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.