



# Bingo Coordinators Handbook

Last Revised: April 2017



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**Introduction:**

As a new Bingo Coordinator for your organization, you probably have numerous questions about what the role entails. This document was created to help you navigate your way through the various roles, rules and procedures, as well as to identify what reporting is necessary to ensure you remain in compliance with both the provincial and municipal regulations.

Please make sure that you are familiar with the following documents:

- Revitalization of Charitable Bingo and Gaming Initiative - Policies and Standards Document
- Cambridge Gaming Association Constitution/By-Laws
- Charity Fundraising Events
- Non-Compliance and Repercussions Document
- Cambridge Gaming Association website ([www.cambridgegamingassociation.ca](http://www.cambridgegamingassociation.ca))

**About Us:**

The Cambridge Gaming Association is registered as a Non-Profit Organization with the Province of Ontario. The objects for which the corporation is incorporated are:

- A. To receive, maintain and distribute all or part thereof funds and other incoming belonging to the permittees or licensees within the Province of Ontario that are received from Ontario Lottery and Gaming Corporation or from licensed gaming events
- B. These funds are held in trust for the permittees or licensees who are members of the corporation
- C. To administer the policies and standards required for participation in a contract with Ontario Lottery and Gaming Corporation or licenced charitable bingo within the Province of Ontario
- D. To represent the interests of its member organizations (Permittees or Licensees)



# Annual General Meeting

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## **Annual General Meeting**

The Annual General Meeting for the Cambridge Gaming Association is held in the month of September. Notice will be sent out to the membership 45 days prior to the Annual General Meeting.

In order for the Association to conduct business at the Annual General Meeting at least 50% of the membership + 1 must be in attendance. As a member of the Association you should be attending the Annual General Meeting.

### **Banking Information (See Section 12 – Policies and Standards Document)**

Each charitable organization shall open and maintain a separate bank account to accept cGaming funds. The funds must remain separate from other funds including general funds, funds from other licenced events, etc. and shall only be used for approved use of proceeds based on Municipal Permit requirements. **If you are not sure whether not cGaming funds can be used for a particular purpose, please check with Pat Stager at the City of Cambridge**

#### Bank Account

- i. A designated business account shall be maintained in the name of the Permittee, and shall have the following features:
    - chequing account in Canadian Funds
    - a minimum of two (2) signing officers, who must be bona fide members of the Permittee, to administer the account and make payments/withdrawals on behalf of the Permittee
    - payment/withdrawal privileges and monthly statements issued
      - Printed online banking statements are permitted for monthly reporting, providing they are statements. A printout of the account transaction history page is not acceptable.
      - cash withdrawals are not permitted
    - all cheques returned with monthly statement or available for printing online
    - two signatures required on cheques
  - ii. Deposit into the account all monies derived from cGaming with Ontario Lottery and Gaming (no other funds may be deposited into this account)
  - iii. Assignment shares from OLG will be transferred by the CGCA via electronic funds transfer so the Permittee must ensure that its financial institution's EFT system has the capability of supporting electronic dual authorization, as the transfer of funds must be authorized by two (2) members that have been designated to administer EFT
  - iv. All monies derived from OLG's charitable gaming program must be deposited into the designated account
- b) Payments
- i. Payments/withdrawals may only be made for the payment of the expenses incurred and
  - ii. the donation of net proceeds for the charitable purposes approved on the Permit. There must be sufficient funds in the account to cover all payments. Overdrafts are not permitted.

### Board of Directors

The Following Chart lists the current Board of Directors for the Cambridge Gaming Association. Board of Directors are elected at the Annual General Meeting. Directors can serve for a maximum of three two-year terms and may be eligible to stand again for the Board after a year absence from the Board.

The affairs of the Corporation shall be managed by a board of minimum Six (6) directors, maximum Twelve (12) directors, and throughout the term of office, shall be actively involved with a charity or non-profit organization holding a valid permit or license in that Charitable Gaming Centre.

