

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 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 form 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.
2. Generally, bingo proceeds may be applied to:
 - a. Fees related to school-sponsored activities/clubs that are not curriculum based;
 - b. travel expenses related to a school-sponsored activity outside of Red Deer;
 - c. equipment/ equipment rental
 - d. uniforms
 - e. facility rental

Bingo Proceeds

1. Bingo gaming proceeds will be deposited and maintained in a separate account from all other Board transactions.
2. Bingo proceeds are determined by the AGLC and completed by the bingo hall.
 - a. The total dollars provided to the LTCHS Booster Club represents a percentage of the monthly total of Bingo profit collected. The monthly total is divided by the number of participating volunteer groups for that month. This amount fluctuates depending on the amount of total revenue collected, number of bingo events and participating groups.
3. Volunteer credits

- a. Parents or other interested parties may volunteer to fill a role at bingos assigned to the Booster Club
- b. For each shift worked at an assigned bingo the volunteer will receive a credit of a predetermined amount.
- c. These credits may be applied to cover the costs associated with AGLC approved extracurricular activities as listed in the current Use of Proceeds document..
- d. The amount of the credit value will be reviewed and set by the Booster Club Board of Directors on a yearly basis at the Annual General Meeting.
- e. To use credits, an application will be submitted to the Booster Club Board of Directors.
- f. The applications will be collected by the school administration.
- g. Credit use applications that have been collected by the school will be individually reviewed by the board.

Allocation of Proceeds to Club/Activity

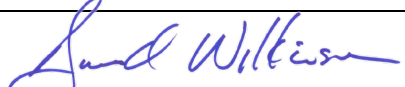
- 1. Club/Activities interested in applying for LTCHS Booster Club funding, must encourage parents/guardians of the participating students to sign up and work bingos.
- 2. Club/Activity sponsor (LTCHS staff member) must submit an application form to the LTCHS Booster Club, via school administrator, requesting funding/support for a non-curriculum, school-supported activity.
- 3. Funding requests must meet AGLC requirements to be considered for approval by the LTCHS Booster Club.
- 4. Once a request has been approved, all eligible receipts must be submitted prior to any funds being released.
- 5. Any activities involving out-of-province/country travel, must receive both School Board and AGLC approval prior to any funds being released. This may take up to six (6) months.

Review

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

Links:

- AGLC Regulations
- RDPSD Travel Policy
- Red Deer Bingo Centre Procedures
- LTCHS Booster Club Web site

Approved - Date	15 September 2020	Signature of President	
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