

Saint Gabriel School
Bingo

Parent Handbook

UPDATED
MAY, 2010

What Is Saint Gabriel Bingo?

Saint Gabriel School has a Bingo program that is run every Wednesday and Saturday evening of the year with the exception of some holidays. Saint Gabriel's Bingo Program is one of the most successful fundraisers that Saint Gabriel School has had for many years, and it is treated just like a business.

Our Bingo is non-smoking.

Bingo attendance averages 250 Bingo players per week. The financial success of Bingo is directly connected to the service orientation and positive attitude we put forward. Happier players spend more money. Happier players tell their friends what a great Bingo we have. Happier players result in more revenue for the school. People need to arrive on time for their scheduled shifts so that the "services" we provide can go on without interruption and in as friendly and hassle-free manner as possible.

If you don't know what Bingo is, you just need to see it – it would take too long to explain the games, and culture, in writing. You are welcome to visit the school on any Bingo night to see how the program is run.

- Wednesdays: Doors open 3:30, games start 6:30
- Saturdays: Doors open 3:00, games start 6:00

In short, Saint Gabriel Bingo consists of 28 games played on papers that we sell on Bingo night. We also sell other supplies and sometimes have special events. Bingo players arrive at the school, find a seat, then come to the admission table where we sell them an admission and whatever cards they like to play. We give away over \$3,000.00 in prizes every Bingo night. We also sell sealed tickets (similar to scratch off lottery tickets) for \$.25, \$.50, and \$1.00. We also sell dinner at every Bingo night.

Bingo is regulated by the General Statutes of the State of Connecticut. In order to work at Bingo you need a Personal Identification Number (PIN) from the State of Connecticut Division of Special Revenue. If you do not currently have a Bingo PIN number, you will receive application forms. If we do not send them to you, please contact the Schedule Coordinator for a set of forms.

Bingo Policy 2010-2011

According to the Tuition and Fundraising Contract signed by all persons registering students at Saint Gabriel School, every family agrees to participate in staffing the Bingo program. As an alternative to staffing the Bingo program, a family may elect to pay \$1,350.00. The Bingo year runs from June 1 - May 31.

Any family who misses their scheduled shift and does not find a substitute as outlined below under “What if I can’t make my shift?” will be assessed a \$250.00 missed shift fee. No make up of missed shifts is allowed.

The Bingo program is effective only if everyone involved cooperates and reports to Bingo when scheduled. The Bingo program generates approximately \$160,000 – 180,000 per year in PROFIT. All Bingo profits go SOLELY to Saint Gabriel School; therefore, it is of the utmost importance that ALL persons take their Bingo shifts seriously and responsibly. When you are scheduled to work, you must show up on time with a positive attitude. Remember... your efforts are helping a wonderful cause... raising money for your child’s school.

How do I know when to work?

Every family will be assigned to a Team in May and supplied a Work Schedule and a Confirmation Sheet to sign and return to the school by June 1. Every family is scheduled 5 shifts per year, one shift every ten weeks. New families will be assigned to a team as they arrive.

You will receive a reminder call the week before your shift as a *courtesy*. If you do not receive a reminder call, that is NOT an excuse to miss your shift and you will be assessed the missed shift fee.

What if I can’t make my shift?

It is your responsibility to know your schedule and if you cannot make a shift, it is your responsibility to find a substitute if you cannot make your shift.

What if I can't make my shift? (continued)

- Whenever you arrange a substitute, call the Schedule Coordinator or your captain and tell them who your replacement will be. This will help to avert any confusion on Bingo night when we take attendance and award credit for the shift.
- Use the Work Schedule and your School Directory to locate telephone numbers of other families to assist you in finding a replacement. If you don't have a directory yet, contact the Schedule Coordinator or your captain for some names and numbers.
- First try swapping shifts with someone the week before or after your shift.
- If you are without success, see the special designation on the Work Schedule called "Hot List." These families are extra-willing to cover Bingo hours for Development Credit.
- If you want to be on the Hot List, contact the Schedule Coordinator.

How is credit awarded for my shift?

When you arrive to your shift, see the Shift Captain to **sign in** and receive your assignment for that night. When you leave, **sign out** and have your hours **approved by the Shift Captain**. You will receive 5 development points for every hour you work.

- If you do not come to your shift because you have a sub:
**The *substituting* family will receive the hourly Development Credit

What is a PIN number and how do I get one?

