

New Coordinator/Chair Training

Overview

Your Charity or Non Profit Organization (NPO) has signed a contract with Kawartha Bingo Sponsor's Association (KBSA) to do fundraising at Delta Bingo & Gaming. This contract makes you and your group responsible for complying and participating in all charity policies and standards, charity training programs and other tools that are developed or implemented by the Charitable Gaming Centre Association (CGCA), Ontario Charitable Gaming Association (OCGA), and OLG.

Your organization is now a member of Kawartha Bingo Sponsor's Association (KBSA), which is responsible for assisting your organization with managing its permit and ensuring your organization meets its requirements.

As the Bingo Chair for your organization, you are the one responsible for any communication between volunteers and KBSA.

As a member of KBSA, you are automatically a member of the provincial organization Ontario Charitable Gaming Association (OCGA). The OCGA works with Ontario Lottery and Gaming (OLG) to develop the Roles and Responsibilities which we must abide by to participate in this Charitable Gaming initiative. There is an annual fee for OCGA membership which is deducted from your organization's deposit, usually in April or May.

It is imperative that you provide the most current contact information for 2 members of your organization. These are the people that will receive all of the information sent from KBSA. Both the email address and telephone number for each contact must be provided.

It is your organization's responsibility to ensure that any change in contact information is updated with the Charity Director. The contact information form (Appendix A) can be found on our website www.kawarthabingosponsors.com under the Member Info tab.

As information is continually being updated or modified, it is your responsibility to

ensure all of your volunteers are kept up to date with all changes. Your organization should also have a representative attend the Annual General Meeting (AGM) usually held each fall.

Charity Awareness – Posters

Most people in our community have no idea that so many Charities and NPOs raise money through fundraising at Delta Bingo & Gaming. Currently we have 61 local groups in our membership, and we are distributing over \$1,000,000 to them annually.

Imagine our community without that \$1,000,000!

Think of how many programs and services would have to either be reduced or totally eliminated. Think of how it would impact your own organization, and what you would no longer be able to offer. That's why charity awareness is so important; so this opportunity can be as successful as possible.

Please make sure all of your volunteers know how the funds they are earning for your organization are being used to benefit our local community. It's a great way to thank them for their continued support, if you let them know the impact the money they are raising has on your organization.

You are responsible for helping get the word out and you can do this in many ways.

General Requirements

Your group must have two posters identifying your organization that can be displayed when your volunteers are doing their scheduled assignments. Your posters should be on the easels located at each door, so when customers enter the building they will immediately know which group will be volunteering for that session.

These posters can be stored at Delta Bingo & Gaming so they are always available for your group. There are two storage locations each located near one of the doors for your convenience.

Charity Awareness - Dress Code

Your volunteers are required to comply with a dress code. They should wear matching logoed, collared shirts or vests which clearly identify your organization (purchasing these for your volunteers is considered an eligible use of proceeds expense). This is a great way to let customers know which group is volunteering at a bingo assignment, and helps build familiarity with your group.

NOTE: New volunteers have 45 days to comply with the logoed clothing requirement.

Here is the required dress code:

Dress Item	Required	Not Permitted
Pants	Conservative, dark pants or skirts	Denim jeans, track pants, stretch pants, shorts, capris
Shirt	Collared shirt with charity logo (same colour for all volunteers preferred); or vest with charity logo and collared shirt underneath (all same colour preferred)	Tank tops, t-shirts, sleeveless shirts, scarves, sweaters, jackets, or anything that covers up the charity shirt or logo
Nametag	First name of volunteer. Acceptable nametags include embroidery on shirt, pin, or lanyard	
Hat	Only if specifically related to the charity identification (e.g., Shriner's Fez, Boy Scouts) or related to health or religious reasons	Any other hat. Baseball caps are specifically not permitted as they distract from a professional look
Footwear	Footwear must be tasteful and appropriate to the role of the volunteer. Closed in shoes are required.	Flip-flops/beach footwear/Crocs or similar footwear

Charity Awareness - Participation and Engagement

Participation and Engagement is a requirement under your contract. Support in community awareness and marketing from our member organizations has proven to translate to higher customer attendance and an increase in Charitable Gaming revenue.

Posting an event or announcement regarding Delta to all of your social media accounts is a great way to accomplish this charity awareness.

You are required to post at least one charity awareness post each month, although as mentioned earlier, the more the better. The Charity Director emails information regarding upcoming events at the beginning of each month for your convenience.

