cashiering, pricing, folding merchandise, hanging clothes and cleaning both inside & outside the stores (outside limited to set up/tear down of displays & picking up trash/sweeping parking lot for cigarette butts) cleaning bathrooms. Males will have to do some heavy lifting, as well as some cashier/customer service as needed. They also have a kart attendant position at the Fun Park & Mini Golf locations, gas station, gym & arcade. You will have to be able to lift and carry these boxes without assistance. You may also on occasion be required to climb a ladder inside of the store to reset clothing displays on the walls. Stocker's may also have additional duties transporting stock from offsite storage to the various stores (this means you would ride as a passenger in a van with a supervisor).

English level required: Advanced

Hourly wage (before taxes): 12.00

Wage comments:

Position ID: 30462

Union: No

Union Dues:



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Payroll Period: Paid Weekly

Payroll Period Comments:

Position Information

Tips: No

Bonus: No

Bonus comments: N/A

Estimated hours per day: 32 hours per week minimum

Number of days per week: Varies

Overtime: Yes

Overtime details: Any hours per week beyond 40 hours will be paid at time and a half.

Is the employer willing to hire couples? No

Is the employer willing to hire group of friends? Yes

Meals? No

Meals details: N/A

Is a drug test required? No

Drug test comments: N/A

Is employer interview required? No

Employer interview details:

Do students complete an additional application upon arrival? Yes

Possibility to find a second job in the area Yes

Second jobs require you to contact CHI at chiwt@chinet.org or 1-800-432-4643 to receive the required form. The new potential employer will need to complete it. Both you and the employer will need to sign and return it to CHI for approval. You can work with a new secondary employer ONLY AFTER you have received written authorization from CHI.

Additional comments regarding second job: Your job at Beach Mart comes first and takes priority over a second job. Second jobs must NOT conflict with the primary job schedule! Work & Travel Adult International Participants are not permitted to begin work before their Sponsor has approved any secondary Host Company. If you are found starting any new job without permission from CHI your program will be terminated. This is for your safety. A second job offer and instructions will be provided in your welcome letter. Your CHI program coordinator is always available to help you with this process.

When will work begin? Your official start date will be scheduled once you arrive at the Host Company.

Arrival Instructions: The Beach Mart office is open Monday through Friday from 8:00 am to 4:00 pm. It takes approximately 2 hours to get from the Norfolk International Airport to the Beach Mart office. Please try to arrange your flights to arrive in Norfolk during the weekdays and daytime hours. If you arrive in Norfolk after 2:00 pm, you will need to stay in a hotel overnight in Norfolk, and arrange for one of the taxi services to pick you up the next morning. The list of taxi services is in the transportation attachment. They are trusted taxi services that pick up participants every year and drive them to the Outer Banks. Please make sure you have one of the taxi services arranged to pick you up at the airport BEFORE you arrive in Norfolk. Your official start date will be scheduled once you arrive at the Host Company. Start dates may vary several days from your DS date. Please be patient and allow the Host Company to integrate you into the schedule.

Is training required? Yes



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Conditions of training: Training may take up to two weeks. Adult International Participants may not receive full hours until they complete training. No job, or hours at a job, can be 100% guaranteed. Regardless of what your work contract states, there is always a possibility that you will work more or less hours. Participants should expect to have less hours during the first two weeks of training. You will be required to work on peak business days, Fridays, Saturdays, and Sundays.

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform: \$15 for 3-T-shirts

Is uniform refundable? No

Uniform provided details: You will purchase 3 shirts for \$15. They will have the name of the store/park location that you are working in.

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: Sneakers are recommended because of standing and walking long hours while working.

Grooming: Grooming requirements: No facial piercings except earrings, no bold or unnatural hair colors. Uniform: Host Company will provide t-shirts. You are free to wear shorts, jeans, pants or skirts. No short shorts or mini skirts; must be conservative length. In the United States culture, you must shower daily and use antiperspirants. Visible tattoos are permitted as they don't contain objectionable words or imagery. Please make sure your fingernails are clean, well-manicured, and of either short or moderate length.

Important points of job: Advanced English, have to have a good personality, attitude, and customer service. You will be required to stand for the majority of your shift and must be comfortable handling American currency. Friends groups or partner are not guaranteed to be assigned to the same housing or store location. Beach Mart will assign your housing and store upon arrival based on their business needs.

