

WHY SERVE AT BINGO?

- Bingo promotes a **sense of community** between the church and school.
- Funds raised from bingo are used for **necessary facility improvements**. **All students benefit** from the funds earned from bingo.
- Funds raised from bingo help keep **tuition fees down**.

WHO SERVES AT BINGO? Mandatory as outlined below:

- **Families with a newly enrolled student must serve one Friday a month from July to June.** This fulfills your service hours requirement. Families who register late (July, August, September) are required to serve until they make up their 12 bingo nights.
- **All other families are required to serve “2 nights” (one must be in June, July or August) and may choose to serve an additional 10 nights** to complete the remainder of their service hour commitment (see Tuition and Fees Schedule).

ABOUT BINGO

1. Bingo is held in Marron Hall every Friday night throughout the year from **July to June** with the exception of the Friday after Christmas, New Year's Day, Good Friday and if Bingo lands on a national holiday. Only one parent needs to serve.
2. Bingo volunteers are required to serve one Friday night a month for **12 months (July to June)**.
3. Do not bring any children to Bingo. There is no supervision available and it is against the law to have minors present when we open at 5:00 PM.
4. Bingo is open for business from 5:00 PM to approximately 10:30 PM (closing.) Volunteers are to be at Marron Hall ready to serve as follows:
 - 4:30 PM – 9:30 PM Full-Time Manager 1, Controller 1, Admissions Table, Special Games, Pull Tabs & Kitchen
 - 6:00 PM – 11:00 PM Full-Time Manager 2, Controller 2, Verifiers & Bingo Caller
 - 5:30 PM – 10:30 PM Temporary Volunteers (not full-time volunteers)
5. There will be a sign-in/out log on the podium near the kitchen door. Volunteers are responsible for signing the sheet BOTH times and are expected to stay the entire night (5 hours.) If a volunteer arrives late or leaves early without a substitute to take his/her place, a *non-compliance fee will be assessed. Volunteers that complete their work at their station are encouraged to help at other stations. If you do not sign the log, you will not get credit for your service, AND you will be assessed a *\$100 non-compliance fee **NO EXCEPTIONS!** Note: Temporary volunteers names will not be notated on the sign-in sheet. They are to sign-in at the bottom under temporary help. Temporary volunteers will NOT receive a reminder email.
6. Bingo volunteers are provided with pizza or a hot dog and a drink on the nights they serve. Special dinners or other items may be purchased. Meals for workers start after 6:00 PM and go to 8:30 PM. Only those authorized to be in the kitchen may handle food.
7. Volunteers are responsible for cleaning up their respective work area before leaving.
8. A Bingo Roster will be available for all volunteers. Bingo begins in **July** and it is **YOUR RESPONSIBILITY** to make sure you receive a schedule. Volunteers can call the church 562-943-1521 office to obtain a schedule.
9. All special arrangements for unique circumstances must be made with the school office before your first night of service.

SUBSTITUTES

10. Volunteers are required to be present on ALL of their assigned nights.
11. If you are unable to attend your assigned night, it is **YOUR RESPONSIBILITY** to find a substitute from the provided volunteer roster. If no one is available, you may send a relative or friend to substitute. All Bingo volunteers must be 18 years or older.
12. Substitutes are to sign in and out next to your name in the “substitute column” so that you will be given service credit. If your substitute fails to sign in/out next your name, you will be assessed a *non-compliance fee. **NO EXCEPTIONS.**
13. A substitute call list is being compiled for the benefit of families unable to attend their bingo night and would rather pay a substitute \$50 instead of paying the school \$100 for a *non-compliance fee. Hiring and paying a substitute **IS NOT** handled through the school office. This is completely the responsibility of the volunteer. If you would like to be placed on the Substitute Call List – call the office. Remember: if your substitute fails to sign in/out next your name, you will be assessed a *non-compliance fee.
14. Do not telephone the Bingo manager, the rectory or the school office regarding substitutions.

OTHER

15. Alcohol is prohibited at Bingo. This is against the law. If caught, church/school will be fined \$10,000 and our Bingo license will be revoked.

***NON-COMPLIANCE FEE**

16. **A \$100 non-compliance fee will be assessed for every night in which you or your substitute: are not present -OR- fails to sign in/out -OR- arrives late/leaves early. There are NO MAKE UPS and NO EXCEPTIONS!**

I have received, read and understand the *Bingo Volunteer Contract*, and I agree to comply with the responsibilities outlined.

Signed X _____ Date _____

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