

# 2015-2016 FHS BOOSTER CLUB BINGO FUNDRAISING PARTICIPATION CONTRACT



Team/Group: \_\_\_\_\_

Coach/Sponsor: \_\_\_\_\_

Certified Games Manager: \_\_\_\_\_

## Team/Group Expectations

- Each team/group must have participated in a minimum of two bingo sessions, either as a player or a volunteer, within the last six months to ensure knowledge of the game.
- Each Games Manager should be a registered FHS Booster Club member.
- 10% of the team/group or 10 members, whichever is lower, must be registered FHS Booster Club members.
- Each team/group must have a coach/sponsor and a parent representative attend the annual mandatory January Bingo informational meeting.
- Each team/group must have a minimum of one participant certified as a Colorado Games Manager no later than March 23, 2015. While we only require one Games Manager per team/group, we highly recommend having additional participants certified if possible. (see information provided on training options)

## Team Requirements

- A signed copy of this Bingo Fundraising Participation Contract and copy of your State Games Manager Certification must be submitted to the FHS Booster Club Board no later than March 23, 2015.
- Each new team/group requesting to be added to the Bingo Schedule for the 2015-2016 School year must have the following positions trained prior to July 1, 2015 (although cross-training is recommended, there must be a minimum of one person in each position):
  - Games Manager
  - Banker
  - Caller
  - Register

(continued)

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Frederick High School Booster Club  
600 5<sup>th</sup> Street, Frederick, CO 80530  
[www.FHSBOOSTER.com](http://www.FHSBOOSTER.com)  
(720) 443-2065

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IT'S A GREAT DAY TO BE A WARRIOR!

Session Requirements

- Each team/group must provide minimum 8 volunteers per session. Of the 8, a minimum of 3 of those volunteers must be adults, 21 yrs or older. Student volunteers may be no younger than 14 years old and must be an FHS student. A coach/sponsor must be present at every assigned Bingo session.
- Each Games Manager must notify the Frederick High School Booster Club (FBC) Games Manager in Charge if their session is not adequately staffed within 5 days prior to their scheduled session.
- Trading of sessions must be kept to a minimum. In the event of a scheduling conflict, FBC Games Manager in Charge must be notified as soon as possible and will work to find a resolution. If an adequate resolution cannot be found, the scheduled group will maintain responsibility for the session.
- If the FBC Games Manager in Charge has to intercede to staff any portion of a session:
  - 1<sup>st</sup> time – team/group will receive a warning and be placed on probation
  - 2nd time – team/group will be removed from the session rotation for the remainder of the Bingo year (July 1 – June 30)
- By participating in FBC Bingo Fundraising, your team/group is assuming responsibility for all FBC property and/or materials, including but not limited to cash, computers, supplies and other items of value.
- For security reasons, all activity within the Longmont Bingo Alley is digitally monitored.

By signing below, we agree to the expectations and requirements listed in this Bingo Fundraising Participation Contract.

\_\_\_\_\_  
Coach/Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Team/Club Games Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
FBC Games Manager In Charge

\_\_\_\_\_  
Date

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## **Games Manager training options:**

- Classroom setting:

Date/Time	Location	Registration	Information
Saturday March 7, 2015 8:30am	American Legion 160 298 W. Front St. Byers, CO 80103	Call 303-894-2200, ext. 6416, or send an email to <a href="mailto:darleen.herrera@sos.state.co.us">darleen.herrera@sos.state.co.us</a> . Include your name, phone number, email address, organization affiliation, and if you plan to attend Bingo/Raffle (including pull tabs) or Raffles only.	Cost: Class is free. Certification is \$20.00. Check or money order payable to "Colorado Secretary of State" - no cash, please.  Materials will be provided. If you want to review Bingo-Raffle laws and rules before the class (recommended), you can find them in the <a href="#">Laws and Rules handbook (PDF)</a> .
Saturday April 11, 2015 8:30 AM	Trinity Church in the Pines Lower level 604 Lake Ave. Grand Lake, CO 80447 <a href="#">Map</a>	Call 303-894-2200, ext. 6416, or send an email to <a href="mailto:darleen.herrera@sos.state.co.us">darleen.herrera@sos.state.co.us</a> . Include your name, phone number, email address, organization affiliation, and if you plan to attend Bingo/Raffle (including pull tabs) or Raffles only.	Cost: Class is free. Certification is \$20.00. Check or money order payable to "Colorado Secretary of State" - no cash, please.  Materials will be provided. If you want to review Bingo-Raffle laws and rules before the class (recommended), you can find them in the <a href="#">Laws and Rules handbook (PDF)</a> .

- Online Training and Certification
  - o Available on the Secretary of State Website  
<http://cosos.learnercommunity.com/catalog>
- Mail-In exam:
  - o No longer available