Additional position information: WHAT YOU SHOULD EXPECT AT WORK:

Beach Mart has 3 fun outdoor park locations or the 2 indoor fun parks. If you are assigned to one of those locations, you will work with bumper cars, mini golf, go-karts. This job includes cleaning, giving instructions about the park rides and cashier duties. The other locations are beach stores, which will include cashier, stocking, and cleaning duties. They also have an arcade, gas station, and a sports club. All locations require cashier, stocking and cleaning. Participants will be required to work on peak business days, Fridays, Saturdays, and Sundays. The minimum amount of hours required on the program is 32 hours, however, the amount of hours required by your Host Company depends on the demand of the business. You may not request to only work 32 hours per week. Cashiers: Basic math skills; must be familiar with U.S. currency prior to arriving. MUST STUDY/LEARN THE ATTACHED AMERICAN CURRENCY GUIDE.

MEDICAL ISSUES:

If you travel to the U.S. knowing that you have a medical condition that would prevent you from working at your pre-arranged job, CHI will terminate your program. Please disclose any allergies (food, dust, or chemical) or pre-existing conditions that may affect your ability to fulfill your commitments at your pre-arranged job. If you have a sudden medical problem that prevents you from working at your pre-arranged job, you must get a note from a doctor in the U.S. before you take any action to leave your pre-arranged job. If the medical condition is serious or is not covered by your insurance, CHI may ask that you return to your home country, for your health and safety.



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HOW TO AVOID PROGRAM TERMINATION:

Within 24 hours after arrival complete the "SEVIS VALIDATION" in your online CHI Portal. (wt.chinet.org) As early as possible, but no later than one week after changing addresses or phone numbers, update them in your CHI portal. (wt.chinet.org) Before starting work or training at a new or second job, you must get permission from CHI. Respond to all emails from CHI. You are responsible for ensuring emails from CHI do not go to spam. Monthly Evaluations must be completed each month you are on the Work Travel program.



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Housing Information

Housing name: Beach Mart Housing

Housing address: 2229 S CROATAN HWY

City: Nags Head

Phone: (252) 480-0009

Fax:

Contact: Laura Steffan

Email: beachmartinc@gmail.com

Website:

Housing assisted by: Employer

Is student required to sign a separate housing contract? Yes

If so, contract details: Housing provided by the employer is mandatory. The rules and regulations will be signed upon arrival to the Beach Mart office.

Type of housing: House

Number of people to a room: 2-4

Bedrooms: 3-6

Bath: 2-4

Cost Type: Week

Cost Amount: \$125.00

Cost Details: Rent is taken out of your paycheck each week.

Is housing cost deducted from paycheck? Yes

Is housing deposit required? Yes

Deposit amount: \$250

Housing deposit due date: See instructions

Instructions for deposit payment: The \$250 deposit is taken out of your paycheck in 2 installments.

Is housing deposit refundable? Yes

Conditions for deposit refund: The conditions to receive the refund are as follows: the house is left without damages, no trash or food left in the house, clothes or personal belongings not left in the house, and the house is kept clean during your stay. If they have to call an exterminator, because of roaches (due to not cleaning) the refund will also be effected.

Utilities included: Yes

If so, utilities details: All utilities are included.

Utilities estimated cost per month: 0

Is the housing mandatory? Yes

Can students find alternative housing during their stay? No

Method of transportation from housing to work site: Walking

Transportation details: Housing for Beach Mart is provided. Each location will have housing either on the premises or within 2 miles from the store location. Students can walk or ride a bike.

Additional housing features: The housing is fully furnished and has WIFI. Students will need to provide their own pillows and linens.

Comments: Please keep the housing clean and remove all trash from the house.



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Location Area Information

Location type: Beach town

Location of work site best described as: Beach town

Location details: If you enjoy the sun, beach, reading, site seeing and lighthouses, this is the place for you. If you're looking for a big city atmosphere, this is not the place for you. The only transportation services are taxi, Lyft or Uber.

Average daily temperature: 70 degrees Fahrenheit & up

Community or regional website: www.outerbanks.org

Nearest cities: Virginia Beach, VA

Distance to nearest cities: 92 miles

What to wear: Light jacket, jeans, pants, t-shirts, shorts and swimwear.

