

**Our Lady's Academy**  
**2019/2020 Bingo Program**  
**Bingo Year June 1, 2019 – May 31, 2020**

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**Overview**

Welcome to the 2019/2020 Bingo Season! Our Lady's has sponsored a community Bingo for over 30 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 to participation as some things may have changed from last year:**

- The Program will consist of seven (7) 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 17th.
- **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.**
- **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.
- **SWAPPING:** 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 (Some jobs listed below can swap with other jobs)** – do not swap with someone who does a different job. You should inform your captain if you have swapped with another individual and supply their name and contact information.
  - You must send a **reminder** to the person you swapped with the week they are supposed to work your bingo shift.
  - If a real emergency prevents you from coming to bingo, you must notify the MIC or the Book Keeper ASAP.
  - If you swap you must keep record of the swap in email or written form from both parties. It is the only way you will not be charged if the other person does not show.
- **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.**
- **No one under the age of 18 is allowed in the Bingo hall after 6:30.**

Each team will have assigned positions. Some positions will have multiple people assigned. 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:

<b>Position</b>	<b>Shift Start Time</b>	<b>Description</b>
Team Captain (includes credit for all service hours)	4:30 pm	Trained position. Manages the team and all the volunteers on the team. Set up and break down equipment as well as deal with any issues that may arise during the evening.
Stage Caller (includes credit for all service hours)	6:30 pm	Trained position. Calls the actual bingo games. Will be trained how each game works and how to work the equipment to pull the balls and show the numbers.
Banker	6:30 pm	Distribute prizes throughout the night after bingo is called for each game. Counting money is necessary as sometimes the prizes must be split for more than one winner. Walking around and up and down the stairs is necessary.
Deposit Table Worker	6:15 pm	Back room position. Do the settlement of all the cash draws for the night. They prepare all the game prizes for the Banker as well as count and prepare all the Bingo Deposits for the night.
Prize Settlement Worker	5:30 pm	Back room position. Swap and count each front drawer as bingo strips are sold. Input all the information into the computer and calculate game prizes.
Charity Ticket Banker	4:30 pm	Back room position. Manage the sale of the Charity tickets throughout the evening. Basic math skills are required to complete the lottery forms. Tasks include; balancing each box of tickets sold, counting prizes for the boxes sold and counting the money at the end of the night to be deposited.
Charity Ticket Seller	4:30 pm	Sell charity pull tickets to the patrons throughout the evening. Walking around and up and down the stairs as necessary.
Kitchen Worker	4:30 pm	Set-up and sell prepared food and snacks to the patrons.
Front Drawer	4:30 pm	Runs the cash register where patrons pay for their Bingo strips. Makes change, and hands the patrons an entry card.
Bingo Strip/Package Seller **	4:30 pm	Hands out the Bingo strip packages and game sheets to the patrons.
50/50 & Progressive Seller **	4:30 pm	Selling additional strips for special games to patrons.
Raffle Tickets & Dauber Seller**	4:30 pm	Sell raffle tickets and daubers (these mark the bingo cards) to patrons.
Winning Number Call Back Person	6:30 pm	During the bingo games, when a person calls bingo the Call Back Person reads the number on the card over the microphone so the Caller can confirm the bingo.

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: These jobs require minimal training and can swap with each other. People with these jobs can swap with other people with these jobs. For example, a volunteer who is a Bingo Strip/Package Seller can swap with a 50/50 & progressive seller, but they cannot swap with a kitchen worker.**

## Procedure on Bingo Swaps

If you need to switch your bingo shift, you should email the other bingo teams with the date needed for coverage, your position, your team number, and your start time. Note that some positions can only be swapped with someone who is trained at the same position. (E.g. office positions, kitchen workers).

