



CHRIST THE KING SCHOOL

Policy Name: BINGO POLICY	Policy No.: 8
Date Approved: May 2010	Date Revised: December 2017

Statement of Purpose

The purpose of the Bingo Policy is to establish the responsibilities of the Board of Directors, the School Administration, the Lennox Club and the families of Christ the King School with respect to the ongoing business of the Bingo, which is operated within our school by the Lennox Social Club.

Outline of Principles:

The Board of Directors ("the Board") recognizes that the purpose of the Lennox Club ("Bingo") is to raise funds for capital projects. The Board also recognizes that the Bingo cannot function properly without support from families of CTK School. As such, the Board agrees to encourage the families of CTK to work Bingos to ensure the continued success of their fundraising efforts.

Operating Procedures:

See the attached policy document, provided by the Lennox Social Club.

Responsibilities:

The Board's responsibility is to enforce the policy and to seek the advice of the Lennox Club in determining any policy changes. The Lennox Club or the Board of Directors may at any time make amendments to the policy with reasonable notice to the other Board. Any changes to the policy must be made in writing and submitted to the School's Board of Directors for approval.

Timeline for Review:

The policy should be reviewed annually.

References:

See Attached, if any

CTK School Board Bingo Policy - Updated September 2017

1. Bingo Requirements

- a. Each family is required to work TEN (10) scheduled Bingos per year. Five (5) bingos in every six month block. This is to ensure there will be an adequate number of volunteers throughout the Bingo year.
- b. The Bingo year will run from July 1 to June 30, inclusive. Any parent, guardian, or designate, may work the scheduled Bingos provided they are at least 14 years of age.
- c. Bingo workers will sign up for Bingos at designated "Sign Up" periods. Bingo workers must register on the CTK Volunteer Scheduling Portal online, using this link https://secure.rotundasoftware.com//enrollment/CTK_Bingo, or by using the link provided on the school's website (www.ctkschool.ca). Sign Up dates will be advertised as much as possible using methods that may (or may not) include the school newsletter, the website, bulletin boards, email and through notes sent home with students.
- d. Families may *only* sign up for their 10 required bingos during each sign in period. This allows all families an opportunity to sign up for their required number of Bingos during the sign-up period. After the sign-up period is over, additional Bingos may be available to families on a first-come-first-served basis. All Bingo sign-ups are done using the self-serve online system, on a first-come-first-served basis. All requests for shifts and profile changes are processed automatically in the order in which they are received.
- e. Scheduled Bingos include: Canteen, Floor, Computer, Manager and Caller positions. Duties will be assigned by the Bingo manager or their designate on the evening worked.
- f. Compliance with Bingo policies is mandatory. Families will not be allowed to re-register their child(ren) for the school year until any and all outstanding Bingo surcharges and/or penalties have been paid in full.
- g. The number of bingo workers required per Bingo night will be decided from time to time by the CTK School Board after consultation with the Lennox Club. This information will be communicated to the Bingo Scheduler prior to each sign-up period.

2. Bingo Surcharge

- a. Families choosing not to work Bingos at time of registration must pay a tuition surcharge, added to the current year's tuition invoice. This fee is considered tuition for the purposes of calculating the charitable donation amount associated with tuition payments. The surcharge amount is outlined in the Registration Package, currently \$425, subject to change.
- b. The Bingo surcharge fee is non-refundable.
- c. It is the family's responsibility to notify the CTK School office staff regarding their decision not to work Bingos. The surcharge must be paid by a separate cheque dated for the time of re-registration and be included in the re-registration package.
- d. **If a family changes their decision and chooses to pay the surcharge after September 30th, they must notify the school office immediately. A pro-rated Bingo Surcharge will be assessed and payable immediately to**

the school. The outstanding number of bingos *not* completed will be subject to the \$50 per missed bingo penalty. (ex: 10 outstanding bingos = \$500 surcharge, 5 outstanding bingos = \$250 surcharge, etc.)

- e. Appeals should be made directly to the CTK School Board of Directors or CTK school office. All appeals, questions, issues or concerns will be addressed at the next regular scheduled meeting of the Board of Directors, if possible.

3. **Bingo Credits / Sign-In Sheets**

- a. **Lennox Club Bingos:** Credits are verified using the sign-in sheets located in the Bingo office. Workers must sign in to verify their attendance. Completion of the minimum number of bingos is verified using the sign-in sheets.

4. **Extra Bingos**

- a. Every scheduled Bingo worked in excess of the required minimum as set out in Section 1 will result in a \$25/Bingo credit to the following year's tuition.
- b. Only under special conditions will individuals be allowed to work other "drop-in" unscheduled Bingos. Special conditions may or may not include Bingos with above-average attendance or that have a shortage of bingo workers due to unexpected circumstances.
- c. **Bingo Credits are not transferable.**
- d. The School will notify families of the final number of additional Bingos worked and the corresponding Bingo credit prior to the beginning of the new school year. Parents or Guardians should, at this time, make the appropriate arrangements to pay their tuition balance with the CTK School office staff.
- e. In addition to the minimum number of Bingo positions, members of the Lennox Club Executive or the Bingo Manager may call in extra bingo workers when deemed absolutely necessary for the smooth running of the Bingo. This will be done on an as-required basis, dependent on the number of patrons attending a given bingo. These "on call" bingo workers will accrue bingo credits as per the Bingo policy.
- f. The Bingo does not pay cash or provide payment of any kind for anyone working Bingo under any circumstances.
- g. The tuition credit(s) cannot be applied to any fees other than tuition for the year for which they are accrued.

