

## **Bingo Volunteer Positions**

**Chairperson:** Responsible for the overall operation of the event in consultation with the advisor. Supervising Ringette shift volunteers, ensuring the secure handling of cash and complying with the Financial/Inventory Control System.

Duties include:

- making sure that all volunteers sign in before starting duties; confirming the identity of all volunteers
- counting and signing for the cash float(s) and cards issued from and transferred to the advisor;
- checking bingo equipment with the caller, advisor, paymaster, bingo co-coordinator, or a player to ensure it is operating properly;
- counting and signing for the cash and cards to and from the paymaster, cashier, and controller(s);
- assisting with the bank deposit and depositing the sealed bag in the safe;
- resolving complaints from the customers with the advisor;
- retaining a copy of the completed event summary from the advisor
- retaining a copy of the volunteer sign in sheet

### **Paymaster:**

Duties Include:

- counting and signing for cash transfers to and from paid staff and volunteers;
- transferring cash prize(s) and receipt for each game to money runner or chairperson;
- recording all prize payouts;
- completing and signing Financial/Inventory Control System forms;
- ensuring that the name, address and phone number of a major prize (\$500 or more), or bonanza game, is recorded on the back of the winning card and that card is attached to the control sheet for the game to which the prize relates;

### **Bonanza Controller/Ticket Controller.**

Duties include:

- supervising bonanza card sales and calculating bonanza prizes with the chairperson
- counting and signing for the number of cards received from the chairperson;
- counting and signing for the cash float received from the chairperson;
- issuing cards and floats to sellers, making proper entries on Financial/Inventory Control System form and ensuring sellers sign for cards and floats;
- counting and signing for cash/cards received from sellers and recording them on the financial control form;
- counting and signing for the number of returned cards with the chairperson;

- balancing all cash and cards and working with the chairperson and advisor to ensure that the correct percentage of sales is paid to the winners;
- completion of financial control forms;
- counting and signing off all cash, which is then transferred to the chairperson along with the completed financial control forms;

### **Pull Ticket (Ball Sellers)**

- Be prepared to get your steps in as this position is always on the move and sells a lot of tickets
- **BALLS** is very popular, and the players are always looking for them
- If you enjoy walking, selling and got lots of energy this is for you

### **Sellers/Checkers:**

Duties include:

- counting and signing for the float given and returned to the controller;
- counting and signing for cards received by the controller for sale to the players;
- sell cards to players;
- accounts for cash from sales;
- ensuring the caller is aware of any declared bingos;
- **verifying bingo through the verification/call-back procedure;**