

HST Bingo Volunteer General Team Information

Thank you for volunteering to help with HST's Bingo fundraising! Bingo is a huge fundraiser for the team. We earn about \$7200 per year which enables us to keep dues down and have fewer small fundraisers.

Benefits to You:

1. You will earn \$15 towards your yearly fundraising dues.
2. You will earn 3 share points towards your yearly 30 hours share points (two parent family)

We have to provide two volunteers each Saturday night. Not showing up after signing up to do so will cost the team \$100 and possibly lose us the fundraising opportunity. If you sign up for Bingo and don't show up, you will be asked not to volunteer for Bingo again.

Sign Ups:

1. Each family is limited to 2 Bingo spots per quarter. For the 2009-2010 season, the quarters run as follows: September-November, December-February, March-May, and June-August. Spots that have not been filled 2 weeks prior to that date will be opened to all families. Emails will be sent to notify families of open spots.
2. Bingo schedules will go online three months in advance. For example, at 12 am on January 1st, March's spots become available.
3. Bingo dates cannot be reserved by email, volunteers must sign up online.
4. If volunteers must cancel their spot within 1 month of their scheduled date, it will be their responsibility to find a suitable replacement and notify the Bingo coordinator of the change. Please do not sign up for dates that you are not sure will work for you. Cancellations should be in case of emergency only.
5. If volunteers do not find replacements for cancelled spots or do not show up on their scheduled date, they will not be allowed to participate in the Bingo program.
6. The online sign-ups can be found in the members section of the HEAT website under the member tools tab.
7. You will receive an automated reminder of the dates you have volunteered for, but please write your dates down when you first sign up so that you do not forget. You will also receive a confirmation email from the Bingo coordinator afterwards to make sure that you get your fundraising credit!
8. Please don't forget to log your sharepoint hours, this is the volunteer's responsibility.

Recording Share Point Hours:

Please note that recording your share points from working Bingo is your responsibility. Your fundraising points will be reported for you but share points won't, you will need to record those online.

CURRENT BINGO COORDINATOR:

Katie Francis Phone: (503) 807-0500

e-mail: katiefrancis@verizon.net

Bingo Volunteer Information

Location:

4830 SW Western Ave.
Beaverton, OR 97005
(503) 234-5678

Sunset Bingo is located in Beaverton, Oregon on Western Avenue at Beaverton-Hillsdale Highway, ½ mile East of Hwy. 217. From Hwy 217, take the Allen Blvd. exit and head east past the Greenwood Inn. Go about ½ mile and turn left at the light onto Western Avenue. Go about ½ mile up Western and you will see Sunset Bingo on the right. There is plenty of free parking available.

No Minors are allowed to volunteer:

Volunteers must be at least 18 years old and minor children are not allowed to accompany parents/volunteers.

Check-in Time:

Please arrive at *8:30pm* if you have volunteered for bingo before. If you are a new volunteer, please arrive at *8:15* and check-in with the manager and let them know you are a new volunteer. You will then be assigned to a staff member to explain, direct, and help you.

Dress Code:

Please do not wear hats, shorts, sweat pants, stretch pants (leotards), tank tops or open toe shoes/sandals. Jeans okay if they are in good shape.

Duties at Bingo:

You will have two main responsibilities which are pouring coffee and cleaning up. There is no time to sit down.

Coffee: Coffee is poured continuously through the session. When pouring coffee carry two pots, one regular and one decaffeinated. Please be careful, the coffee is hot. Some players have personal coffee cups. These need to have a dated sticker on them. If not, they must pay \$1.00 for the coffee, which you turn into the snack

bar personnel. They will give you a sticker to take back to the player.

Cleanup: Throughout the session general clean up is needed. Used papers need to be thrown away, spills need to be wiped up, and food trays need to be returned to the snack bar. The bingo players use paper sacks to place their garbage in. These sacks need to be picked up, emptied, and put away. You will be directed as to when this needs to be done. At the end of the tables are small metal garbage cans. Toward the end of the session these need to be emptied. On Saturday nights, the cans are emptied into a larger garbage can and put back into their place.

Cleanup at end: At the end of the session all the debris must be cleaned up. Use the large garbage cans on wheels and clear off all the tables. The liners in these cans are strong enough to hold liquids, so be sure to put all cups into them. All litter on the floor needs to be picked up. The chairs need to be pushed into their proper places. The tables need to be washed, removing all ink and glue. At night, the small metal garbage cans need to be turned right side up and put one top on the clean table.

Finish Time:

You will be finished at approximately between 11:00 and 11:30 after all the cleanup is done.

In Case of Inclement Weather:

Sunset Bingo rarely closes. However in severe weather (ice, snow), please call (503) 234-5678 to see if Sunset Bingo will be open