Your group could also post a general thank you message. e.g. "Thanks to the customers of Delta Bingo & Gaming Centre for their continued support"

Once you have posted your monthly Charity Awareness initiative to your social media accounts, you must email a screenshot of your posting to the Charity Director in order for it to be recorded as complete.

How To Take a Screenshot

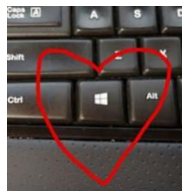
There are many ways to take a screenshot, however, here is one easy way:

First go to the screen that you want to take a screenshot. In this case, it would be your social media page where you have just posted a charity awareness initiative.

On your PC hold down the windows key and then hit the Print Screen key.

Your screen will dim, which means you have successfully taken the screenshot and it is being stored on a clipboard waiting for you to do something with it.

Next go into your document or the email where you want to put the screenshot and right click your mouse. and then hit paste. There you have it. 😊



Administration - Permit Information

The City of Peterborough is responsible for assessing your organization's eligibility and use of proceeds, and overseeing your organization's use of proceeds.

The contact person is:

Kelly Russelle
Licensing Officer
705 742-7777 ext 1819
krusselle@peterborough.ca

Organizations belonging to Kawartha Bingo Sponsor's Association (KBSA) are issued a permit by the City of Peterborough for a one year period – April 1st to March 31st. These permits are required in order to do bingo fundraising at Delta Bingo & Gaming Centre. There is no cost for a permit.

Prior to the expiration of the current permit, the Charity Director will contact each member organization by email and request the permit application (Appendix B) be completed for the next permit period.

The Bingo Chair of each member group will complete the permit application, have it signed by two executive members of their organization, and then email it to the Charity Director along with their current Board of Director's contact information. Each group is also required to provide City Hall with their complete financial statements annually. These can be sent to the Charity Director along with the permit information, or can be delivered to City Hall separately, perhaps with your monthly report.

The permit application is available on our website www.kawarthabingosponsors.com under the Member Info tab.

Once all of the required permit information has been received by the Charity Director, the organization will receive their scheduled assignment dates for the next year.

Administration – Permits

When permits have been issued by the City and received by KBSA, the Charity Director will inform each group by email. The permits will be placed in each groups' file folder, which is located in the filing cabinet in the charity area at Delta Bingo and Gaming Centre. The Bingo Chair from each group is responsible to have this permit picked up from their file folder and must keep it for their records.

Once a permit (Appendix C) has been received, it is the responsibility of your organization to ensure that a minimum of two trained, bona fide members (volunteers) are scheduled for each of your scheduled assignments. This allows individual volunteers to schedule their assignments into their own personal calendars and to confirm their availability.

Administration - Bona Fide Members

According to the Policies and Standards for Charities (available on our website under the Member Info tab), permitted organizations must provide at least two trained bona fide volunteers to perform roles and responsibilities in the charitable gaming centre for each bingo session. This is a contractual requirement. Without the participation of bona fide members, participating organizations are ineligible to receive funds.

Bona Fide Member Definition

A bona fide member, for the purposes of participating in assignments for a permitted organization, must be an individual who:

- meets the membership criteria set out in the constituting documents for the organization or;
- an individual who volunteers in another capacity within the organization other than c-Gaming
- remains a member in good standing in accordance with the constituting documents;
- participates in the activities of the organization; or
- is a parent/relative of an active member or participant under the age of 18 in the organization

Paid employees from the charitable organization may be used for assignments providing this is not their primary role within the charitable organization.

A bona fide volunteer participating in the c-Gaming model may only volunteer to carry out assignments for a maximum of three unique Permits issued to charitable organizations in Ontario within a calendar year. A volunteer in breach of this policy will not be recognized as a trained bona fide volunteer for the charitable organization and financial penalties will be incurred.

If one of your volunteers wants to volunteer for more than just your organization, please have them complete the Volunteer Confirmation form (Appendix D) found on our website under the Member Info tab. Once completed (identifying which 2 or 3 groups the volunteer wants to volunteer with), return this form to the Charity Director who will update the organizations' bona fide lists.

To keep numbers manageable and to properly facilitate training and customer service standards, the number of bona fide volunteers each charitable organization may utilize during a six-month period must be no greater than twenty volunteers.

Administration – Scheduling

Once all the information has been received for your new permit, your schedule will be emailed to your organization. This will show all your scheduled assignments for the next permit period.

