

Purpose

- To provide direction, consistency and accountability for LTCHS Booster Club Board Members related to the collection and distribution of Bingo proceeds.

Roles

Bingo Coordinator

1. Liaise between bingo hall and the Booster Club.
2. Submit all AGLC license renewals and reporting requirements in a timely manner.
3. Collaborates with Board Treasurer to complete bingo report(s) to AGLC.
4. Tracks the groups and club volunteers and allocates proceeds on a spreadsheet accordingly.
5. Monitors the AGLC acceptable use of gaming proceeds and ensures the LTCHS Board is updated as required.

Board Treasurer

1. Maintain and monitor a separate Bingo Proceeds bank account.
2. Receive cheques from Bingo hall and deposits them in a timely manner.
3. Collaborates with Bingo Coordinator to complete bingo report(s) to AGLC.
4. Provides regular reports to the Board regarding ledger amounts for each club/group and bank balance.

Use of Bingo Proceeds

1. Bingo proceeds can be applied to only those activities approved by AGLC. If unsure, AGLC will be contacted to confirm eligibility.
2. Generally, bingo proceeds may be applied to:
 - a. travel expenses related to a school-sponsored activities;
 - b. equipment/supplies
 - c. facility rental/equipment rental
 - d. judges/officials fees
 - e. uniforms/costumes
 - f. student awards – based on achievement (no cash value)
3. Generally, bingo proceeds may not be applied to:
 - a. food and beverages;
 - b. wages;
 - c. curriculum text books;
 - d. any fees-for-service for clinicians (unless prior approval);
 - e. capital repair and maintenance.

If unsure, AGLC will be contacted to confirm eligibility.

Bingo Proceed Collection and Management

1. Bingo Hall sends monthly proceeds cheque to Booster Club Treasurer, which has been approved by AGLC.
2. Bingo gaming proceeds are deposited and maintained in a separate account from all other Board transactions.
3. Booster Club Treasurer enters the actual amount received on a monthly basis and reports the average amount of proceeds per volunteer to the Board for information.
4. Funding request applications are received by the Booster Club Board and once approved and receipts received, a cheque is issued to LTCHS Administration.
5. Annual report is submitted to AGLC by the Treasurer, as approved by the Board.

Bingo Proceed Allocation and Distribution (including In-Province Travel Requests)

Action	Responsibility
1. Club/Activity sponsor (LTCHS staff member) must submit a completed application form to the LTCHS Booster Club, via school administrator, requesting funding/support for a non-curriculum, school-supported activity for consideration by the Booster Club Board.	LTCHS Administration / Board
2. Funding request is deemed eligible for use of gaming proceeds.	Treasurer/ President
3. Funding request is voted on by the Booster Club Board, based on the scores of the Scoring Matrix for Bingo Proceeds at any given meeting.(Matrix is attached to Procedure).	Board
4. Booster Club Board makes a motion to approve or deny request.	Board
5. Administration is informed by the Booster Club President of decision.	President
6. Once a request has been approved, all eligible receipts must be submitted prior to any funds being released.	

Bingo Proceed Allocation and Distribution for Out-of-Province Travel Requests

Action	Responsibility
1. LTCHS Administration submits request to School Board for approval.	LTCHS Administration
2. LTCHS Administration submits, with signatures from the LTCHS Booster Club President and Treasurer, a maximum funding request to AGLC for approval.	LTCHS Administration and Booster Club President and Treasurer
3. Once the approval has been received from AGLC, the LTCHS Administration will submit a completed request form, no more than 6 weeks following the final confirmation for student participation and deadline for final payment.	LTCHS Administration

**LTCHS Booster Club
Procedure**

Bingo Proceeds Allocation

<p>4. Amount of funding will be determined based on the following:</p> <ul style="list-style-type: none"> • Amount of total funding available • Amount of funding requested by Administration • Maximum pre-approved by AGLC • Other out-of-Province Travel requests pending • If required, other factors outlined in the 'Scoring Matrix for Bingo Proceeds' 	Board
<p>5. Booster Club Board makes a motion to approve or deny request.</p>	Board
<p>6. Administration is informed by the Booster Club President of decision.</p>	President
<p>7. Once a request has been approved, all eligible receipts must be submitted prior to any funds being released.</p>	



Review

This procedure needs to be reviewed within a minimum of three years or as required.

Attachment: Scoring Matrix for Bingo Proceeds

Links:

- AGLC Regulations – www.aglc.com
- RDPSD Travel Policy
- Red Deer Bingo Centre Procedures
- LTCHS Booster Club Web site

Approved - Date	September 8, 2016	Signature of President	
Revised – Date	April 27, 2017	Signature of President	

**LTCHS Booster Club
Procedure**

Bingo Proceeds Allocation

Attachment: Scoring Matrix for Bingo Proceeds

Item	1	2	3	4	Score
# of Students Benefitting	Group – under 10	Group between 10 – 50	Group between 51- 100	Group larger than 100	
Level of Competition	Zones	Regional	Provincial	National	
Previous requests for similar item	More than once per school year	Annually	1 in 3 years	Never	
Other funding source	None	Up to a ¼ of total costs	Up to ½ of total costs	More than ½ the costs	
Amount allocated previously	More than \$5001	\$2501 - \$5000	\$0 - \$2500	None	
TOTAL					