	<b>President</b>	<b>Vice President</b>
Name:	Glen Einwechter	Kimberly Fowler
Charity:	Hespeler Optimist Club / Mill Race	Fiddlesticks Neighbourhood Association
E-Mail:	flappin@rogers.com	fiddlesticks@on.aibn.com
Phone:	519-658-5534	519-240-2486
Yr Elected:	13-14, 14-15, 15-16, 16-17	13-14, 14-15, 15-16, 16-17

	<b>Secretary-Treasurer</b>	<b>Director</b>
Name:	Selwyn Langlois	Mike Mullen
Charity:	Knights of Columbus Galt 2184	Community Living Cambridge
E-Mail:	selwynlanglois@rogers.com	mmullen@bell.net
Phone:	519-621-2580	519-623-5451
Yr Elected:	13-14, 14-15, 15-16, 16-17	13-14, 14-15, 15-16, 16-17

	<b>Director</b>	<b>Director</b>
Name:	Janis Devine	Sandy Caple
Charity:	Cambridge Y.W.C.A	Community Living Cambridge
E-Mail:	j.devine@ywcacambridge.ca	SCaple@clcambridge.ca
Phone:	519-658-6485	519-624-8962
Yr Elected:	13-14, 14-15, 15-16, 16-17	14-15, 15-16, 16-17

	Director	Director
Name:	Norma Poyntz	Donna MacKay
Charity:	The Cambridge Skating Club	Knox Preston Presbyterian Church
E-Mail:	cambridgeskatingclub@gmail.com	dxmackay.6@rogers.com
Phone:	519-623-7166	519-658-6008
Yr Elected:	14-15, 15-16, 16-17	16-17

	Director (Vacant)	Director (Vacant)
Name:		
Charity:		
E-Mail:		
Phone:		
Yr Elected:		

	Director (Vacant)	Director (Vacant)
Name:		
Charity:		
E-Mail:		
Phone:		
Yr Elected:		

	Charity Coordinator
Name:	Paul Siopiolosz
E-Mail:	tsip@rogers.com



## Assignment Scheduling

Once a permit has been received, it is the responsibility of the organization's Bingo/Volunteer Coordinator to immediately schedule trained, bona fide members for each of the scheduled bingo assignments for that permit period. This allows individual organization members the ability to schedule their bingo assignments into their own personal calendars and to ensure their availability when they are required to work a bingo.

It is recommended that you keep a list of names and phone numbers of trained, bona fide members. The Charity Coordinator can provide you with an up-to-date list of your Trained Volunteers – if you would like a copy, please send the Charity Coordinator an e-mail.

Hints to avoid late or “no show” incidents:

- 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.
- Designate someone from your organization to email/call/text the scheduled volunteers a few days before their shift.
- Have each pair of volunteers scheduled to work share their cell phone and/or text information and confirm with each other when they are on their way to the gaming centre

## Assignment Times

The following table outlines the Assignment Times for the 4 Bingo Sessions currently being operated at the Cambridge Bingo Centre. If the Assignment Times Change, an e-mail will be sent to the Bingo Coordinator of each member organization.

Assignment Time	Start Time	End Time
Morning	9:45 am	12:15 pm
Afternoon	12:15 pm	2:45 pm
Evening	6:30 pm	9:00 pm
Late Nite	9:00 pm	11:30 pm

## Inclement Weather

There may be times during the winter where it is necessary for the Bingo and Gaming Centre to close to adverse weather conditions. The safety of the bingo players, volunteers and staff is always the first consideration when deciding to close the Bingo and Gaming Centre. In the event of adverse weather conditions, your volunteers should contact the Bingo and Gaming Centre at 519-623-5517 to confirm if the Bingo and Gaming Centre will be open or closed. If the Bingo and Gaming Centre is open, the expectation is that the volunteers should be attending. If the volunteers feel that it is unsafe for them to travel, they should be contacting you as soon as possible so that you a replacement volunteer can be found.

In the event that the Hall closes due to adverse weather conditions, the organizations effected will stay receive their full shares.

## Extra Assignments

When Extra Assignments become available (ie - an organization is not able to do a Scheduled Assignment), the Charity Coordinator will send out an e-mail to the membership indicating that an Extra Assignment is available. For example:

Volunteer Coordinators,

The following Charity (Bingo) Assignments are available:

Sat Nov 07 – Morning Assignment - 9:45 am to 12:15 pm

Sun Nov 08 – Late Nite Assignment - 9:00 pm to 11:30 pm

If you are interested in managing any of the assignments listed above and are able to provide two volunteers for the assignment, please submit your request to Paul by Friday October 23rd – 5:00 pm

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When Additional Assignments are available, the following procedure is followed:

1. An e-mail will be sent to all clubs indicating that there is a Charity Assignment available
2. Groups that have not had a compliance issue within the previous 12 weeks will be considered
3. To keep it fair, a list will be created to show clubs that have already picked up additional assignments for other clubs. Clubs that have not had the opportunity to pick-up additional assignments will be given first opportunity for the additional assignment
4. An e-mail will be sent to the club that has been awarded the session and the Executive will be cc'd in the e-mail as well
5. An e-mail will then be sent out to all the clubs advising them that session has been awarded



