

Yellowknife Minor Hockey Association

Bingo Procedure



1. Bingos will be assigned to teams by the Director of Sponsorship.
2. Once a bingo(s) is assigned to a team, that team is responsible to get the bingo licence(s) from the city. Bingo license application is available on our website under forms. You need to have your license to the city 7 work days prior to your bingo or you will be charged a late fee.
3. All bingo applications are to have **two** signatures prior to being dropped off at the City. (President, Director of Finance, Director of Sponsorship and Fundraising, Janet Murray)
4. Please make sure to pay and pick up your license prior to your bingo as it must be displayed in the hall the night of the bingo.
5. All bingo supplies are available for use at the bingo. (Please contact Admin Assistant at info@ykminorhockey.ca to arrange pick up prior to your bingo) This includes, door box with door cards, tickets, float (\$1000), box with unused Nevada and extra cards from the previous bingos, and box with programs to be used at the bingo.
6. After the bingo please count out the float (\$1000) and put back in the door box in the black bag. (It is a good idea to have someone check this prior to returning or double check when dropped off with Janet as you are responsible to return this amount.)
7. Deposit the amount made in the Yellowknife Minor Hockey Fundraising account. (if you need a deposit book please ask)
8. Fill out the statement of accounts (you would have received this form along with your license) and bring the statement of accounts (**signed by two** of the people listed in #2), receipts from license, building rental and card purchase, bingo summary sheet, deposit slip and list of volunteers to the City of Yellowknife.
9. Only originals are to be brought to the city (no photocopies, emails, or faxes will be accepted) for the application and statement of accounts afterwards.
10. When the statement of accounts is handed in **please ask** for a photocopy of the stamped front page (as proof of completion). This copy needs to be emailed to Janet Murray, Director of Finance and Director of Sponsorship and Fundraising along with the deposit slip for the money to be accounted for in the fundraising account. We will not accept the deposit slip without the statement of accounts stamped by the city. (Email these to Janet Murray at info@ykminorhockey.ca , Director of Sponsorship and Fundraising at sponsorship@ykminorhockey.ca and Director of Finance at finance@ykminorhockey.ca)
11. Please return bingo boxes and float to Janet Murray at info@ykminorhockey.ca within 48hrs of completed bingo. If it is needed sooner due to another bingo you will be notified when you pick up the bingo supplies.
12. All money made from YKMHA Bingos will be kept until the end of the term (Jan-Mar, April-Aug, Sept-Dec) then divided equally between the teams that worked.