

Thank you for your interest in becoming a member of the Cambridge Gaming Association (CGA) and to participate in Charitable Gaming (cGaming) fundraising at the Cambridge Bingo and Gaming Centre.

cGaming at the Cambridge Bingo and Gaming Centre is a great opportunity and a sustainable way to earn revenue for your charitable or non-profit organization. Since September 2013, over \$10+ Million Dollars has been raised to support local charitable and non-profit organizations in the City of Cambridge. All proceeds stay in the community to support programs and services offered by the members of the Association.



For benefits of Charitable Gaming in the Province of Ontario, please click on the picture below to watch an informative video.



Ontario Charitable Gaming - How can \$400 million make a difference to so many people?

Questions and Answers – Charitable Gaming Fundraising

Included in this document are several questions and answers that we have provided regarding Charitable Gaming Fundraising. If you have any additional questions, please reach out to our Charity Coordinator – Paul Siopiolosz – Email Address: cgacharitycoordinator@gmail.com

Meet our Members

The Cambridge Gaming Association presently has over 70 Charitable and Non-Profit organizations participating in cGaming. Our membership consists of groups in the following sectors:

Arts and Culture	Community Support	Education
Health and Social Services	Religious	Senior Services
Youth Sports		

For a complete list of membership – please click on the image below.

Meet Our Members



How does an organization get approved to participate in cGaming?

The City of Cambridge will perform an eligibility review of your organization to determine if your organization is eligible to participate in cGaming. The following documentation needs to be submitted along with the [Permit Application Form](#) to the City of Cambridge Licensing Office:

- 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

Please submit the Permit Application Form to
Paul Musselman
Business Licensing Compliance Officer – Clerks Division
City of Cambridge
50 Dickson Street
Cambridge ON N1R 8S1
Phone: 519-623-1340 x4581
Email: musselmanp@cambridge.ca

The Eligibility review process normally takes a couple of weeks. If approved, The Licensing Office will determine how many assignments your organization will receive in the calendar year.

In cGaming, what are the primary responsibilities?

You must provide a minimum of two volunteers for a 2 hour assignment. 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 dedicated volunteers to ensure your scheduled assignments can be carried out.

In cGaming, How much proceeds can my organization receive?

During the fiscal year (Mar 2023 – April 2024), the share value earned for each 2 hour assignment has ranged from \$960 - \$1,215. The event share will vary from month to month based on several factors such as consumer spend, promotions at the Gaming Centre, etc.

The Cambridge Gaming Association receives a monthly share of just under 25% of the net gaming revenue from the Cambridge Bingo and Gaming Centre.

The share amount is then distributed electronically to the members of the Association on a pro-rated basis based on the number of events, your organization conducted in the month.

All events receive the same share amount – it does not matter what your assignment time is.

In cGaming, how many assignments will my organization receive?

The City of Cambridge determines the Assignment Allocation for each organization.

The number of scheduled assignments may vary from month to month depending on your resources, the evaluated need for funding and the available space in our membership schedule. Assignment Allocation usually ranges between 1 - 2 assignments per month.

During the year, there will be additional opportunities for extra assignments if you are interested. The membership is notified when these opportunities are available.

In cGaming, what days and times are the scheduled assignments?

The Association will provide you with a list of open assignments that you can select from in your first year of participating. For following years, the Association will provide an Assignment Availability Chart that will be used when creating the yearly schedule.

Assignment Times

12 – 2 pm	2 – 4 pm	4 – 6 pm	6 – 8 pm	8 – 10 pm
Mon to Sun	Mon to Sun	Fri to Sun	Mon to Sun	Mon to Sun

In cGaming, are there any restrictions on the use of proceeds?

The Licensing Office at the City of Cambridge will approve the use of proceeds under cGaming. If you are unsure about what you can use your gaming proceeds for, reach out to Paul Musselman at the City of Cambridge.

In cGaming, are there any reporting requirements?

There are reporting requirements under cGaming.

Monthly Reporting

You are required to submit Monthly Reports to the City of Cambridge. Monthly Reports are easy to complete. For the Monthly Report, you report on the Banking Activity that occurred during the month. With each Monthly Report, you are required to submit a copy of the Bank Statements with cancelled cheques and receipts for expenses/donations. Monthly Reports are due by the end of the following month (For Example, January Monthly Report would be due by the end of February, February Monthly Report would be due by the end of March, etc.)

Year End Reporting

You are required to submit a Year End Report by the end of June of each year. The Year End Report is simply a summary of the Monthly Reports that you submitted for the time period covering January to December. No supporting documentation is required for the Year End Report and the Year End Report does not have to be audited.

In cGaming, is there a contract that needs to be signed?

All member organizations must sign a contract to participate in cGaming with the Cambridge Gaming Association. The Cambridge Gaming Association is under contract with Ontario Lottery and Gaming (OLG) through the Ontario Charitable Gaming Association (OCGA) and have Policies and Standards that identify our mandated roles and responsibilities.

The Policies and Standards must be fulfilled in order to remain in good standing.

In cGaming, is training available for volunteers?

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

Step 1 – Online Training Module (Click on the images – takes approximately 20 minutes)



Step 2 – Shadowing Session

The “shadowing” session is where the new volunteer attends a scheduled assignment with a more experienced volunteer who shows them their roles and responsibilities. A shadowing checklist must be completed by the new and experienced volunteer during their “shadowing” session and submitted at the end of their session.

We want to ensure all volunteers are confident in their ability to fulfill their roles once they have completed both training components. Hall staff are available for additional assistance if required.

In cGaming, are there any participation requirements?

Yes – there are participation requirements.

Charitable Organizations benefit directly from the growth in revenues and player base at the Charitable Gaming Centres. As partner, Charitable Organizations are required to promote the centre and participate in initiatives developed by the Association to the best of their ability. In order to foster growth and support the centre and the Association Charitable Organizations, some participation is required. Charitable Organizations must, at minimum complete two of the following participation requirements during a twelve-month period (Jan to Dec – Each Year).

Must complete at least 2 of the Participation Requirements listed

- Plan / participate in a charity event at the centre
- Host an off-site cheque presentation with the Assoc. (their AGM, event, etc.)
- Attend or host a photo-op / chq presentation / media event at the centre
- Reference the centre in Media Articles (Newspaper, Local News, etc.)
- Tag the centre on Social Media posts
- Promote the centre in publications (Newsletter)
- Gaming Centre logo / site recognition on the organization's website
- Gaming Centre logo on the organization's letterhead
- Gaming Centre logo on their materials (poster / brochure / program / etc.)