# Charity Assignments

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## Weekly Assignment Reminders

The Charity Coordinator does send out Weekly Reminder Notices to the Volunteer Coordinators informing them of upcoming assignments. (Sample Below)

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«VolunteerCoordinatorFirstName»

This e-mail is to inform you that your organization, «CharityName» has an upcoming Charity Assignment at the Cambridge Bingo and Gaming Centre

Assignment Date: «AssignmentDate»

Assignment Time: «SessionTime»

Please remind your volunteers that they should try to arrive 15 minutes before the Assignment is to start – The Association does not want Groups being penalized for being late.

If you are not able to secure two volunteers for the Assignment listed above, please contact Paul as soon as possible (**at least 5 Business days advanced notice**), so that the Assignment can be made available to other members of the Association.

If you decide to conduct your assignment with only 1 volunteer present or volunteers do not show up, your organization will be subject to the Compliance Committee.

## Inclement Weather

There may be times during the winter where it is necessary for the Bingo and Gaming Centre to close to adverse weather conditions. The safety of the bingo players, volunteers and staff is always the first consideration when deciding to close the Bingo and Gaming Centre. In the event of adverse weather conditions, your volunteers should contact the Bingo and Gaming Centre at 519-623-5517 to confirm if the Bingo and Gaming Centre will be open or closed. If the Bingo and Gaming Centre is open, the expectation is that the volunteers should be attending. If the volunteers feel that it is unsafe for them to travel, they should be contacting you as soon as possible so that you a replacement volunteer can be found.

## Charity Fundraising Events

The Cambridge Gaming Association is under contract to conduct at least six charity related player acquisition events in a calendar year (Charity Nights, Fundraiser Nights, Volunteer Appreciation Nights, etc.).

The Association has cooperatively worked with the operator of the Cambridge Gaming and Bingo Centre and have decided to conduct Charity Fundraising Events at the Evening Session on the last Wednesday in the months of January, March, May, June, September and December for the members of the Association.

## Quick Overview of Charity Fundraising Events (more info available on the Website)

- The Association sends notice out to the members of the Association letting them know when the next Charity Fundraising Event will be held along with a Flyer that can be circulated
- Organizations can create their own Charity Fundraising Event Flyer if they would like
- Circulate the information about the Charity Fundraising Event to family, friends, co-workers etc.
- You can advertise the Charity Fundraising Event using Outdoor signage, your website, newsletter etc.
- **You cannot advertise to the Bingo Players at the Gaming Centre**
- Your organization receives \$10.00 for each person that attends the Charity Fundraising Event and registers their attendance with the Hall Staff at the time of purchase provided that they have spent at least \$19.00 in Bingo Product. **The Funds received are to be deposited into your General Account – No restriction on the use of these funds.**
- Individuals have a choice when they attend the Charity Fundraising Event. They can play bingo on Paper or they can play electronic bingo on the Gecko
- The Gaming Centre has put together a Beginner's Paper Package that consists of: 3 Strip Regular Book, 1 Strip Special Book, 1 Strip Double Action Book and a Bingo Dabber for the low price of \$19.00
- Individuals that would like to play electronically on the Gecko will have a choice between:
  - Tier 1 Package for \$25.00 (6 Strip Regular Book, 3 Strip Special Book)
  - Tier 2 Package for \$50.00 (12 Strip Regular Book, 6 Strip Special Book)
  - Double Action Game requires a separate purchase
- The Lightning Bingo which is a fast paced bingo game requires a Separate purchase as well but we do not recommend this game for a person that is just learning to play for the first time
- At the Charity Fundraising Events, the Association is providing a Charity Event Game Guide for new players. Players must ask the Hall Staff for a copy of the Game Guide

## Charitable Gaming Proceeds

The Association receives Proceeds from the Ontario Lottery and Gaming Corporation around the 15th of each month. After the proceeds have been received, the Charity Coordinator will e-mail the Distribution Report to all the members of the Association and process an Electronic Funds Transfer to each organization that participated during the month.