5. **Bingo Worker Requirements**

- a. There are no reminder calls. Schedules are available online through the CTK Volunteer Portal.
- b. Each individual is responsible for ensuring his or her scheduled Bingos are worked. It is the sole responsibility of each family/bingo worker to find a replacement if they are unable to work scheduled Bingos. It is the responsibility of the family/bingo worker to inform the Bingo scheduler of such changes. Failure to do so may result in the missed bingo surcharge.
- c. Canteen staff are expected to arrive by 5:30pm, Bingo workers are expected to arrive by 6:00 pm and everyone is required to remain until their duties are completed. There is no provision for "overtime" compensation in the event of any kind of delay.

6. **Penalty for Missed Bingo**

- a. Individuals who miss a scheduled Bingo without providing a replacement will be assessed a penalty of \$50 for each missed bingo regardless of the circumstances.
- b. If the required number of Bingos per year has not been completed by June 30th, a penalty amount of \$50 per missing Bingo will be added to the following year's tuition. The family will be notified by the school in July of the total amount of penalties owing. A separate cheque must be submitted by August 1 of the new Bingo year to ensure re-registration in the school.
- c. The school office will not process your child(ren)'s application for re-registration until all outstanding balances are paid in full. Once received, your application will be put in the waiting list if the class is full.
- d. The CTK School Board of Directors and/or the Lennox Board reserves the right to request the tuition surcharge upon re-registration from families who frequently miss scheduled Bingos.

7. **Value of Certain Positions**

- a. Due to the added responsibilities and/or extra time required to perform certain Bingo positions, effective July 1, 2011, the following positions will be allocated extra credits as follows:
 - i. Manager: 2 Credits per Bingo. Extra Bingos worked will earn a credit of \$50.00 each. Managers automatically become members of the Lennox Board and are expected to attend bi-monthly meetings from Sept - June.
 - ii. Computer Operator: 2 Credits per Bingo. Extra Bingos worked will earn a credit of \$50.00 each.
 - iii. Caller: 2 Credits. Extra Bingos worked will earn a credit of \$50.00 each.

Guidelines for Bingo Scheduler

The CTK School Bingo Scheduler's duties will include:

1. Create the new online schedule annually and monitor the online schedule consistently.
2. Inform families well in advance about upcoming Bingo sign-up dates and communicate in writing the rules of the sign-up, as based on Bingo Policies.
3. Monitor the schedule during the initial sign-up period to ensure each family has only selected their minimum 10 required bingos.
4. Review all webforms that may need to be processed in the Volunteer Scheduler Pro software, regarding new registrants, profile changes, etc. Scheduler may have to be in contact with the School Office to verify participants of the Volunteer Scheduler Pro software are members of the CTK community, prior to approving their registration.
5. Compile/update Bingo schedules to post online for use by the Bingo office.
6. Provide reports to the school as needed for confirmation of bingos worked by family.
7. Provide contact information so all bingo workers can notify the scheduler if they require assistance or changes with their sign in profile or online schedule.
8. If a Bingo worker notifies the Bingo scheduler that they will be arriving late for their scheduled Bingo, the Bingo scheduler must in turn notify the appropriate Lennox Club members to ensure extra workers are not called in.
9. Be in contact with CTK School office at the start of the school year to see if any new families have arrived and allow them the opportunity to sign-up for their Bingo duties.
10. Contact the school periodically to see if any families have left the school and remove their profiles from the Volunteer software.
11. Be available to explain the software and registration process to new families on orientation nights if needed.
12. The scheduler will receive 4 bingo credits towards their 8 required bingos for holding this position.

Revision History:

- The following Sections were revised in September 2017, changes are applicable on the July 2018 bingo calendar.

1. Bingo Requirements

UPDATED: a. Increased required bingos from 8 per year, to TEN (10) per family per year.

REMOVED: c. & e. Dates for Casino Bingos will be provided quarterly by the organizer of the Casino Bingos and forwarded to the Bingo Scheduler. MCEA casino bingo program has been cancelled. Casino Bingos are no longer an option.

2. Bingo Surcharge

UPDATED: a. The surcharge amount is outlined in the Registration Package, currently \$425, subject to change.

UPDATED: e. **If a family changes their decision and chooses to pay the surcharge after September 30th, they must notify the school office immediately. A pro-rated Bingo Surcharge will be assessed and payable immediately to the school.** The outstanding number of bingos *not* completed will be subject to the \$50 per missed bingo penalty.

3. Bingo Credits / Sign in Sheet

REMOVED: b. Casino Bingos: To ensure credits are allocated correctly for Casino Bingos, bingo workers must notify the Bingo Scheduler that they have indeed worked the dates scheduled, as this information is not provided by the Casino coordinator. The Bingo Scheduler will then forward these names to the school to assign credit. (The Casino Bingo coordinator may notify the school of bingo worker shortages, as these may affect the school's future involvement in Casino Bingos).

5. Bingo Worker Requirements

UPDATED: c. Canteen staff is required to arrive at 5:30pm, bingo staff is required to arrive at 6:00pm, everyone is required to stay until their duties are completed.