After your permit has been received, it is your responsibility as the organization's Bingo Chair to schedule trained, bona fide members for each of the assignments for that permit period. This allows individual organization members the ability to schedule their assignments into their own personal calendars and to ensure their availability.

Delta Bingo and Gaming is open 363 days per year. They are only closed on Christmas Eve and Christmas Day. This means you must be prepared to provide volunteers on weekends, holidays, summer vacation, etc.

Each scheduled assignment is approximately 2¼ hours long.

NOTE: Bingo assignments require 2 fully trained volunteers and are held on Thursdays, Fridays, Saturdays, and Sundays.

For the scheduled assignments on Mondays, Tuesdays, and Wednesdays, only 1 fully trained volunteer is required as these assignments are in the Tap 'n Play area.

The times of the bingo assignments are as follows:

10:30am to 12:45pm

12:45pm to 3:00pm

5:30pm to 7:45pm

7:45pm to 10:00pm

NOTE: If your scheduled assignment starts at 12:45pm or 7:45pm, there are no bingo sessions afterwards. This means your volunteers must stay until bingo is over and **the clean up is complete.**

If this results in your volunteers staying more than 1/2 hour past the end time of your assignment, please let the Charity Director know and your group will receive an additional portion of a share value.

NOTE: Remember there is a maximum of 20 bona fide members permitted to do assignments in a six month period. This is to ensure excellent customer service from the volunteers. Members are added to this list once they complete their online training and shadowing shifts. You can request a copy of your most current bona fide list by sending an email to the Charity Director (suzanne@deltabingo.com).

It is strongly recommended that you keep a list of names and phone numbers of trained, bona fide members who live close to the Gaming Centre in your file folder at the gaming centre. If someone is not present 10 minutes before their assignment, your volunteer will have a list of people they can call. At the top of that list should be the contact information of the bingo coordinator for your organization.

***Hints to avoid late or “no show” incidents:**

Have each pair of volunteers scheduled share their cell phone number and call or text each other when they are on their way to the gaming center.

Designate someone from your organization to email/call/text the scheduled volunteers the night before their shift.

Keep contact information for volunteers who live close to Delta in your folder at the Gaming Centre. The folders are stored alphabetically in the filing cabinet located in the Charity Area.

Organizations could use a 3 person system for bingo. Three volunteers are scheduled for each assignment. Once they arrive, and if everything is in order, one of the three can simply leave and go home. This provides a very secure system of backup should a volunteer be late, have car (or bus) trouble, etc. It also helps to avoid a “no show” or “late” penalty.

Request for Assignment Changes

For various reasons, sometimes an organization has a conflict and is unable to carry out one of their scheduled assignments.

In this case, the organization must contact the Charity Director providing a minimum of 5 business days notice. An **attempt** will be made to reassign the assignment to another group. If this is not possible, the originally scheduled group will still be responsible for that assignment.

If sufficient notice has not been given, and/or the Charity Director is unable to fill this assignment, it will be considered a “no show” to the scheduled group and an infraction as well as financial penalties will be incurred.

Also, if your group returns 2 or more shifts during the permit period, your number of assigned assignments for the following permit period will be reduced by that number.

Administration – Training

According to your contract, all volunteers must be trained before participating in a bingo assignment. Training is twofold: first there is an online training module which can be found on our website www.kawarthabingosponsors.com under the Member Info/Training tab. This should take approximately 15 to 20 minutes to complete.

After the online portion is done, the new volunteer must shadow an experienced volunteer from your organization. This means they will be the 3rd person attending one of your scheduled bingo assignments, or the 2nd person attending one of your

Tap 'n Play assignments. During that shadowing session, a checklist must be completed in full, signed by both the new and experienced volunteer, and returned to the white sign in binder under the "completed checklist" tab at the end of the shadowing shift.

The blank shadowing checklist form is available in the white sign in binder and is also on our website under the Member Info/Training tab.

NOTE: An "experienced" volunteer is one who has completed at least 2 bingo assignments and has not incurred any financial penalties in the previous six months.

As the bingo Chair for your organization, it is up to you to schedule all shadowing sessions with a specific experienced volunteer on one of your assigned sessions. You should also remind both the new volunteer as well as the experienced one of the process in order for them to complete the checklist, shadowing and training session correctly.

Accommodations will be made for new charities or groups with no experienced volunteers.