## CGCA DISTRIBUTION REPORT

Distribution Period: November 1, 2015 to November 30, 2015

**Charitable Gaming Centre Association (CGCA):**  
Cambridge Gaming Association  
255 Elgin Street North, Cambridge ON N1R 7G4

**Bingo Centre Supported:**  
Cambridge Bingo Centre  
255 Elgin Street North, Cambridge ON N1R 7G4

**Revenue**  
Revenue Received by CGCA from OLG: \$ 50,000.00  
Plus Bank Interest \$ -  
**Total Revenue** \$ 50,000.00

**Expenses**  
Bank Service Charges for the Month \$ -  
\$ Reserved for Auditor / AGM / Charity Awareness \$ -  
Charity Coordinator \$ -  
\$ -  
\$ -  
\$ -  
**Total Expenses** \$ -

**Disbursements**  
Total Revenue \$ 50,000.00  
Less Total Expenses \$ -  
**Funds Available for Disbursement:** \$ 50,000.00

**Assignments**  
Total Assignments for the Period: 103.00

**Infractions**  
Dress Code (1/4 share per occurrence) -  
One Trained Volunteer (1/2 share per occurrence) 1.00  
No Trained Volunteers (1 full share per occurrence) 2.00  
Late Trained Volunteer (1/4 share per occurrence) -  
Volunteer Roles and Responsibilities (1/4 share per occurrence) -  
**Total Infractions:** 3.00

**Event Share Per Assignment**  
Total Assignments 103.00  
Less Total Infractions 3.00  
Net Assignments 100.00  
Event Share (Funds Avail/Net Assignments) \$ 500.00 **Actual**  
**Proceeds Disbursed** \$ 50,000.00 **\$ 50,000.00**  
Rounding Adjustment \$ - \$ -

Charitable Organization Name	Valid Permit (Y/N)	# of Charity Assignments scheduled	Dress Code Infractions	One Trained Volunteer Infractions	No Trained Volunteers Infractions	Late Trained Volunteer Infractions	Volunteer Role/Resp Infractions	Net Assignments	Revenue Transferred to Organization	Less OCGA Membership	Net Funds
Name of Individual Organization	Y	2.00	-	0.50	-	-	-	1.50	750.00		750.00
Name of Individual Organization	Y	2.00	-	-	-	-	-	2.00	1,000.00		1,000.00
Name of Individual Organization	Y	1.00	-	-	-	-	-	1.00	500.00		500.00
Name of Individual Organization	Y	-	-	-	-	-	-	-	-		-
Name of Individual Organization	Y	1.00	-	-	1.00	-	-	-	-		-
Name of Individual Organization	Y	3.00	-	-	-	-	-	3.00	1,500.00		1,500.00
Name of Individual Organization	Y	1.00	-	-	-	-	-	1.00	500.00		500.00
Name of Individual Organization	Y	1.00	-	-	-	-	-	1.00	500.00		500.00
Name of Individual Organization	Y	1.00	-	-	-	-	-	1.00	500.00		500.00

The Distribution Reports shows the following information:

The Month Being Reported on

The Expenses for the Month

The Infractions for each organization

The Amount of Proceeds received from the OLC

The Number of Assignments for each organization

The Net Funds Received for each organization



# Charitable Organization Agreement

## Individual Charitable Organization Agreement

Every member of the Cambridge Gaming Association must complete and submit an Individual Charitable Organization Agreement.



### Revitalization of Charitable Bingo and Gaming Initiative INDIVIDUAL CHARITABLE ORGANIZATION AGREEMENT

The Charitable Gaming Centre Association, Cambridge Gaming Association, (CGA) is under contract with the Ontario Lottery and Gaming (OLG) to provide services and enforcement under the provisions of their contract including the Policies and Standards set out by the Ontario Charitable Gaming Association (OCGA). The CGCA contractual requirements as they relate to individual charities are listed below. The full CGCA contract and Policies and Standards are available at your CGCA.

Individual Member Charities must:

- provide a signed copy of this agreement before participating in scheduled assignments
- have in their possession and abide by Revitalization of Charitable Bingo and Gaming Initiative Policies and Standards for Charities related to individual charitable organizations including roles and responsibilities and customer care practices within the Charitable Gaming Centre. This includes:
  - o completing training programs designated and developed by OCGA related to charity roles and responsibilities, policies and standards and ensuring all bona fide volunteers attending assignments participate in the required training programs
  - o ensuring compliance with all Permit Requirements, including any terms and conditions relating to use of proceeds including ensuring financial reports outlining the receipt and use of proceeds are kept up to date with the Municipality
  - o ensuring they hold a valid permit when participating in charity assignments
  - o keep required contact information up to date with the CGCA
  - o provide at least two (2) trained bona fide volunteers to attend each of their assignments
  - o ensure that each Bona Fide Member sign in the designated log-book
  - o ensure that Bona Fide member information is kept up to date with the CGCA
  - o provide volunteers that do not carry out assignments for more than three charitable organizations participating in this initiative
  - o participating in charity events and initiatives developed by the CGCA, OCGA, and OLG as required
- abide by any other tools developed by OCGA to assist CGCA's and/or charities in promoting their causes within the Charitable Gaming Centre
- act in a manner that is beneficial to the success of the Gaming Centre

