

LTCHS Booster Club

Dear New LTCHS Bingo Volunteer:

It is with great pleasure that I send this email to welcome you as a new bingo volunteer with the LTCHS Booster Club. My name is JoAnn Lynn and I am currently the LTCHS Bingo Coordinator, which is a voluntary position on the LTCHS Booster Club board. As the bingo coordinator I am your liaison between the bingo hall and the LTCHS Booster Club.

The LTCHS Booster Club is an independent, not-for-profit society that is made up of LTCHS parent volunteers. The LTCHS Booster Club also holds a gaming license with Alberta Liquor and Gaming Commission (AGLC) that permits the Society to generate funds from gaming such as bingos, casinos and raffles.

The LTCHS Booster Club is responsible to receive and distribute any earned gaming proceeds as per legislation. The purpose of the Society is to work in partnership with LTCHS Administration, and other associated groups and clubs, to enrich the student experience and to reduce financial barriers for student participation in extra-curricular activities at LTCHS.

To encourage parents/guardians and students over 18 years of age to volunteer at Bingos LTCHS Administration has developed a volunteer credit program. Volunteer Credits were developed by LTCHS Administration to encourage parents and guardians of LTCHS students to participate in activities that would generate funds to support activities, programs and clubs, hosted and/or supported by the school that meet the School's criteria.

More information about the LTCHS Volunteer Credit program can found on the school's website at www.lindsaythurber.rdpsd.ab.ca.

In regards to volunteering at a bingo, here are a few things to know going forward:

1. How many bingos can I volunteer for?

Currently, we are scheduled for 2 bingos per month. Generally you will receive 3 month's dates at a time. If you are joining us mid-quarter, there may not be many spots left. However, you are welcome to add your name to the waitlist for any of the dates. Please make sure you have provided your current cell number so we may contact you easily if a spot comes up. If you are called upon to fill a last minute spot, we request your prompt reply with a YES or NO so we know if we should keep looking.

2. What if I sign up for a bingo and then I am unable to fill my shift?

It is your responsibility to find a replacement if you are unable to attend your assigned bingo. I can give you the names and contact information for the people on the waitlist and once a replacement is found, please relay that information back to me.

3. How many volunteers work at a bingo?

We are required to provide 10 volunteers per bingo. Because the physical abilities of volunteers vary, the Bingo Hall has determined that this is the required number of volunteers. While 10 volunteers may feel excessive, there is a strict policy, with accompanying penalties, for being short volunteers. We do not wish to be sanctioned, so please help us maintain our reputation for dependability. Our good standing at the Bingo Hall means that we receive extra bingos when other groups cancel.

On occasion, we are asked to split a bingo with another group. When this occurs, we are each required to bring 5 volunteers. Our share of the proceeds remains proportionately equal.

4. What time is my shift?

For morning Bingo events, you are to arrive at 10:30am, for afternoon/evening events please arrive for 4:30pm. Arriving a few minutes before to get settled and signed in is very much appreciated.

5. Do I receive meals during my shifts?

We do not have a concession tab, so please bring your own food or money to purchase your meals from the concession. There is a volunteer break schedule, when you may eat your lunch/supper so if purchasing from the concession, we request that you place your order and then continue with your duties until your meal is ready; at which time your break begins. Cell phones are to be placed on vibrate and if you must take a call, please remove yourself from the hall so as not to disrupt the players or the caller.

6. Where is the Bingo Hall located?

Red Deer Bingo Center is located west of Superstore beside Your Wedding Place. The Address is 4946-53 Ave.

7. What do I do when I arrive?

When you arrive, there will be a sign in sheet for the bingo hall that lists the positions for the event. Please sign this sheet; please note you are working for the LTCHS Booster Club. We also have our own sign in sheet (white doutang) that I use for crediting your student. Please indicate the student's name, including their last name if it is different than yours. Without this information, I am unable to provide the school information for you to receive credits through their Volunteer Credit Program.

8. What is the value of my time?

Depending on the volunteer activity, and other variables, the LTCHS Volunteer Credit value may change. The value of working a bingo will be a set amount per bingo. This amount may vary from time to time, as determined by the LTCHS Administration. The Volunteer Credit value for other volunteer opportunities, such as casinos will be determined on a case-by-case basis by LTCHS Administration. Currently LTCHS Administration will provide you with a Volunteer Credit of \$80 for each bingo that you work. This amount is subject to review and maybe change (higher/lower) pending review by LTCHS Administration.

9. How do I know the amount of credits I have earned and how can I apply them to my child's account?

LTCHS Financial Coordinator monitors and administers the LTCHS Volunteer Credits. Updates are typically done monthly and a update letter will be sent via email. To apply the Volunteer Credits to your child's account, a LTCHS Credit Letter indicating the intent to apply the credits to an eligible expense must be completed and then presented to the LTCHS Bookstore. This form can be found online under LTCHS Booster Club.

Note: If you have worked a bingo(s) and there are team/club fees to pay, you can discuss the situation with the teacher that you are awaiting your credits and will use them once they are available.

Information about use of Volunteer Credits can be found under the LTCHS Booster Club on the LTCHS web site at www.lindsaythurber.rdpsd.ab.ca.

10. Can I leave early if my task is complete?

No, regardless of which position you work, all volunteers stay to the end. If your particular duties have been completed, you are then asked to check bingos to the end of the event. No one is permitted to leave early.

11. I have never done Bingos before, how will I know what to do?

We have a good core of volunteers who will be happy to walk you through the learning process. We recommend you work on the floor selling cards and checking bingos the first few times you come to familiarize yourself with the games and procedures. After that, if you wish, you can learn the backroom positions. We all started where you are, there are no dumb questions!

We are excited to have you 'join the club' and look forward to meeting you personally. If you have any questions, please contact me, through this email and I will be happy to explain any outstanding items.

Thank you again for your willingness to help your student's school in providing quality experiences for your child and the entire student body.

Sincerely,
Kimberly Streit