Every Bingo worker needs a PIN to work/sell Bingo cards and a PIN to sell Sealed Tickets. To apply for both PINs you fill out *four* forms and submit them to the Schedule Coordinator:

(1) Application for Sealed Ticket PIN, Individual

(1) Application for Bingo PIN, Individual

(2) Notice and Statement of Applicant forms, one to go with each of the above applications

When filling out both the Sealed Ticket and Bingo PIN applications:

- For "Organization Represented" please put "St. Gabriel Parish" if you are a parishioner; "St. Gabriel Home & School Association" if you are a non-parishioner
- Leave "Organizations Identification Number" blank

- New parents or parishioners, please indicate that you have been a member of the organization for 6 months. Your application cannot be submitted until September.
- Be sure to SIGN and DATE the form.
- Don't fill out anything below your signature.
- Return the form to the Schedule Coordinator

When filling out the Notice and Statement

- Sign it TWICE!!!

You can find the Connecticut General Statutes regarding Bingo, as well as forms and applications online at <http://www.dosr.state.ct.us/CHARITABLEGAMES.htm>.

I've never worked Bingo, what do I do!?

Working Bingo takes minimal training and is something you can learn on-the-job at your shift.

- When you arrive to work, alert your Shift Captain that you are new and they will guide you throughout the night with your duties.
- If you would like more "practice" or information, please come to any Bingo night to watch and ask questions for an hour.
- DINNER IS ON THE HOUSE!

I lost my schedule!

This handbook and the team work schedule are always available online at <http://www.stgabrielschool.com/Bingo.html>. Or, call a fellow parent or the Schedule Coordinator for help with dates or a hard copy of the schedule.

Procedures

The Bingo program is supported by "team concept" staffing. The Team Concept has many benefits:

- Greater Cooperation – prior to using teams, a small number of parents worked at Bingo creating a perceived imbalance in responsibility for use of the funds raised
- Sense of Team Spirit and Ownership – Get to know other parents
- No Problematic Transition Of Shifts – the entire year is scheduled before June 1

The following are the procedures for the Bingo program for the 2010-2011 year that runs from June 1, 2009 through May 31, 2010.

- Each family must “provide” one team worker (mom, dad, grandma, cousin, etc may fulfill this obligation. As young as age 16 can be PIN’d with appropriate permission slip.)
- **HOURS: 4:30 – 9:45 on Wednesday and 4:00 – 9:30 on Saturday.**
You might be finished earlier depending on your assignment. (We realize that people work Wednesdays. We need this system to work; we need you to work. If you must arrive late for your shift, contact the Shift Captain in advance. If it will be a regular occurrence, contact the Schedule Coordinator.)
- Families will be assigned to a team by the Schedule Coordinator
- Each team will be staffed as equally as possible given the number of families. As new families are registered, they will be assigned to a team on an as needed basis.
- You will work one of three positions on your shift: floor worker, sealed ticket worker or kitchen worker. Your Shift Captain will give you your assignment *when you arrive at your shift*. The Shift Captain’s decision is final and must be respected in fairness to all workers.
 - You must sign in
 - You must sign out
 - The Shift Captain must approve your hours
- No team will work more than one holiday as determined by the Schedule Coordinator.
- Penalty for not working your Bingo shift will be \$250.00 per missed shift. No make up of missed shifts is allowed. Please do not opt to pay out the \$250 without realizing that without you at your shift you are making double the work for everyone involved that night.
- Emergencies arise, and will be handled by the Schedule Coordinator or the Development Director on an individual basis.
- **Every family is expected to work a minimum of 5 shifts per schedule year.**

Job Descriptions

TEAM MEMBER'S POSSIBLE SHIFT ASSIGNMENT:

- **HOURS: Wed. 4:30 – 9:45 Sat. 4:00 – 9:30**

Floor Worker:

- Is a member of the HSA or Parish
- Must apply for and have received a PIN from the DOSR
- Sells Bingo cards at the beginning of the night
- Calls out serial numbers of winning Bingo cards to the Caller who is on stage
- Pays winners
- May be asked to take inventory, make packs of Bingo cards and other assignments given by Shift Captain or Member In Charge
- Clears soda cans, papers, and trays from the tables at the end of the games

Sealed Ticket Worker:

- Is a member of the HSA or Parish
- Must apply for and have received a PIN from the DOSR
- Takes inventory and sells sealed tickets
- Pays winners
- At the end of selling, takes closing inventory and counts the cash drawer
- Fills out and completes closing inventory control sheet

Kitchen Worker:

Register:

- Ring up any orders under the correct keys
- Make sure orders go to the right people
- Make sure no one is waiting for no reason (skipped order)

Order Taker:

- Take orders and set up for cook (i.e. Large boat with fries, hamburger roll, LTO so it is ready.)
- Once order is complete hand it to customer

Cook:

- Handles grill and stove and oven

Sandwich/Fries:

- Make tuna, cold cuts or any other cold sandwich and maintain fries and fry-o-later. (Hot fries)

Clean Up - All:

- Sweep floors, break down coffee outside, put soda away, clean trays
- Grill and fry-o-later are off after Bingo starts

Break time is around 7:45 on Wednesday and 7:30 on Saturday. Desserts, Chips, Ice Cream, Soda, and Nachos are sold.

