

Roles and Responsibilities

- At least two volunteers must be in attendance from the start of your assignment until the end. If your partner has not shown up 10-15 minutes before the start of your assignment, please call your group for an emergency backup. Each group should have a contact list of volunteers available in their file folder in case of this type of emergency.
- If you can't reach a member of your group, you may ask the previous volunteers if one of them could stay and help you with your session. Please note they are under no obligation to stay. If one agrees to stay, this will still affect your share value. Any changes of this nature must be communicated by phone or email to Suzanne Davidson immediately.
- Please print your name, group name and time of your arrival in the log book; when you are finished, please also enter the time when you are done. Volunteers may not sign in for another volunteer.
- The sign in binder must remain on the shelf beside the fireplace.
- After signing in, volunteers should introduce themselves to the manager on duty and see if there are any promotions they can help with. (eg. Handing out ballots, draw tickets, etc)
- Each Charity has a poster for the easel. Please make sure your promotional material is kept up to date.
- Please have one volunteer at each entrance to greet players and offer assistance as needed.
- Two volunteers must be on the floor at all times while bingo is being played. Each volunteer should be responsible for one room; circulating through the room clearing garbage and used paper. Ensure tables and the floor remains clean and tidy. Please remember to clean out the small garbage container in the centre of the gecko tables.
- If one volunteer needs to sit down or have a short break, please make sure the other volunteer stays on the floor.
- If you must have a snack, please have it either before or after your session, or take a brief break and go to the staff room. Make sure your partner knows you will be off duty for a few minutes.
- There is no eating or drinking permitted while you are on the floor. There is also no eating permitted in the charity area.
- Do not use your cell phone while working a bingo.
- Please do not sit and visit with friends or relatives while on the floor.
- Dress code must, at a minimum, include conservative, dark pants and a white shirt with the Kawartha Bingo Sponsor's Association vest overtop.
- Logoed clothing is preferred – vest or shirt
- Denim, track pants, stretch pants, tank tops, and sleeveless t-shirts are not permitted.
- No hats are permitted.
- Footwear must be closed in shoes.
- If your organization does not have logoed shirts or vests, please use the Kawartha Bingo Sponsor's Association vests which are located in the staff room. Return them to the staff room when your bingo assignment is over.
- A nametag must be clearly visible identifying the first name of the volunteer as well as the name of their group.
- Volunteers are not permitted to get or buy alcoholic drinks, bingo cards, lottery or Nevada tickets for players or themselves while on duty.
- Volunteers cannot drink alcohol before or during their assignment
- Please clean up the charity area when you leave.