NOTE: The checklist must be completed in full, signed by both, and returned to the white sign in binder under the "completed checklist" tab at the end of the shadowing bingo session, otherwise shadowing will have to be repeated.

Once the training has been completed in its entirety, the new volunteer will be added to your Bona Fide list and is eligible to do assignments for your organization.

As your groups' bingo Chair, you must ensure your volunteers complete the entire training program before doing an assignment or financial penalties will be incurred.

NOTE: No shadowing may take place during special events at Delta Bingo & Gaming.

Administration – Compliance

Under the provisions of the contract, Kawartha Bingo Sponsor's Association Inc. is responsible for ensuring all member groups are aware of, and conform to, the mandated roles and responsibilities. Failure to do so can result in an infraction which includes financial or other repercussions.

Financial repercussions for non-compliance include:

- Dress code – ¼ share per occurrence
- One trained volunteer attending – ½ share per occurrence
- No trained volunteers attending – 1 full share
- Trained volunteer arriving late or leaving early – up to ½ share per volunteer based on portion of assignment missed
- Roles and Responsibilities or non-compliance with Policies and Standards not listed above – ¼ share per occurrence

Any revenue resulting from penalties assessed in a month is distributed to the rest of the member charities (who have not incurred any penalty) on a pro-rated basis.

Non compliance also includes an escalation process. If your organization has 3 infractions within a 6 month period, it will be put on probation for the next six months. What that means is any further infractions during that 6 month probation period will result in your organization losing 50% of your scheduled bingo assignments for the next 6 months. Any further infractions during that time will result in your group permanently losing those assignments.

If there are no further infractions during that six month probation period, the slate will be wiped clean.

Administration – Reporting

Monthly Gaming Reports for City Hall

Each organization is required to submit monthly reports (Appendix E) to the City Clerk's office at Peterborough City Hall. These monthly gaming reports are available on our website www.kawarthabingosponsors.com under the Member Info tab.

These reports must specify the revenue received for the month, as well as any cheques written from that account.

NOTE: These reports must be completed and submitted to City Hall even if your organization did not receive any revenue or write a cheque from their account for the month.

Reports are due the end of the month following the month you receive your bank statement. For example, the monthly report for September should be filed by the end of November in order for the municipality sufficient time to meet their 60-day reporting deadline to OLG.

You may email your reports to the City Clerk's office, or you can drop them off to their office at City Hall. If these reports are not received by the City Clerk's office by the end of each month your permit may be automatically suspended.

An individual organization's permit may also be suspended or revoked if they do not comply with the approved "Use of Proceeds". The entire Use of Proceeds document can be found on our website under the Member Info tab.

Administration – Banking

Each charitable organization shall open and maintain a designated business bank account to accept c-Gaming funds. The funds must remain separate from other funds including general funds, funds from other licensed events, etc. and may only be used for approved use of proceeds based on municipal Permit requirements.

Further information regarding banking requirements is available in the Policies and Standards for Charities document. The complete document may be found on our website www.kawarthabingosponsors.com under the Member Info tab.

Congratulations

Congratulations! You have completed the New Charity Chair/Coordinator Guide.

Please also go to www.kawarthabingosponsors.com and make sure you have read the AODA document which can be found under the Member Info tab so that you understand your responsibilities under this legislation.

Your volunteers should also be familiar with the AODA document.

If you have any additional questions, please contact the Charity Director, Suzanne Davidson at suzanne@deltabingo.com

Welcome to fundraising at Delta Bingo & Gaming Centre.

Appendix A

Charity Contact Information Form

Kawartha Bingo Charity Association



Organization Information

Name of Organization _____
Address _____
AGM Month _____
Website _____
Phone _____ Alt Phone _____
Email _____

Primary Contact Information

Name _____
Title _____
Work Phone _____ Alt Phone _____
Email _____

Secondary Contact Information

Name _____
Title _____
Work Phone _____ Alt Phone _____
Email _____

Date of Information: _____ ☐

Appendix B



4120 Yonge Street
Suite 500
Toronto, Ontario
M2P 2B8
Tel. (416) 224-1772
Fax. (416) 224-7000

PERMIT APPLICATION FORM Application to Municipality for permit to participate in Ontario Lottery and Gaming Corporation ("OLG") Charitable Games

Charitable Organization:		
Address:	Municipality:	Postal Code:
Charitable Gaming Centre Supported:		Charitable Gaming Centre Address:
Period:		To:

We, the undersigned, as principal officer(s) of the above charitable organization apply to the above "Municipality" for a permit to participate in charitable games conducted and managed by OLG at the above "Charitable Gaming Centre" for the above permit period:

1. The charitable or religious objects or purposes to which proceeds are to be devoted are described as:

(Circle One)

2. Is the Permit Applicant incorporated as a non-profit organization in the Province of Ontario?
3. Is the Permit Applicant registered with the Canada Revenue Agency as a charitable organization?

