

OLMC School Bingo and Raffle Guidelines

Bingo

1. OLMC School will supply a portion of the volunteer staff for the Knights of Columbus Monday night bingo.
2. The Knights donate a percentage of the profit for bingo nights, so the school and the bus company will each receive a portion of that donation.
3. Scheduling:
 - a. Scheduling is done by an OLMC School parent who is serving as a volunteer.
 - b. The number of shifts is determined by balancing bingo staffing needs with the volunteers' requests.
 - c. Volunteers will be assigned to either kitchen or floor work. Kitchen workers are required to report by 5:30 p.m. Floor workers are required to report by 6:15 p.m.
4. Consequences for "no-show's"
 - a. If a worker does not show up for a scheduled bingo shift 2 times, the worker will be removed from all scheduled work nights until the next school year.
 - b. Habitually late workers will be handled on a case by case basis; however, the consequences may include being removed from future scheduled work nights.
 - c. An attempt will be made to contact other parents to come in for no shows.

Raffle

1. Workers report to the team captain and sign-in when they arrive. The team captain will show the volunteers where the sign-in sheet is located in the bingo hall. Workers are also required to notify the team captain when they are leaving and sign-out. The sign in/out requirement includes printed name, signed name, date, and time in and time out. No credit will be provided unless volunteers sign in and out as required. Each person will be required to work their full shift of approximately 4-4.5 hours.
2. The Team Captain for the night will send the sign-in sheet into the school office the next morning.
3. Each Tuesday, three staff members of the school will write the names from the sign-up sheet on to raffle tickets and double check to insure accuracy. The sign-up sheets and the raffle tickets will be stored in the safe in the OLMC School Business Office.
4. The drawing will take place on June 15 each year.
5. The tuition or fees prize will be a reimbursement for the current school year.
6. Per IRS regulations, winners of prizes over \$600 in value will receive a 1099 for tax purposes.