

Standard Operating Procedures (SOP) Sheet

BINGO-RAFFLE WELCOME / SALES TABLE REPRESENTATIVES' RESPONSIBILITIES

1. General - Roles and Responsibilities:

Should arrive at least 15-20 minutes before the scheduled starting time of the Bingo-Raffle event.

The following roles and responsibilities of volunteers ensure a meaningful contribution by assisting participants, the on-duty Game Manager and the designated volunteer representatives scheduled or designated to staff the front, Welcome and Sales Table.

- a. [At the St. Michael Parish Church, a minimum of two volunteers is required for game operations. Additional volunteers are welcome and always preferred.]
- a. When a player or worker signals "Bingo", a worker on the floor must place the card, sheet in front of at least one other player at a different table to confirm the bingo, before verifying the numbers with the caller.
- c. **No individual who works or assists at a bingo occasion may play bingo or purchase or play any pull tabs or raffle tickets at the occasion which that individual volunteers or works.**
- d. An individual working or assisting at any bingo-raffle activity must present photo identification upon request of a representative from the Colorado Secretary of State.

2. Types or Categories of Needed Volunteers:

- a. Welcome and Front Sales Desk: Should be staffed by at least two (2) volunteers, who will:
 - (1) Warmly greet every gaming player;
 - (2) Need to be skilled in counting money and operating a cash register;
 - (3) Receive a \$5.00 entry fee per player (children 12 and below are free);
 - (4) Give a Bingo entry ticket to every gaming player after receiving their entry fee;

- (5) Sell to each gaming player any requested bingo, raffle or pull-tab gaming instruments, colored daubers, glue-stick, etc.;

The Colorado Bingo-Raffle Handbook requires that for every occasion when a Bingo pack, card or sheet sold, that the *LE-34, Bingo Door Count & Income per Occasion* (Appendix I) must be annotated for sales count and a record of the number of event participants.

Colorado State Law requires:

Sales of any bingo, raffle or pull-tab gaming instrument MUST BE to an adult (over 18 years of age).

Therefore, checking a valid state or federal government ID card or driver's license is required.

- (6) To enter the gaming area, the individual must purchase at least one, 3-on bingo sheet.
- (7) *The purchase of a raffle ticket is not conditioned on the purchase of bingo cards or faces, pull tabs or payment of an admission fee to play bingo.*
- (8) Each sale must be appropriately entered into the gaming event's cash register;
- (9) Each gaming person (before entering onto the gaming floor) must be given their sales' cash register paper receipt.

(A cash register receipt must be presented by the player to a gaming floor worker, when a winning bingo or raffle drawing is called by them; as required by Colorado law.)

- (10) Answers to questions or resolution of conflicts with gaming players are to be directed to the on-duty Game Manager.