<input type="radio"/> YES	<input type="radio"/> NO
<input type="radio"/> YES	<input type="radio"/> NO

If YES, give Registration Number:

4. How long has the Organization been in existence in the Municipality?
5. How many members does the Organization have in the Municipality?

6. Is the charity a member of the OLG-recognized member Charitable Gaming Centre Association?

<input type="radio"/> YES	<input type="radio"/> NO
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Membership in a Charitable Gaming Centre Association recognized by OLG is a condition of receiving and maintaining the Permit.

UPON SUBMISSION OF THIS FORM, YOU MUST APPEND, WHERE REQUIRED BY THE MUNICIPALITY, THE FOLLOWING DOCUMENTS OR INFORMATION WHERE ANY CHANGES HAVE BEEN MADE SINCE THE LAST SUBMISSION TO THE MUNICIPALITY:

- governing documents (including articles of incorporation, constitution and by-laws);
- financial statements for your most recently-completed fiscal year (audited where applicable);
- current year's operating budget;
- your most recent registered charity information return and public information return
- a list of your current Board of Directors;
- detailed outline of charitable programs/services provided and specific costs incurred in delivery
- any other information that will assist in determining the charitable nature of the objects and purposes. This could include an annual report, correspondence relating to your charitable number for income-tax purposes
- the proposed use of proceeds, which must be consistent with your answer to question no.1 above

7. Designated Bona Fide Member or Signing Officer:

I, hereby certify that as the designated bona fide member or signing officer in charge of the organization's participation in OLG's charitable games, I will be responsible for such participation in accordance with the Permit Requirements under which this Permit is supplied. I further certify that I have read, and have in my possession, and agree to comply with, a statement of the Permit Requirements under which this Permit is supplied.

	First Designated Bona Fide Member or Signing Officer:	Second Designated Bona Fide Member or Signing Officer (where required by municipality):
Signature(s):	_____	_____
Print Name in Full:	_____	_____
Business Telephone Number(s):	_____	_____
Date(s) of signing:	_____	_____

Appendix C



4121 Yonge Street
Suite 420
Toronto, Ontario
M2P 1B9
Tel: (416) 224-1772
Fax: (416) 224-7096

Ontario Lottery and
Gaming Corporation
Not for sale or distribution

PERMIT

To authorize the participation in
Ontario Lottery and Gaming Corporation ("OLG") Charitable
Games

UNIQUE PERMIT
NUMBER -

CP19/20-04

PERMIT HOLDER Arbour Theatre PO Box 100, Peterborough ON K9J 6Y5

BINGO CENTRE SERVICE PROVIDER: Delta Bingo, 1019 Clonsilla Ave., Peterborough, ON K9J 5Y3
(Incl. full name and operating address)

PERMIT PERIOD

From: April 1, 2019

To: March 31, 2020

The permit holder must observe all permit Requirements of this Permit as agreed to in its application and provided on the reverse.

Conditions of Permit:

CHARITY UTILIZATION OF OLG CHARITABLE GAMING PROCEEDS (REPORTS) MUST BE SUBMITTED TO THE
PERMITTING AUTHORITY (City of Peterborough) WITHIN 30 DAYS OF MONTH END.

MAXIMUM # OF CHARITY ASSIGNMENTS -45

Date Issued: April 1, 2019

Permitting Authority (Municipality) City of Peterborough

Signature of municipal rep:

NOT TRANSFERABLE

Back Page of Permit



PERMIT (back) Permit Requirements

UNIQUE PERMIT
NUMBER
CP19/20-04

1. The Permittee shall obtain receipts for each expense incurred.
2. The Permittee shall maintain detailed records of the disbursement of all proceeds derived from the bingo games conducted and managed by Ontario Lottery and Gaming Corporation ("OLG") at the Charitable Centre (herein referred to as "OLG's charitable games").
3. The Permittee shall maintain books, records and other documents in support of all financial reports or statements. These records shall be kept up to date and be retained for no less than four (4) years from the date of the Permit.
4. The Permittee shall:
 - a) provide unencumbered access to the Permittee's books, records and other documents including, but not limited to, the use of proceeds derived from OLG's charitable games, to persons appointed by the Municipality and to all peace officers; and
 - b) deliver to the Municipality within the time period specified by the Municipality the Permittee's books, records and other documents including, but not limited to, those related to the use of proceeds from OLG's charitable games, and such other materials as required by the Municipality for audit and investigation purposes.
5. Each designated trust account shall be maintained in the name of the Permittee, in trust and shall have the following features:
 - a) cheque writing privileges and monthly statements issued;
 - b) all cheques returned with monthly statement or available for printing online.
6. In administering the trust account, the Permittee shall:
 - a) appoint a minimum of two (2) signing officers, who must be bona fide members of the Permittee, to administer the account and write cheques on behalf of the Permittee;
 - b) deposit into the account all monies derived from OLG's charitable games;
 - c) ensure all withdrawals are made by cheque;
 - d) ensure cheques are written only for the payment of the expenses incurred and the donation of net proceeds for the charitable purposes approved on the Permit.
7. The Permittee shall not:
 - a) deposit monies received from any source other than OLG's charitable gaming centres into the designated trust account; or
 - b) close the designated trust account until all monies have been donated to approved charitable purposes and a report has been submitted to the Municipality.
8. The Permittee shall provide the Municipality with a financial report outlining the receipt and use of proceeds from OLG's charitable games on the form prescribed by OLG including bank statements, cancelled cheques and/or receipts.
9. The financial report shall be filed by March 31 or more frequently as may be stipulated in the conditions of the permit.
10. The Permittee shall provide, within 180 days of its fiscal year end, the Municipality with:
 - a) financial statements, which shall, at a minimum, include a summary of the financial information with respect to the receipt and use of proceeds from OLG's charitable games and all expenses, disbursements, net proceeds and use of net proceeds; and
 - b) a report on the Permittee's compliance with these Permit Requirements.

Appendix D

Volunteer Confirmation

Volunteer Chair: Please be aware that OCGA Policies and Procedures include the stipulation that individuals can only volunteer for scheduled assignments with up to a **maximum of three (3) unique permits in Ontario.**

Volunteers: An individual may only volunteer with a maximum of three (3) unique permits. Please complete this form and return it as soon as possible to Suzanne Davidson, Charity Director, at suzanne@deltabngo.com

Please Print

Volunteer Name:

Telephone #: _____ **Email Address:** _____

I will be volunteering with the following 3 organizations:

1. _____

2. _____

3. _____

Signature

Date

Appendix E



MONTHLY REPORT TO MUNICIPALITY Charity Utilization of OLG Charitable Gaming Proceeds

PERMIT #:	
Month Reported:	Year:
Number of Assignments:	

Charitable Organization:		
Address:	Municipality:	Postal Code:
Charitable Gaming Centre Supported: Delta Bingo and Gaming Centre	Charitable Gaming Centre Address: 1019 Clonsilla Av Peterborough ON	

(A) Previous Period Closing Balance (Item "E" from last report):				\$
Revenue Received from CGC Participation	Date:	\$		
Interest	Date:	\$		
(B) Total Revenue Received:				\$ 0.00
Administration Expenses (e.g. Bank Fees)	Description:	\$		
	Description:	\$		
	Description:	\$		
	Description:	\$		
(C) Total Administrative Expenses:				\$ 0.00
Use of Proceeds Paid To	Cheq#	Purpose	Amount	Receipt Included - Check Box
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
(D) Total Use of Proceeds Expenses:				\$ 0.00
(E) Closing Balance as of this Report (A+B-C-D) (closing bank balance):				\$ 0.00

Other Comments:

✓ Required Attachments	✓ Photocopies of Bank Statements, invoices/receipts (as appropriate) & cancelled cheques (front and back) for the month covered by this report.
	✓ Changes to any information that is required to be on file with the Municipality.

We, as the signing officers of the above organization, certify that the above information is full and correct and that our organization has fulfilled its bona fide member obligations to the Charitable Gaming Centre Association operating at the premises listed above.

	First Designated Bona Fide Member or Signing Officer:	Second Designated Bona Fide Member or Signing Officer:
Signature(s):		
Print Name in Full:		
Position:		
Business Telephone Number(s):		
Email Address:		
Date(s) of signing:		