

**Our Lady's Academy**  
**2011/2012 Bingo Program**  
**Bingo Year June 3, 2011 – May 25, 2012**

Welcome to the 2010/2011 Bingo Season! Our Lady's has sponsored a community Bingo for over 25 years. It is the largest ongoing fundraising initiative for the school and would not be possible without the participation of our parents. Thanks to the help of our parent volunteers, our Bingo program not only brings in revenue, but offers the parish and local community a rewarding social evening with friends and family.

As in the past, we will continue to operate using the Board sanctioned **Team Concept Framework**. The team concept offers many benefits including; continuity for our patrons, greater cooperation, and a sense of team spirit and ownership.

**Please review the following updated guidelines before committing to participation as some things may have changed from last year:**

- The Program will consist of eight (8) teams. Team membership may require minimal changes to accommodate equity across the teams while incorporating new families into the rosters. Team Rosters and Dates will be distributed no later than May 13<sup>th</sup>.
- **Be on time for your shift. Each Team Member must be available to work from 4:30 p.m. until closing on their assigned Friday evening. Certain designated positions are assigned at 6:00 and 6:30 pm and individual captains may assign times as needed.**
- Only school parents/guardians can work bingo shifts - do not send other people in to work your assigned bingo shift as they will be sent home.
- If a conflict arises when you are scheduled to work, **you** must make arrangements with another parent to swap schedules. You can only swap with someone on another team who has the same position as you – do not swap with someone who does a different job. You should inform your captain if you have swapped with another individual.
- **You must work your assigned shifts only. If you miss your assigned shift and did not arrange to swap, you will be charged for that missed shift. NO MAKE-UPS WILL BE ALLOWED.**
- **Bingo runs the entire calendar year, which means all teams have shifts during the summer.**

Each team will have twelve assigned positions. Multiple people, as indicated on the list below, can hold the same position. Once you have been assigned a position within your team, you will be responsible for the duties assigned to that position. The positions offered are:

1. Team Captain (1 per team)
2. Charity Ticket Banker (1 per team)
3. Charity Ticket Sellers (3 per team)
4. Cash Settlement Worker (1 per team)
5. Deposit Table Worker (1 per team)
6. Banker (1 per team)
7. Kitchen Worker (2 per team)
8. Bingo Strip/Packet Seller (2 per team)
9. 50/50 & Progressive Seller (2 per team)
10. Raffle Tickets & Dauber Seller (1 per team)
11. Winning Number Call Back Person (2 per team)
12. Stage Caller (1 per team)

Other than the above assigned positions, all other members of the team will be expected to fulfill general Bingo duties as assigned by the Team Captain.

**\*\*Important note: If you need to change your scheduled date, you can only switch with someone who is assigned the same position on another team. \*\***

# Our Lady's Academy

## 2011-2012 Tuition Agreement

### Bingo Policy

All persons registering students in Kindergarten through Grade 8 at Our Lady's agree to participate in staffing the Bingo Program.

#### Option:

As an alternative to staffing the Bingo Program, a family may elect to pay **one-half of single in-parish tuition** to the school. If a family elects this option, this amount will be added to their selected FACTS payment schedule. **Selection of this option must be made at the time of registration – no exceptions.**

#### Requirements:

- Each family should be available to **work from 4:30 p.m. to closing (approximately 10:00 p.m.) as necessary.**
- It is the Team Members' sole responsibility to find a replacement if unable to attend assigned shift. If you cannot attend you must find a team member from another team assigned to the same Bingo position to work your shift. If you do not find a replacement and do not show up for your shift, you will be assessed a financial penalty.
- Penalty for not working your Bingo shift will be as follows:
  - First missed shift = \$425
  - Second missed shift = \$525
  - Third missed shift = \$625
  - Fourth missed shift = \$743
- Arrive on time for your Bingo shift. Nothing can begin until the entire team is ready.

#### Please Note:

- All Team Members are required to sign in and out with the Team Captain to receive credit for working a shift. It is at the discretion of the Team Captain to approve all departure times. Please note: all families must be available to work Bingo from 4:30 p.m. to closing.
- All families must return these forms no later than **Friday, April 29, 2011** of their intention to staff the Bingo program or to exercise the payment option.
- If a family does not register to staff the Bingo Program, does not pay the amount due as an option, or fails to make payment on a missed shift assessment, then:
  - That family shall not be entitled to register their child/children for the following school year, and
  - If a student graduates or transfers, their school grades and medical records shall not be forwarded to the intended school until within full compliance of said requirements.

**ALL FAMILIES ARE REQUIRED TO COMPLETE THE BINGO SIGNUP FORM**

## 2011/2012 BINGO SIGNUP FORM

(Please keep all other sheets for your reference)

**MUST BE RETURNED NO LATER THAN FRIDAY, APRIL 29, 2011**

I have read and understand all the Bingo requirements listed on the 2011/2012 Tuition Agreement Bingo Policy and have indicated my intentions below. **This form must be completed and signed by the person(s) who will be working Bingo.** (Only school parents/guardians should be working bingo shifts. Please do not send other people in to work your assigned bingo shift.)

Signed: \_\_\_\_\_  
Bingo Participant Signature

Print Name: \_\_\_\_\_

Child(rens) Last Name if different from person signing agreement: \_\_\_\_\_

Contacts: Daytime Phone Number: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

Please select one (1) option below:

- I will staff the 2011/2012 Bingo Program
- I elect to pay the Bingo option of one-half of a single in-parish tuition (\$2,318)
- I am not returning to Our Lady's in September (only complete name portion above)

If you have elected to staff the Bingo Program, please indicate below the positions you have held in the past and if you have a preference for this year:

Current Position	Preferred Position	Position	Shift Start Time
		Team Captain (includes 25 service hours)	4:30 pm
		Stage Caller (includes 25 service hours)	6:30 pm
		Charity Ticket Banker	4:30 pm
		Charity Ticket Seller	4:30 pm
		Prize Settlement Worker	5:30 pm
		Deposit Table Worker	6:30 pm
		Banker	6:30 pm
		Kitchen Worker	4:30 pm
		Bingo Strip/Packet Seller	4:30 pm
		50/50 & Progressive Seller	4:30 pm
		Raffle Tickets & Dauber Seller	4:30 pm
		Winning Number Call Back Person	6:30 pm
		General Team Member	6:30 pm

Note: Designated positions will be chosen by using the following criteria: all families who are presently trained and are working any of the above designated positions will be given the right of first refusal before filling any open positions provided they have successfully performed their duties during the prior year.