

# Bingo Policy (2018/19)

## 1. Deposit Cheque Policy

- 7.1 Stakeholders must submit three \$50 cheques per youth within 2 weeks of registering their youth. Alternatively, credit card information can be used. A Deposit Form shall be completed at the time of deposit collection, one copy for the Parent/Guardian (the parent/guardian can keep as a receipt) and one copy for the Group.
- 7.2 Youth will not be able to participate in the program beyond the 2 week grace period until the deposit has been submitted.
- 7.3 All deposits and credit card information will be held by the Group Treasurer.
- 7.4 The deposit cheques or credit card funds will be deposited/processed in the group bank account only under the following circumstances:
  - 7.4.1 **Bingos:** Stakeholders that are more than 15 minutes late, leave early or do not attend their pre-scheduled bingo shift without notifying and receiving approval from the Bingo Coordinator a minimum of 3 weeks prior to the bingo. The deposit cheque shall cover any fines or penalties incurred by our Committee due to non compliance with the Bingo Hall.
  - 7.4.2 **Events:** Youth or Stakeholders that register for an event (Provincial, Major, Family Camp, etc.) and do not attend. The deposit cheque shall cover any registration fees incurred.

## 2. Group Bingo Policies

- 8.1 All stakeholders are required to work a set number of bingos: 1 registered youth = 2 bingos, 2 registered youth = 3 bingos, 3 registered youth = 4 bingos.
- 8.3 Stakeholders that volunteer for additional bingos shall receive an incentive honorarium per Bingo valued at \$20. For each additional bingo worked, the honorarium in the form of a gift Card will be presented (ie: Scouts Shop, Tim Horton's, Canadian Tire, or another local store or for the next Scouting Year registration) as a token of appreciation.
- 8.4 Stakeholders must sign up for their required bingos prior to September 1st (the start of the fiscal year that their youth is registered in) or 2 weeks from the time of registering, whichever comes first.
- 8.5 The Bingo Coordinator or designate will attend the first meetings of the year to facilitate stakeholders signing up for the required bingos.
- 8.6 Stakeholders can bring more than one person to a bingo to fulfill multiple bingo shifts at a time, however, this must be pre-approved by the Bingo Coordinator. Note: As per section 7.4.1, non-compliance fees will apply to each person brought by the stakeholder.
- 8.7 Stakeholders can opt out of volunteering for a bingo by paying a fee of \$100 per bingo. Payment for bingos are due by Sept 15th of the current Scouting year, or 2 weeks from the time of registering for the Scouting Year, whichever comes first.
- 8.8 The Bingo Coordinator, or designate, is responsible for contacting bingo volunteers by phone no later than 14 days prior to the scheduled bingo. Confirmation of each volunteer's attendance and the position that each volunteer will be working is discussed at this time. A follow-up email will be sent to all of the scheduled volunteers no later than 7 days prior to the scheduled bingo to ensure that due diligence is completed in reminding all volunteers.
- 8.9 Stakeholders that are more than 15 minutes late, leave early, or do not attend their pre-

scheduled bingo shift without notifying and receiving approval from the Bingo Coordinator a minimum of 3 weeks prior to the bingo may be subject to a minimum \$150 non-compliance fee. This fee shall cover any fines or penalties incurred by our Committee due to non-compliance with the Bingo Hall.

- 8.10** Youth will not be allowed to participate in the current program (including but not limited to; regular youth section meetings, outings, camps, committee meetings, and events) until the required number of bingos have been scheduled by the youth's stakeholder, the submission of the opt out fee has been arranged with the Bingo Coordinator or the \$150 non-compliance fee has been submitted.
- 8.11** The Bingo Coordinator designates the Bingo Rep for each bingo.
- 8.12** The designated Bingo Rep reserves the right to send home any volunteer where necessary (ie: Volunteer is presenting undesirable behaviour or not following the bingo hall regulation).  
When it is necessary to send a volunteer, the volunteer will not receive credit for that bingo and may be required to pay a \$150 non-compliance fee.
- 8.13** Every effort shall be made to ensure that the bingos are supported by volunteers that are stakeholders or registered volunteers. In the event that we are short on bingo volunteers, the Bingo Coordinator, along with pre-approval of the Group Commissioner, can bring in non-members to work the bingo to prevent receiving demerits from the Bingo Hall. The non-member volunteers will be given a small donation in return for their assistance that will not exceed 8% of the relevant month's pooled bingo deposit per person. (ie: Pooled deposit for March 2018 = \$790 then no more than \$63.20 shall be donated per non-member volunteer).
- 8.14** All bingo volunteers must be 18 years of age, hold themselves in a respectful manner, and follow the bingo hall's current rules and regulations.