Team distribution list addresses are: [Bingoteam1@ourladysacademy.org](mailto:Bingoteam1@ourladysacademy.org); [Bingoteam2@ourladysacademy.org](mailto:Bingoteam2@ourladysacademy.org); [Bingoteam3@ourladysacademy.org](mailto:Bingoteam3@ourladysacademy.org); [Bingoteam4@ourladysacademy.org](mailto:Bingoteam4@ourladysacademy.org); [Bingoteam5@ourladysacademy.org](mailto:Bingoteam5@ourladysacademy.org); [Bingoteam6@ourladysacademy.org](mailto:Bingoteam6@ourladysacademy.org); [Bingoteam7@ourladysacademy.org](mailto:Bingoteam7@ourladysacademy.org)

You will also need to e-mail the team captain for BOTH teams (yours and the person you are swapping with) to let them know about the swap

Here are the e-mails for the team captains: [bingo1captain@ourladysacademy.org](mailto:bingo1captain@ourladysacademy.org); [bingo2captain@ourladysacademy.org](mailto:bingo2captain@ourladysacademy.org); [bingo3captain@ourladysacademy.org](mailto:bingo3captain@ourladysacademy.org); [bingo4captain@ourladysacademy.org](mailto:bingo4captain@ourladysacademy.org); [bingo5captain@ourladysacademy.org](mailto:bingo5captain@ourladysacademy.org); [bingo6captain@ourladysacademy.org](mailto:bingo6captain@ourladysacademy.org); [bingo7captain@ourladysacademy.org](mailto:bingo7captain@ourladysacademy.org);

You must send a reminder to the person you swapped with the week they are supposed to work your bingo shift.

If a real emergency prevents you from coming to bingo, you must notify the MIC or the Book Keeper ASAP.

If you swap you must keep record of the swap in email or written form from both parties. It is the only way you will not be charged if the other person does not show.

If you have any questions or concerns please contact Sam Menasha at [samolabingo@gmail.com](mailto:samolabingo@gmail.com) or Monica Rojas-Cuellar at [monicacolabingo@gmail.com](mailto:monicacolabingo@gmail.com).

## 2019-2020 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 = \$666
  - Second missed shift = \$799
  - Third missed shift = \$865
  - Fourth missed shift = \$998
- **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.**
- 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.

**Requests for jobs during registration are not guaranteed.**

**OLA BINGO SCHEDULE**

**2019/2020**

**Dates By Team**

<b><u>Team #1</u></b>	<b><u>Team #2</u></b>	<b><u>Team #3</u></b>	<b><u>Team #4</u></b>
June 21, 2019 August 9, 2019 September 27, 2019 November 15, 2019 January 3, 2020 <b>February 21, 2020</b> April 17, 2020	June 28, 2019 August 16, 2019 October 4, 2019 November 22, 2019 <b>January 17, 2020</b> February 28, 2020 <b>April 24, 2020</b>	June 7, 2019 <b>July 5, 2019</b> August 23, 2019 <b>October 11, 2019</b> January 10, 2020 March 6, 2020 May 1, 2020	July 12, 2019 <b>August 30, 2019</b> October 18, 2019 December 6, 2019 January 24, 2020 March 13, 2020 May 8, 2020
<b><u>Team #5</u></b>	<b><u>Team #6</u></b>	<b><u>Team #7</u></b>	
July 19, 2019 September 6, 2019 October 25, 2019 <b>November 29, 2019</b> December 13, 2019 January 31, 2020 March 20, 2020 May 15, 2020	July 26, 2019 September 13, 2019 November 1, 2019 December 20, 2019 February 7, 2020 March 27, 2020 <b>May 22, 2020</b>	June 14, 2019 August 2, 2019 September 20, 2019 November 8, 2019 <b>December 27, 2019</b> February 14, 2020 April 3, 2020 May 29, 2020	

No Bingo on Good Friday April 10, 2020

## Bingo Team Assignments

Please email Sam Menasha at [samolaBingo@gmail.com](mailto:samolaBingo@gmail.com) or Monica Rojas-Cuellar at [monicacolabingo@gmail.com](mailto:monicacolabingo@gmail.com). if you do not see your name below or if you are not planning on attending next year.