Available public transportation: Uber, Lyft or Taxi

Public transportation access: Uber, Lyft or Taxi

Accessible amenities (by walking or public transportation)

Food market: Yes

Shopping mall: No

Post office: Yes

Movie theater: Yes

Restaurants: Yes

Fitness center: Yes

Laundry: Yes

Internet café: Yes

Public library: Yes



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Suggested Travel Information

Nearest international airport:	Norfolk International Airport (ORF)
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Transportation from airport to employer and / or housing:	Taxi Services listed in the transportation attachment
Nearest bus station (to the airport):	Greyhound
Bus information (web site):	www.greyhound.com
Nearest train information (to the airport):	Amtrak
Train information (web site):	www.amtrak.com
If participant arrives after hours suggested, overnight accomodation:	Hotel in Norfolk, VA
Cost per night:	\$70 - \$125
Transportation to overnight accomodation:	Taxi, Uber or Lyft
Transportations cost:	Varies
Travel Instructions:	The closest airport is ORF - Norfolk International Airport in Virginia. Please make sure you arrange for one of the taxi services to pick you up at the airport. We have suggestions in the attached transportation sheet. Please try to arrive at the airport before 1pm, Monday through Friday. The Beach Mart office is open on those days from 8:30am - 4pm. If you arrive in Norfolk after 1pm, please contact your Program Coordinator, Wendie Mewszel at chiwendy@chinet.org.

Social Security Information

Does the company require students to have Social Security number before arriving to the work place?	No
Does the company provide Social Security application assistance?	Yes
If so, details:	The Beach Mart office will contact the participants when it's their turn to apply. They will provide transportation to Elizabeth City. There is no cost to the participant.
Where is the closest Social Security office?	1865 WestCity Dr.,Elizabeth City, NC
How far is the Social Security office from the work place?	1 hour drive
Specific instructions:	The Host Company will let you know when it's your day to be taken to the social security office. Make sure you have all of your documents together before they pick you up. Validate in SEVIS at least 5 business days before applying. Apply in person at a Social Security Office. Bring your passport and DS-2019 (original copy signed in blue ink), as well as a valid mailing address. Check with your landlord for an accurate address. Check all of your information is correct on your receipt/proof of application before leaving the Social Security Office. You should receive their SSN within 2 weeks. If you do not receive a letter or card in the mail in 3 weeks, you should return to the office with your passport, DS-2019, and application receipt to check on the status of your number. Check your local office hours before taking the trip. Most offices are open weekdays only: Monday, Tuesday, Thursday, Friday - 9am - 4pm and Wednesday - 9am - 12 pm.



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TRANSPORTATION

Transportation to the Outer Banks:

Most J1 students share the cost of taxis, share rides with co-workers, or use bikes to get around. YOU MUST ARRIVE INTO NORFOLK AIRPORT(ORF), VA BEFORE 1:00PM! If you arrive into Norfolk, VA after 1:00 PM, you will not have enough time to travel to Nags Head before the corporate office closes at 4:30 PM. The Beach Mart Corporate office is open Monday through Friday from 9 am to 4:30 pm; it is NOT open on Saturday or Sunday. If you arrive outside of these hours, their office will be closed. You will have to take a taxi to a motel and back to Beach Mart's office the following business day, at your expense. Make sure you have your transportation arranged BEFORE you arrive at the airport/bus station. Norfolk International Airport (ORF) is the closest airport to the Outer Banks, and is located 60 miles from Kitty Hawk, NC. The nearest bus station is in Elizabeth City, approximately 50 miles from Kitty Hawk. Greyhound provides service to Elizabeth City from major cities and airports:

<https://www.greyhound.com>

The list of taxi services below, are trusted services, with transporting students to the Outer Banks.

Andrea Mora: WhatsApp # +19295984099 (\$100 from airport to OBX)

Outer Banks Transportation Service: obtransportation.com

Ztrip: 757-855-3333

Luka Berezljjev: 252-305-9825

Queenie: 252-305-3895, email: vqueenie17@gmail.com





CULTURAL HOMESTAY INTERNATIONAL

Welcome Letter

WORK & TRAVEL

Dear International Adult Participant,

Hello and Welcome! We are so happy that you will be visiting our country. Work & Travel can be difficult, especially in the beginning, but we believe you will find your experience rewarding and unforgettable. CHI is here to help! Please read carefully through this Welcome Letter.

My name is Wendie Mewszel. I am the Senior Program Coordinator for your BridgeUSA (Summer Work and Travel Program) for Cultural Homestay International (CHI). My team and I will be happy to answer any questions you might have and we will also be available throughout your stay to assist with any problems that may occur. Please remember to check your email and Spam Folder daily for important communications.

You must stay in contact with your CHI representative.

Have the time of your life!

