



## BINGO VOLUNTEER INFORMATION

The following information highlights your organization's responsibilities when your group is scheduled to volunteer at a Bingo Session:

1. The Bingo Chairperson, upon arrival at the Casino, will report directly to the Bingo Supervisor. The Chairperson is responsible for overseeing the group and must be available during the entire session.
2. Volunteer groups may designate a representative to participate in the session balancing process (viewing actual opening and closing cash balance and product inventory count).

**Note:** Participation in balancing is not a requirement for a group. Because organizations may be held responsible for any financial irregularities, some groups have expressed a desire to be more involved in the actual opening and closing cash balance and product inventory.

- The Bingo Chairperson or designate must advise the Bingo Supervisor a minimum of one-half hour before the start of the session/event if they will participate.
  - The same group representative must start and finish the balancing which includes staying approximately one-half hour after the event.
3. If the group does not participate in session balancing, the Bingo Chairperson must sign the Volunteer Organization Waiver form provided by the Bingo Supervisor.
  4. **A minimum of seven (7) volunteers** are required to work a Bingo Session.
  5. **Volunteers must be 18 years of age or older.** Please ensure Volunteers have Photo I.D. available. Volunteers must be able to produce one of the following forms of valid (current, not expired) photo I.D.
    - Valid driver's license issued by a province or state (in Manitoba both the photo I.D. portion and the driver's license certificate are required).
    - Manitoba Liquor Control Commission photo identification card.
    - Canadian Forces identification card.
    - Canadian Firearms Possession and Acquisition License.
    - Aboriginal Treaty card.
    - Passport and/or travel visa.
    - Canadian Citizenship cards.
  6. Appropriate dress is required.
  7. Volunteers under the influence of drugs or alcohol will not be permitted to participate and may be requested to leave the Casino.
  8. Volunteers are not permitted to gamble or have anyone gamble on their behalf while they are volunteering at a bingo session.
  9. Organizations may be suspended for any transgressions deemed inappropriate by Manitoba Lotteries Corporation, including but not limited to financial irregularities, failure to provide required volunteers, or inappropriate behaviour.



## BINGO VOLUNTEER INFORMATION

The success of your Bingo Session depends on the arrival time of your volunteers. Please review the arrival and approximate departure times for your Bingo Session. Failure to arrive at the specified time may result in the loss of your Bingo Session.

Day of Week	BINGO Session	Volunteer Requirement	Arrival Time	Departure Time ♦
<b>Sunday</b>	Matinee	Chairperson & 6 Volunteers	12:00 pm	3:45 pm
	<b>Early Session</b>	<b>Chairperson &amp; 6 Volunteers</b>	<b>3:00 pm</b>	<b>6:45 pm</b>
	New Evening Session	Chairperson & 6 Volunteers	6:00 pm	9:45 pm
	Late Session	Chairperson & 6 Volunteers	9:00 pm	11:45 pm
<b>Monday</b>	Early Session	Chairperson & 6 Volunteers	4:30 pm	6:45 pm
	New Evening Session	Chairperson & 6 Volunteers	6:00 pm	9:45 pm
	Late Session	Chairperson & 6 Volunteers	9:00 pm	11:45 pm
<b>Tuesday</b>	Early Session	Chairperson & 6 Volunteers	4:30 pm	6:45 pm
	New Evening Session	Chairperson & 6 Volunteers	6:00 pm	9:45 pm
	Late Session	Chairperson & 6 Volunteers	9:00 pm	11:45 pm
<b>Wednesday</b>	Early Session	Chairperson & 6 Volunteers	4:30 pm	6:45 pm
	New Evening Session	Chairperson & 6 Volunteers	6:00 pm	9:45 pm
	Late Session	Chairperson & 6 Volunteers	9:00 pm	11:45 pm
<b>Thursday</b>	Early Session	Chairperson & 6 Volunteers	4:30 pm	6:45 pm
	New Evening Session	Chairperson & 6 Volunteers	6:00 pm	9:45 pm
	Late Session	Chairperson & 6 Volunteers	9:00 pm	11:45 pm
<b>Friday</b>	Early Session	Chairperson & 6 Volunteers	4:30 pm	6:45 pm
	New Evening Session	Chairperson & 6 Volunteers	6:00 pm	9:45 pm
<b>Saturday</b>	Early Session	Chairperson & 6 Volunteers	4:30 pm	6:45 pm
	New Evening Session	Chairperson & 6 Volunteers	6:00 pm	9:45 pm

♦ All departure times are approximate.

### CLUB REGENT CASINO

1425 Regent Avenue West  
Winnipeg, Manitoba R2C 3B2  
Drew Raeburn  
Casino Manager, Electronic Gaming  
(204) 957-2500 - Ext 4954

### McPHILLIPS STATION CASINO

484 McPhillips Street  
Winnipeg, Manitoba R2X 2H2  
Darlene Nagel  
Casino Manager, Electronic Gaming  
(204) 957-2500 – Ext 2754





## BINGO VOLUNTEER INFORMATION

### **Additional Information – Community Awareness**

Manitoba Lotteries Corporation would like to raise awareness of the good work you are doing for your community through the Bingo Volunteer Program at the Casinos of Winnipeg. This program, which provides \$4 million annually to non-profit organizations, assists many Manitobans with projects and programs that may help to enhance their communities or enrich their lives.

We plan to raise awareness of your group and the Bingo Volunteer Program in the following manner:

- Announce your organization's name and cause/project during the bingo event.

***Example of an announcement:***

Today's Evening Bingo Session is in support of the Cross Eagle Fire Fighters Burn Fund. Volunteers from this organization are here today working at the bingo to raise funds for the Cross Eagle Burn Ward at the Get Better Hospital.

- Post the name of your organization at the casino during the event.
- Take group photographs of some volunteer groups for publication in the community newspaper nearest them. Those photographed will be asked to sign a release form for that purpose.

Thanks for participating in the program, and thanks for the good work you are doing for your community. If you have any questions or concerns about this awareness program, please contact Chrystal Robert, Director, Community Support & Partnerships at 957-2500 Ext 8464.