# Deposit Form – Group Copy (2018/19)

As a condition of participation in the Scouts Canada - 15<sup>th</sup> Lethbridge Group, it is required that each youth or their guardian be responsible for their fundraising commitment and for their voluntary attendance at any events for which they register.

1. The undersigned does further acknowledge that pursuant to the Rules and Regulations of the Scouts Canada - 15<sup>th</sup> Lethbridge Group, the registered member (where over 18) or the guardian (where the registered member is under 18) must comply with assigned fundraising obligations, including attending and completing work at Bingo sessions assigned to the registered youth or parent.
2. The undersigned does further acknowledge and agree that in the event that they should fail to attend to any assigned Bingo or fundraising obligations, or fail to secure attendance of an adult to attend to that obligation in their stead, after having been notified at least 1 week in advance of such obligation, they shall be obligated to pay the Scouts Canada – 15<sup>th</sup> Lethbridge Group the sum of \$150 for the failed obligation. For the failed obligation, the registered member will be immediately suspended from further participation until the fine is paid in full and the registered member/guardian, and the Section Contact Scouter for that section has been notified that the suspension has been lifted.
3. The undersigned does further acknowledge that they should fail to attend an event of which they voluntarily registered for, such as; camps, outings, sleepovers, bus trips, jamborees, cuboramas, beaveries, etc., of which results in the group incurring a fee, they shall be obligated to pay the Scouts Canada -15<sup>th</sup> Lethbridge Group the sum of the lost fee, including any additional fees incurred, for the failed obligation. For the failed obligation, the registered member will be immediately suspended from further participation until the fine is paid in full and the registered member/guardian, and the Section Contact Scouter for that section has been notified that the suspension has been lifted.

Dated at the City of Lethbridge, in the Province of Alberta, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Parent Guardian First and Last Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Signature

## **Option #1: Deposit Cheques**

Please attach \$50 cheques x 3

Cheques can be made payable to *Scouts Canada– 15<sup>th</sup> Lethbridge*

## **Option #2: Credit Card Information**

Name on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

<i>Office Use Only</i>		
<i>Cheques received</i>	[	]
<i>Credit Card Info received</i>	[	]
_____	_____	_____
Date	Name	Initial

# Deposit Form – Parent Copy (2018/19)

As a condition of participation in the Scouts Canada - 15<sup>th</sup> Lethbridge Group, it is required that each youth or their guardian be responsible for their fundraising commitment and for their voluntary attendance at any events for which they register.

1. The undersigned does further acknowledge that pursuant to the Rules and Regulations of the Scouts Canada - 15<sup>th</sup> Lethbridge Group, the registered member (where over 18) or the guardian (where the registered member is under 18) must comply with assigned fundraising obligations, including attending and completing work at Bingo sessions assigned to the registered youth or parent.
2. The undersigned does further acknowledge and agree that in the event that they should fail to attend to any assigned Bingo or fundraising obligations, or fail to secure attendance of an adult to attend to that obligation in their stead, after having been notified at least 1 week in advance of such obligation, they shall be obligated to pay the Scouts Canada – 15<sup>th</sup> Lethbridge Group the sum of \$150 for the failed obligation. For the failed obligation, the registered member will be immediately suspended from further participation until the fine is paid in full and the registered member/guardian, and the Section Contact Scouter for that section has been notified that the suspension has been lifted.
3. The undersigned does further acknowledge that they should fail to attend an event of which they voluntarily registered for, such as; camps, outings, sleepovers, bus trips, jamborees, cuboramas, beaveries, etc., of which results in the group incurring a fee, they shall be obligated to pay the Scouts Canada -15<sup>th</sup> Lethbridge Group the sum of the lost fee, including any additional fees incurred, for the failed obligation. For the failed obligation, the registered member will be immediately suspended from further participation until the fine is paid in full and the registered member/guardian, and the Section Contact Scouter for that section has been notified that the suspension has been lifted.

Dated at the City of Lethbridge, in the Province of Alberta, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Parent Guardian First and Last Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Signature

## **Option #1: Deposit Cheques**

Please attach \$50 cheques x 3

Cheques can be made payable to *Scouts Canada– 15<sup>th</sup> Lethbridge*

## **Option #2: Credit Card Information**

Name on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

<i>Office Use Only</i>		
<i>Cheques received</i>	[	]
<i>Credit Card Info received</i>	[	]
_____	_____	_____
Date	Name	Initial

**Parent Copy – please submit both completed copies. This copy will be returned to Parent as a RECEIPT.**