We, the undersigned, on behalf of our not-for-profit charitable organization, hereby acknowledge that the Cambridge Gaming Association (CGCA) has a contractual agreement with OLG and have assumed responsibility for the above mentioned obligations. We understand that the CGCA has the right to withhold distribution from any charitable organization that does not fully comply with any of the above conditions. We hereby agree to comply with the all contractual obligations in the CGCA contract as they apply to our individual charities as a condition of receiving funds. In doing so we also agree to comply and participate in all charity policies and standards, charity training programs and other tools that are developed or implemented by the CGCA, OCGA, and OLG. By signing this agreement, we agree that the CGCA will be acting on our behalf as an intermediary (or agent) only, to receive funds and hold them in trust until such time when they must be distributed.

<b>Date Agreement Signed:</b>	
<b>Name of Charitable Organization:</b>	

<b>Authorized Signing Officer:</b>		<b>Authorized Signing Officer</b>
	Print Name	
	Signature	

Office Use Only

<b>Received by CGA</b>	Date:	Signature:
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### **Non-Compliance and Repercussions**

Under the Charitable Bingo and Gaming Initiative there are penalties for Non-Compliance (Hall Related). As per the Policies and Standard Document the penalties are as follows:

- 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 – ¼ share per volunteer
- Roles and Responsibilities – ¼ share per occurrence

There are also penalties for Non-Compliance when it comes to Monthly and Year End Reporting to the Municipality.

**The Non-Compliance and Repercussions Document outlines the process when it comes to Non-Compliance Issues (Hall Related and Municipality Related).**

The Association does have a Compliance Committee. The Compliance Committee was formed as a way to assist members in meeting their responsibilities. The Compliance Committee works with the Municipality to address delinquent reporting, infractions, etc. The Compliance Committee will make phone calls to ask why and are willing to meet with new coordinators to provide training.



### **OCGA Membership Fees**

Membership in the Cambridge Gaming Association is attained by holding a permit issued by the City of Cambridge. Once a charity receives a permit or is scheduled during the year for a permit, they are considered a member of the Cambridge Gaming Association where the assignments are taking place. Only charities with a valid permit are eligible to receive funds. By being a member of the Cambridge Gaming Associations, organizations are also a member of the Ontario Charitable Gaming Association (OCGA). OCGA members in good standing receive support services with no service fee.

- Individual charitable organizations must be up-to-date with the required OCGA fees. The annual OCGA fees are \$141.25 (\$125.00 + \$16.25 HST) per year - April 1st to March 31st.
- There will be no fee for membership to the Cambridge Gaming Association.
- Charities may voluntarily remove themselves as members of the Cambridge Gaming Association at any time, provided sufficient notice is given to ensure that any scheduled assignments can be reissued to another participating organization.
- OCGA Membership Fees will be deducted the Monthly Disbursements starting in April of the current year.

### **Permit Application**

Organizations belonging to Cambridge Gaming Association are issued a permit by the City of Cambridge to participate in cGaming (Charitable Gaming) for each six month period – January 1st to June 30th and July 1st to December 31st. These permits are required in order to do bingo fundraising at the Cambridge Bingo Centre. There is no cost for a permit.

Approximately two months before the expiration of the current permit, the Charity Coordinator of the Cambridge Gaming Association will contact each member organization by email and provide the current permit application form as well as the organization's scheduled Charity (bingo) assignment dates for the next permit period.

The Bingo Coordinator of each member group will complete the permit application, have it signed by two executive members, and then return the completed Application Form to the Cambridge Bingo Centre (Attention: Charity Coordinator). Completed Application Forms can also be scanned and e-mailed to the Charity Coordinator.

The Charity Coordinator will then deliver all the Permit Applications forms to the City of Cambridge. After the permits have been issued by the City of Cambridge, the Charity Coordinator will pick-up the Permits and deliver them to the Cambridge Bingo Center.