Warm Travel Wishes,

Wendie Mewszel

Please read the CHI Participant Handbook, which you should have received at orientation or from your home country agency. You are responsible for following all rules in this handbook.

The rules are in place for your health, safety, and welfare.

Failure to follow the rules may result in a participant's negative program status.

Be Prepared

- Make photocopies of important documents and leave a copy with loved ones.
- Back up your digital photos, in case your phone is stolen or broken.
- Leave things you could not bear to lose at home.
- Bring your welcome letter, your important documents, two extra sets of clothes and your necessary medicine in your carry on luggage. Checked luggage is often lost. The airline will deliver your bag to your US housing or employer once found, but it could take 3 or 4 days.
- *If your luggage is lost, send it to your employers address to ensure delivery.

- You are required to bring \$1000 with you from your country. We recommend you bring \$1200. The first few weeks of Work & Travel you will need these funds to establish yourself in a new country. You will need to pay your housing deposit, pay a week or two of rent, buy a sim card, purchase pillows, sheets, and blankets, food, uniforms, a bicycle, or have transportation money. It takes a few weeks to start working, be trained, become integrated into the schedule and get your first paycheck. You will be nervous and out of money when your first paycheck arrives. Be prepared, you are moving to another country.
-

Be Safe

- Exercise adequate discretion, stay aware of your belongings, and avoid putting yourself into risky situations (such as unlit, deserted areas at night).
 - Open a bank account, on the first day you check into your US housing, to keep the recommended \$1200 you brought from your country safe and secure. You will need this money. Never keep large amounts of money in your participant housing no matter how much you trust your roommates.
 - Once in the United States, never carry large amounts of money. You will have a debit card from the bank, if lost, this can always be cancelled. Do not give your PIN (personal identification number) to anyone. If you lose your cash, it can not be replaced.
 - Once in the United States, never carry your important documents or valuables to work. Keep your documents, including passport, safely hidden in your room. Never give your passport or documents to anyone (such as a landlord or employer) to keep. It is illegal for anyone to take your passport or documents from you for any reason.
 - Bring an ID from your country to carry with you that can easily be replaced (University ID, residency card, drivers license). Passports are difficult and expensive to replace, and losing your passport can ruin your travel period plans.
 - Establish a “do not lose it” discipline. Travelers are more likely to inadvertently lose their bags than to have them stolen. I have heard of participants leaving passports under pillows, bags on the overhead rack on the bus, and documents in the taxi. Always take a look behind you before leaving any place or form of transport.
 - When you are out and about, never casually or carelessly set down any small valuable item, such as a phone or wallet. Either hold it in your hand or keep it tucked away. At cafés, do not place your phone on the tabletop or purse on the back of the chair where it will be easy to snatch — keep phones and valuables in your front pocket. Make it a habit to be careful with your things; it will become second nature.
 - Stay vigilant in crowds and steer clear of disturbances near you.
 - Participants should use common sense, stay with a partner or friend, especially at night. It is recommended participants let a friend know where they are.
 - Bicycle riders with helmets had an 85 percent reduction in their risk of head injury and an 88 percent reduction in their risk of brain injury. If you ride a bicycle in the US, wear a helmet.
-

Communicate Your Arrival Information

- Check your email frequently for important information.
- Plan your flight accordingly: if your final destination is 5 hours away, make sure your flight arrives early in the day OR you have made a reservation at a hotel or hostel to stay overnight.
- Do not arrive late at night! You may not be able to get into your housing after 20:00.
- You must contact your CHI representative, to let them know when you will be arriving.
- You must log into www.sevis.org to enter your flight information, as soon as you book your ticket.

Student and Exchange Visitor Information System (SEVIS) | wt.chinet.org

- You must log into wt.chinet.org to enter your flight information, as soon as you book your ticket.
- You are required to access wt.chinet.org within three days of arrival into the United States to check in, use the SEVIS tab on the left hand side of the wt.chinet.org portal.
- You are required to access wt.chinet.org, every month following your initial check in, for the duration of your program to complete a monthly report.
- Failure to complete SEVIS check-ins, may result in a participant's negative program status.

