

**Purpose**

- To ensure equitable access to bingo volunteer opportunities.
- To provide clear processes for the Bingo Coordinator to follow.

**Roles**

*Bingo Coordinator*

- Liaise between bingo hall and the Booster Club.
- Recruit and schedule volunteers for available bingos.
- Communicate bingo volunteer opportunities and changes to schedules to potential and current volunteers.
- Recruit, collect and maintain information from potential Bingo volunteers, maintaining confidentiality and integrity of information.
- Provide Treasurer all information regarding the groups/clubs that the volunteers have identified for allocation.
- Bingo Coordinator will track the number of bingos worked and report this number to LTCHS Administration monthly for consideration in the delivery of their Volunteer Credit Program.
- Receive and monitor the Pooled Bingo Proceeds reports and report back to the Board any significant changes to the amount of proceeds being received.
- Attend required meetings with the Bingo Hall to stay informed of processes, changes or issues; reporting back to the Board.

*Board Treasurer*

- Maintain and monitor a separate Bingo Proceeds bank account
- Receive and deposit cheques from the Bingo Hall.
- Regularly track and distribute bingo proceeds into the ledger, based on the list of groups/clubs the volunteers have identified for allocation.
- Will provide LTCHS Administration with the current ledger of available funding for the various groups/clubs.

**Bingo Volunteer Management**

1. As per Board direction, the Bingo Coordinator will use multiple strategies to inform, recruit and maintain a list of available volunteers, considering electronic, social media and written strategies.
2. Communication materials must be consistent and approved by the Board to reduce confusion, misinformation or lack of information for Bingo Volunteers.
  - a. The LTCHS website will be used as the main location for potential and current volunteers to receive information regarding requirements, processes, limitations, schedules, changes, etc.

3. The Bingo Coordinator will be the single point of contact with the Bingo Volunteers. In the case of dispute, the Bingo Volunteer may provide the Board President information regarding their complaint/concern, in writing, for review, consideration and potential resolution.

### **Volunteer Scheduling**

1. Volunteers for Bingos may be any individual over 18 who are volunteering for a current student at LTCHS. This includes those students currently attending a middle school participating on a LTCHS school-sponsored activity meeting Alberta Gaming and Liquor guidelines.
2. All volunteers interested in working a bingo, will register through the LTCHS Booster Club link on the LTCHS website. This will enable them to receive email notification of available bingo shifts, processes and information regarding bingos.
3. Bingo Coordinator will send/provide a calendar and number of bingo volunteer slots to all registered/potential bingo volunteers quarterly, or as made available by the Bingo Hall. (*Quarters identified as Jan – March, April – June, July – September, October – December*)
4. Depending on the number of available volunteers, the Bingo Coordinator will apply the following criteria to volunteer allocation, in priority order:
  - a. first-come-first-served; registration of bingo volunteers will be time/date-stamped to ensure transparency
  - b. only one family member/volunteer per family, per bingo
  - c. all available volunteers have an opportunity to volunteer to work a bingo before a subsequent bingo(s) can be offered to a family who has worked a bingo that quarter. (*Quarters identified as Jan – March, April – June, July – September, October – December*)
5. Extra bingo volunteer opportunities arising from other volunteer cancellations, changes from the Bingo Hall, etc. will be allocated using the same criteria above (Clause 4.).
6. In situations of short notice (less than 24 hours), or a lack of volunteers, an email/text will be sent to the list of all registered bingo volunteers. The first volunteer to respond will be provided the opportunity regardless of the criteria outlined in Clause 4.
7. Bingo volunteers who fail to fill their commitment, without 24 hours written notice, may not be afforded the opportunity to volunteer at another Bingo for the remainder of the quarter. Extenuating circumstances, such as emergencies, may be excused at the discretion of the Bingo Coordinator. Those volunteers missing more than two shifts in a calendar year will no longer be able to work shifts for the period of the next calendar year.
8. Bingo volunteers who have been reported to not follow the **Volunteer Responsibilities/Requirements** (below) may lose the opportunity to volunteer for future Bingos. In these situations the Bingo Coordinator will provide the volunteer, in writing, a warning outlining the offense.

**Volunteer Responsibilities and Requirements**


1. Must be 18 years of age.
2. Must not have a criminal record. Volunteers with criminal offences may be approved to volunteer depending on the offence, pending review and prior approval by AGLC.
3. Arrive at the Bingo Hall 15 minutes prior to their shift starting.
4. Check in with Bingo Hall staff.
5. Become aware of and comply with all relevant Bingo Hall policies and procedures.
6. Sign in, indicating they are volunteering for LTCHS Booster Club and indicating their last name (and student's family name if different) and which club/group/activity they are allocating their funds toward. Any recognized LTCHS club, group/activity is eligible. These include, but are not limited to (Travel, Band/Choir, Drama/Improv, Football, Athletics (all other sports), Student Leadership, Robotics, etc.)
7. Conduct themselves in a professional manner at all times; representing both LTCHS and the Bingo Hall in a positive manner.
8. Be prepared to participate in any/all tasks assigned; ensuring they contribute to the work required and not relying on other volunteers to complete the tasks.
9. Notify the Bingo Coordinator immediately, if unable to work or fulfill the assigned shift(s).

**Review**

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

**Links:**

AGLC Regulations  
Red Deer Bingo Centre Procedures  
LTCHS Booster Club Web site

Approved - Date	September 8, 2016	Signature of President	
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