## Permit Application Form



**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?  YES  NO
3. Is the Permit Applicant registered with the Canada Revenue Agency as a charitable organization?  YES  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?  YES  NO

*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:	_____	_____



# Principal Contact Information

## Principal Contact Information

Your organization must provide information for 4 Principal Contacts for your organization.

Each year the Association will sent out an e-mail to all the organizations to verify that their Principal Contact information is up-to-date. If at any time, your organization has a change in the Principal contacts, forward that information to the Charity Coordinator. Example of the e-mail that is sent out in October of each year

.....

Bingo Coordinator Name:

The Cambridge Gaming Association would like to make sure that the Principal Contacts for your organization are up-to-date. Below is the information that we have on file. Please make any necessary changes. If you do not have any changes, please indicate that as well. Please return as soon as possible. Thanks for your co-operation.

### Organization Name:

Name of Organization  
Address Line 1  
Address Line 2

### Bingo Coordinator: \*\*

Name: Bingo Coordinator Name  
E-Mail: Bingo Coordinator E-mail  
Phone: Bingo Coordinator Phone

### Volunteer Coordinator (schedules Volunteers for Charity Assignments):

Name: Volunteer Coordinator Name  
E-Mail: Volunteer Coordinator E-mail  
Phone: Volunteer Coordinator Phone

### President / Chair of Organization: \*\*

Name: President/Chair Name  
E-Mail: President/Chair E-mail  
Phone: President/Chair Phone


### Treasurer of Organization: \*\*

Name: Treasurer Name  
E-Mail: Treasurer E-mail  
Phone: Treasurer Phone

\*\* Provide different names for these positions

## Reporting - Monthly

Under the Ontario Charitable Gaming Association's Provincial Policies and Standards document, each member organization is required to submit monthly reports to the City Clerk's office at the City of Cambridge. Reports are to be submitted even if your organizations did not have any assignments in the month.



City of Cambridge  
50 Dickson St  
P.O. Box 669  
Cambridge ON N1R 5W8  
Tel (519) 740-4680  
Fax (519) 740-3011

**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:	Charitable Gaming Centre Address:	

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

Other Comments:

<input checked="" type="checkbox"/> <b>Required Attachments</b>	<input checked="" type="checkbox"/> Photocopies of Bank Statements, invoices/receipts (as appropriate) & cancelled cheques (front and back) for the month covered by this report.
	<input checked="" type="checkbox"/> 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.

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



## Reporting to Municipality

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The Monthly Gaming Reports are available on the Cambridge Gaming Association’s website under the Forms and Reports Tab.

The Monthly Gaming Report recaps the Banking Activity for the Month and includes the following information:

- Starting Bank Balance
- The Amount of Proceeds that were deposited into your OLG Account
- Interest Earned during the Month
- Administrative Expenses (Bank Service Charges)
- Use of Proceeds (what were the funds used for)
- Ending Bank Balance

The following attachments must be included with the Monthly Gaming Report:

- Copy of the Bank Statement
- Copy of Cancelled Cheques
- Copies of Invoices/Receipts for Use of Proceeds

Monthly Gaming Reports are due 30 days after the reporting month. For example, the monthly report for September should be filed by the end of October.

**Note:**

An individual charitable organization’s permit may be suspended or revoked if they fail to provide accurate, timely reports to the municipality or do not comply with the approved “Use of Proceeds”

If you are unsure about any Use of Proceeds, please contact the City Clerk’s Office for approval before you spend any of your proceeds.

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### Reporting – Year End

Each member organization is required to submit a Year End Report to the City Clerk’s office at the City of Cambridge by June 30th of each year – no exceptions. The Year End Report is simply a recap of the 12 monthly reports.

**Note:**

An individual charitable organization’s permit will be automatically suspended for 6 months if the Year End Report is not submitted by June 30th of each year.

### **Volunteer Orientation/Training**

All volunteers must attend a Training/Orientation Session before they are able to volunteer at a Charity assignment. Three Training/Orientation sessions are conducted on a monthly basis (Wed Morning, Wed Afternoon and Sat Afternoon)

Dates and Times of Training/Orientation Sessions will be e-mailed to the Bingo/Volunteer Coordinators and will also be posted on the Association's website.

New Volunteers are required by the Ontario Charitable Gaming Association to watch a 19 minute video titled "Excellent Customer Service for Charitable Gaming". The hyperlink for the video is

<https://www.dropbox.com/s/tg5s5rz1za4z7bz/OCGA%20Customer%20Service%20-%20FionaCarmichael.mp4?dl=0>