Arriving at a United States Airport

The following documents you MUST have in your possession and present to the U.S. immigration officials upon arrival in the U.S.:

- Valid passport
- DS-2019 Form, the original copy signed with blue ink. Do not accidentally give your loved ones the original copy for safekeeping.
- I-901 SEVIS fee receipt
- J-1 Visa
- Job Offer
- Sponsor Letter

Arrival Tips:

- The immigration officer will review all documents, validate, and place a stamp on your DS-2019 form and your passport. The officer will then return all validated documents to you, including the DS-2019 form.
- Use your “do not lose it” discipline, remember to collect all documents from the immigration officer. This is a place participants often misplace documents. Participants are nervous, excited and fail to check they have received everything back before leaving the area.
- Wait to check-in on social media or take a selfie until you check you have all your documents.
- You should have no problem entering the U.S. as long as you have all the proper documentation,
- cooperate and communicate respectfully with the U.S. immigration officers at the airport.

Traveling to your Final Destination

- Before you leave your home country map out your trip. www.rome2rio.com is a great website for this research. Your CHI representative will send you exact instructions in a letter prior to your arrival. Check your email daily, it is very important.
 - When estimating your arrival time please add extra time for waiting for baggage, eating, or missing a bus or train connection.
 - Be sure to have a small amount of American currency for regional travel before leaving the airport. Do NOT accept rides from strangers at the airport!
 - Plan accordingly, if arriving late at night, please stay in a hotel or hostel and travel in the morning. (You will not be able to get into your housing if arriving late at night.)
-

Arriving at your Final Destination | What do I need to do now?

- It is very important that you log into the SEVIS system within three days of your arrival. Log into www.sevis.org or if you have no access to the web, call CHI for assistance at 1-800-432-4643. There are SERIOUS consequences if you do not validate your visa, beginning with a cancellation of your visa, so do it as soon as possible!
 - Go to your employer, let them know you have arrived safely. They will provide you with your orientation/start date.
 - 24 hours after entering the United States you will be required to retrieve a document on the internet called an I-94.
 - Wait 5 business days after checking into SEVIS and report to the Social Security office to apply for a Social Security number.
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I - 94

The I-94 Form is the Arrival / Departure Record that is issued by the immigration officer at the airport to all foreign visitors entering the United States. All I-94 records are created electronically and accessible online 24 hours after arrival.

Retrieval Tips:

- Wait 24 hours following your arrival in the US before you attempt to retrieve your I-94 number.
 - Ensure that the computer you are using is connected to a printer (local library).
 - Go to the <https://i94.cbp.dhs.gov>
 - Enter the required information in all CAPITAL letters. Please make sure you enter your name exactly as it appears in your passport
 - Click Submit
 - You must print this document, it is a required document at Social Security
-

Applying for a Social Security Number

You must register with the local Social Security Office to get your card and number. YOU MUST WAIT TO RECEIVE YOUR S STATUS, before you apply for a Social Security card! This in most cases, takes 5 business days from the day you first checked into SEVIS.

Required Documents:

- Valid passport
 - DS-2019 Form, the original copy signed with blue ink. Do not accidentally give your loved ones the original copy for safekeeping.
 - I-901 SEVIS fee receipt
 - J-1 Visa
 - I - 94 Form, printed from the internet at your local community library or employer.
-

Second Jobs

- CHI does not provide second jobs.
 - Second jobs are possible. However, your responsibility is to your primary employer. It is the primary employers participation in the Work & Travel program that has afforded you the opportunity to come to the United States.
 - A second job may not conflict with your primary CHI position in anyway.
 - If you are considering looking for a second job, please be reminded the employer must be approved by CHI for your safety.
 - Failure to have any second job approved may result in a participant's negative program status.
 - Your CHI representative will send you exact instructions in a letter prior to your arrival. Check your email daily, it is very important.
-

Health Insurance

It is required that all participants of Work & Travel obtain health insurance.

- Your health insurance provider will email your instructions to obtain your insurance card.
 - Do not leave your home country without accessing the health insurance website and printing your card.
 - In the United States, doctors and hospitals are in different buildings. Doctors generally have offices away from the hospital or work at an urgent care facility or clinic.
 - For a basic illness, you will go to a doctors office, urgent care facility or clinic, free to low cost .
 - For a serious emergency, you will go to the hospital or emergency center, pay \$350 and your insurance will cover any costs incurred after \$350.
 - There is limited coverage for dental emergencies. Please visit your primary care doctor and dentist in your home country before traveling to the United States.
 - Please contact your CHI representative to report any illness or emergency you may have, so they can provide assistance.
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Know the Law

- In the United States, you must be at least 21 years of age to purchase, possess or consume alcoholic beverages or participate in any gambling. Underage drinking or gambling is illegal and can have severe consequences for young people and for adults who provide alcoholic beverages to those under 21.
-