	TEAM 1	TEAM 2	TEAM 3	TEAM 4
<b>Position</b>	Family	Family	Family	Family
<b>Captain</b>	Open	Open	Edward Ubaike	Thomas Lee
<b>Banker</b>	Megan Sullivan	Jeanne donoghue	Ari Miller	Kelly Fahnoe
<b>Deposit Table</b>	Norma Newell	Shelli Waetzig	Lori Parent	Medalia Jacinto
<b>Prize Settlement</b>	Andrea Larranaga	Connelly	Diane Anastasiou	Teeven
<b>Charity Room Banker</b>	Arti Mahon	Anna Kronewitter	Jason Sweeney	Arti Mahon
<b>Charity Ticket Seller</b>	Pat Mullen	Vanessa Ezersky	Raffi Chapian	Matt Blair
<b>Charity Ticket Seller</b>	Denise Diviney/Cahill	Poore	Gisesle Rodley	Steven McNamara
<b>Charity Ticket Seller</b>	Michelle Cristofori	Kristi Bedrossian	Giuseppe Frenna	Musiinguzi
<b>Kitchen Worker</b>	Halina Jankowski	Rana Romano	Deborah Cherfils	Gladys Monday
<b>Kitchen Worker</b>	Tripti Chandorkar	Kristen Rose	Atuhaire (Tuhaise)	Laura Gately
<b>Front Drawer</b>	John O'Connor	Chandra	Vora Family	Elis Coco
<b>Strip/Packet Seller</b>	Braverman	Hasmik Khachatryan	Malhotra family	Mark Perciak
<b>50/50 &amp; Progressive</b>	Murphy	XuanDung Ha	Jennifer Acunas	Elizabeth Krol
<b>50/50 &amp; Progressive</b>	Minassian	Jaime Tumialan	Jennifer Robinson	Mathur
<b>Raffle Tix/Dauber</b>	Beskales/ Mikhail	Elizabeth Farrell	June Lemieux	Manoj Hilary
<b>Numbers Callback</b>	Jose Guzman	Mayumi Dunn	Kurian	Tinkjian
<b>Numbers Callback</b>	Marino Lopez	Xun Doan (Giang)	Mike Antonellis	Louella Tomas
	TEAM 5	TEAM 6	TEAM 7	Caller Coordinator
<b>Position</b>	Family	Family	Family	James Mangan
<b>Captain</b>	Open	Samit Bhattacharya	Open	
<b>Banker</b>	Cecile Le Camus	Glorianne Niebuhr	Medalia Jacinto	Stage Callers
<b>Deposit Table</b>	Jeff MacDonald	Hunter	Arda Degirmenci	
<b>Prize Settlement</b>	Carolina Lara (Chen)	Duffy	Qiang Ma	Eli Doane
<b>Charity Room Banker</b>	Ruano	Meagan Rich	Betty Sleiman	Jeff St. Germain
<b>Charity Ticket Seller</b>	Lauren Ferrone	Guden	Walter Rojas	Stan Sadkowski
<b>Charity Ticket Seller</b>	Won Ra	Meghan Connors	Mitalkumar Patel	Rowena Santos
<b>Charity Ticket Seller</b>	Van Garrett	Jason Mathew	Anne Kavanagh	Chris Pendleton
<b>Charity Ticket Seller</b>		Giuseppe Frenna		Roger Binggeli
<b>Kitchen Worker</b>	Aifen Jimenez	Christopher Mwichigi (Mureithi)	Noldy Jovin-Seide	
<b>Kitchen Worker</b>	Djambou	Maral Sulahian	Kayondo	
<b>Front Drawer</b>	Brandon Smith (Radley)	Nina Petaeva	Jackie Eskanian	
<b>Strip/Packet Seller</b>	Arian Ayaviri	Browne	Thomas Gengozian	
<b>50/50 &amp; Progressive</b>	Arun Krishnasamy	Gacao-Matsalia	Enrico Bellotti	
<b>50/50 &amp; Progressive</b>	Katie Magni	Sroubek	Babu Maharajan	

<b>Raffle Tix/Dauber</b>	Wendy Gonzalez	Enda Quigley	Ward	
<b>Numbers Callback</b>	Parul Sood	Samar Walia	Ibrahim Hallaj	
<b>Numbers Callback</b>	Xiao He	Henry DeSantis	Salenga	

NOTE: Based on current enrollment list