

## Information Sheet for New Groups



Thank you for your interest in becoming a member of Kawartha Bingo Sponsor's Association Inc. (KBSA) to do fundraising at Peterborough Delta Bingo and Gaming Centre.

This is a great opportunity and a sustainable way to earn revenue for your charity or non-profit organization.

### What is our primary responsibility?

You must provide a minimum of two volunteers for 2¼ hour assignments.

Volunteers are hosts and representatives of their organization in the gaming centre, offering customer support, keeping the environment clean and welcoming, and acting as ambassadors for their organization.

Volunteers do not handle cash or gaming products at any time.

It is recommended that you have a roster of at least 6-8 volunteers to ensure your scheduled assignments can be carried out.

### How many assignments must we do?

The number of scheduled assignments may fluctuate from month to month depending on your resources, the assessed need for funding, and the available space in our membership schedule.

They usually range between 1 - 3 assignments per month.

There are also opportunities to carry out extra assignments if you are interested when special events are being offered at the Gaming Centre.

## **Must we sign a contract to participate in this fundraising?**

All member organizations must sign a contract to do fundraising with KBSA.

We are under contract with the OLG through the OCGA (Ontario Charitable Gaming Association) and have Policies and Standards that identify our mandated roles and responsibilities.

These must be fulfilled in order to remain in good standing. The Policies and Standards document can be found on our website [www.kawarthabingosponsors.com](http://www.kawarthabingosponsors.com) under the Member Info tab.

## **Is there any training for volunteers?**

We make it easy for your volunteers. They must complete a 2-step training process.

The first step is an online training program and that is followed by a “shadowing” session where the new volunteer attends a scheduled assignment with a more experienced volunteer who shows them the ropes.

We want to ensure all volunteers are confident in their ability to fulfill their roles once they have completed both training components.

A shadowing checklist must be completed and submitted to the Charity Director at the end of the shadowing shift to make sure all roles and responsibilities are covered.

The training link can be found on our website under the Member Info tab.

## **What days and times are the scheduled assignments?**

Once you become a member, you will receive your schedule of assignments.

The 2¼ hour scheduled assignments could be anytime from 10:30am to 10:00pm and Delta Gaming Centre is open 7 days per week.

The only days Delta is closed are Christmas Eve and Christmas Day.

**You must be prepared to provide volunteers on weekends, holidays, summer, etc.**

### **How much money could we make for each assignment?**

The average share value earned for each assignment is approximately \$600 to \$800, which again, varies by month.

Charitable Gaming funds are distributed electronically every month to the 51 member organizations.

Our members receive a pro-rata share of just under 25% of net gaming revenue from Delta Bingo and Gaming Centre.

Note that it does not matter what day or time your assignments are scheduled for, as all the money earned is pooled together each month and divided by the number of assignments for that month.

### **Do we need a license to participate in this fundraiser?**

Your group must hold a municipal license to do charitable fundraising in Peterborough before making an application to KBSA.

If you do not have one or are not sure, please contact Kelly Russelle at the City Clerk's office at Peterborough City Hall. 705 742-7777 extension 1819 or email [krusselle@peterborough.ca](mailto:krusselle@peterborough.ca)

### **Do you have any further questions, or would you like to move forward with this opportunity?**

If you have any questions or require clarification, please do not hesitate to contact our Charity Director, Suzanne Davidson at [suzanne@deltabingo.com](mailto:suzanne@deltabingo.com) who will be happy to discuss Charitable Gaming permit management with you in more detail.