MANAGEMENT POSITIONS

Bingo would be nothing without the unending commitment of parents who go the extra mile and take on management positions. *In lieu of being on a team*, some families serve the following positions. If you are interested in any of the following, please contact the Schedule Coordinator or Member In Charge.

All families who are presently trained and are working specialized positions will be given the right of first refusal before filling any open positions. As of May 31, 2010, a few positions are open for the 2010-2011 Development year.

MEMBER IN CHARGE:

- Is a member of the HSA or Parish
- Must be present at every Bingo session OR designate, in writing, another qualified member to be in charge.
- According to Connecticut General Statutes is ultimately responsible for the lawful conduct of Bingo games, the preparation of reports to the Connecticut Division of Special Revenue (DOSR), and the maintenance of financial records regarding Bingo accounts.
- Development Credit: 500 points

SCHEDULE COORDINATOR (may have staff)

- Assigns families to teams and creates the schedule each May
- Maintains the Hot List
- Supervises and tracks record-keeping of attendance and substitutions via Shift Captains
- Responsible for filing PIN apps with the CT DOSR and keeping records of such
- Maintains captain, caller, and set-up teams and supervises reminder caller
- Development Credit: 500 points

SHIFT CAPTAINS:

- **HOURS: Wed. 4:30 – 9:45 Sat. 4:00 – 9:30**
- Development Credit: 150 points plus 5 points for every hour worked

Qualifications

- Tenure with the Bingo program – 1 Year of Service
- Interest to do so (Any interested parties should speak to the Member in Charge. Qualifications will be reviewed by Member in Charge.)
- Level of responsibility / aka: shows up
- Is a good substitute / jumps in when asked

Responsibilities

- Must delegate assignments to the shift staff every Bingo night
- Must approve staff hours (sign in/sign out)
- Must take shift attendance
- Will work 1 Bingo per month, and sometimes 2 during 9-Bingo months

CALLERS:

- **HOURS: Wed. 6:15 – 9:45 Sat. 5:45 – 9:30**
- Have a general understanding of how the Bingo Board and A/V systems work
- KNOW the rules and regulations according to the Connecticut General Statutes, as well as house rules
- Have been trained in calling
- Will work 1 Bingo per month, and sometimes 2 during 9-Bingo months
- Development Credit: 150 points plus 5 points for every hour worked

SET-UP TEAM:

- **HOURS: Wed. or Sat. 2:00-4:00 PM**
- Individuals work 2 times per month
- Easy set-up of kitchen condiments, plastic ware, coffee, soda, salads, dessert...
- Following kitchen set-up will assist Member In Charge setting up the Bingo hall (in the gym)
- Development Credit: 5 points for every hour worked

Bingo Management Team

2010-2011

Member in Charge (Wed)	Jennifer Sullivan	874-6458
Member in Charge (Sat)	Jennifer Sullivan	874-6458

Designee in Charge

1 st Saturday	Laura Greene	877-6466
2 nd Saturday	Darlene Mihalakos	283-1724
3 rd Saturday	Linda Kelly	882-9103
4 th Saturday	Beth Edwards	283-1965

1 st /4 th Wednesday	Jennifer Sullivan	874-6458
2 nd Wednesday	Alexandra Lucas	283-5759
3 rd Wednesday	Kristen Attolino	876-1382

Kitchen Manager	Jennifer Felner	877-7931
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Schedule Coordinator	Jennifer Sullivan	874-6458
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Shift Captains:

1 st Saturday	Sheila Staples	783-9640
2 nd Saturday	Paul Canalori	283-4517
3 rd Saturday	Mary Sarah Thanas	876-0325
4 th Saturday	Noel Burke	882-0560

1 st Wednesday	Debbie Greene	876-1417
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2 nd Wednesday	Stephanie Rickard	878-5518
3 rd Wednesday	Cindy O'Rourke	283-1909
4 th Wednesday	Christine Dressel	283-9064

Callers:

1 st Saturday	John Maccone	877-6733
2 nd Saturday	Jim Bishop	876-8240
3 rd Saturday	Art Landry	877-6387
4 th Saturday	Jason Dressel	283-7701

1 st Wednesday	Dan Quinn	446-9191
2 nd Wednesday	Greyson Schwing	283-8215
3 rd Wednesday		
4 th Wednesday		