



## CAMBRIDGE SPEED SKATING CLUB

640 Ellis Road West  
Cambridge, ON N1R 5W8



2007 Canada Winter Games

## BINGO VOLUNTEER RESOURCE GUIDE

### Introduction

The Cambridge Speed Skating Club raises money for its operations in a variety of ways throughout the year. This includes not only registration fees at the beginning of each season, but also includes special projects and fund-raisers. One of the most significant of these is bingo.

The proceeds from bingo enabled our club to keep registration costs the same for all skaters this year – so everyone benefits! It also allows us to purchase extra ice time, replace skates and equipment, cover coaching fees for the club, arrange for truck and equipment rentals for special events, arrange for guest speakers, and support athlete participation in the Canadians, North Americans, and provincial championships each year. During the past four years, we have raised \$15,000 - \$18,000 per year by working at bingos for four months of the year (once per week.) The amount we receive varies, depending on attendance at the bingo hall and the prizes won.

### Cambridge Bingo Centre

The Cambridge Bingo Centre is located at:  
255 Elgin Street North, Cambridge, Ontario, N1R 7G4  
Telephone: 519-623-5517 or 519-623-5518

**The Centre is proud to have 76 sponsors including, of course, our club!**



### Scheduling of Volunteers

Parents are asked to volunteer for two Bingo sessions (per child registered in skating) during the course of each year. We ask that parents sign up at registration in September. If we have missed you at this time, we will connect with you later in the month to arrange a time. We really count on everyone helping out, and taking a turn.

Once you have signed up for volunteer time slots, we will email you one - two weeks prior to the Bingo session. We will make a reminder phone call two – three days prior as well. Information regarding volunteer scheduling is also maintained on our club website for easy reference.

## **What You Need to Know**

We ask volunteers to show up for their bingo session at the listed start time on the schedule. Dress is “nice casual” (although it can get cool when the air conditioning is running during the summer months.) While the atmosphere is generally relaxed, talking during actual games is highly discouraged.

Three people are signed up to volunteer at each session: one person (usually someone who has volunteered a few times before) serves as record-keeper. The other two volunteers exchange coin for paper money, and then return to run prizes for the Rapid Fire Bingo sessions and to count cash received. Things are kept pretty casual – we just help each other out during the session.



When you arrive, you are asked to report to the back right corner of the hall (where the bingo manager's desk is located.) Please do not go behind the counter until the previous session's volunteers have finished and left the area.

The person who will be handling record-keeping for the evening will be asked to complete several forms and arrange for signatures from all who are volunteering during the session. They will confirm the cash in the starting float. You will then be given a chart to complete, recording the amounts awarded for each bingo game of the session. This person will also bring the paperwork back to Gary Whetung at the next practice.



Volunteer #2 & 3 will proceed to the front desk at the entrance. You will exchange plastic cups filled with dollar coins in exchange for paper bills. Before people begin arriving, please fill twenty cups with twenty loonies in each; fill five cups with ten loonies in each. Take your time; people may try to rush you!

When people give you a ten or a twenty-dollar bill in exchange for a cup, you will be asked to ensure that the currency is not counterfeit. This can be done using the counterfeit detector on the counter; only one serial number should appear when the back of the bill is examined under the black light. (If two serial numbers can be seen, then the staff member should be notified.) You will stay at the front counter until the bingo session actually begins and no further coin exchange is necessary. You will then be asked to bring coin and a money tray to the back.

Volunteers #2 & 3 will assist in counting coin that is received by the bingo hall workers. You will be asked to count monies received at set times during the session. Your figures will then be cross-checked against the computer's calculations. Once figures are reconciled, the money can be placed in the "loonie trays" or in the cash drawer.

Volunteers #2 and #3 also work together to run prizes out to winners in the Rapid Fire Bingos. Volunteer #1 continues to record prizes awarded for each game, and give prize amounts to Volunteers #2 and #3 to take to the winners. This can get a little hectic at times! However, these are the only times during which we take prize amounts to the players.

Near the end of each session, volunteers will set up a "float" cash box for the next session. You will be told what is needed in the float; this information is also provided at the end of this guide. During the session, try to ensure you will have enough bills and coin for the next float. At the end of the session, a final count will be made of the proceeds with this figure reconciled with the bingo manager's calculations. You will be asked to sign off on a verification form, confirming receipts for the session. Finally, you will be accompanied to the office to drop the proceeds in the safe.

### **If You Have Any Questions...**

We will always try to match experienced volunteers with new ones! If you run into any questions or problems, please contact: [bingo@cambridgespeedskating.ca](mailto:bingo@cambridgespeedskating.ca)

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#### **STARTING FLOAT FOR EACH SESSION:**

20 > \$10 bills

76 > \$5 bills

3 rolls/\$150 > Twonies

40 > loonies

3 rolls/\$30 > quarters

**CHECKLIST OF TASKS DURING THE BINGO SESSION**

- |   |   |  |
|---|---|--|
| √ | Confirm the amount in float   | At start of session  |
| √ | Exchange bills for loonies at front; check for counterfeit currency | Prior to start of session, as people arrive                      |
| √ | Complete initial paperwork/signatures                               | Prior to start of session  |
| √ | Record keeping for game results                                     | Throughout the session   |
| √ | Set up float for next session                                       | Near end of session  |
| √ | Rapid-fire bingo: recording and running of prizes                   | At start of session , during intermission, and at end of session |
| √ | Reconcile receipts with bingo manager                               | Throughout the session   |
| √ | Complete final count of receipts and cash                           | At end of session  |
| √ | Take money/paperwork to safe with the bingo manager                 | At end of session  |
| √ | Drop paperwork off for Val  | At next practice or prearranged time                             |