



# How to become a Bingo beneficiary....

Updated: Jan 2008

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## Bingo Basics:

Russian River Sisters Bingo is presented monthly by the Russian River Sisters of Perpetual Indulgence (RRSPI) and is managed by the RRSPI Bingo Committee. Requests to be a bingo beneficiary are accepted in writing and reviewed and evaluated by the Bingo Committee for approval. Please note that we receive many requests and there are no guarantees your group will be chosen.

Our vision encompasses diverse communities and groups that have a common interest in human rights, people of every gender, gender identity, race, class, age, and sexual orientation. In choosing a beneficiary, we generally look for how this money can be best utilized to serve the needs of our local communities.

Being a Bingo beneficiary is different from being a Grant recipient, as the Russian River Sisters alone cannot produce this event without the assistance of volunteers. Therefore, a volunteer commitment from your organization is needed prior to being selected.

## Terms & Conditions

### Volunteer Requirements/Rules and Level of Commitment:

1. General:
  - a. A beneficiary organization must supply and guarantee six volunteers to perform the following duties and skill sets listed below.
  - b. All beneficiary organization volunteers will check in with the RRSPI Volunteer Coordinator upon arrival. He will assign tasks to the volunteers. If any questions arise, he is the one to see, NOT a Sister.
2. Setup:
  - a. Setup starts promptly at 5:00 PM – volunteers must be punctual.
  - b. There is physical labor involved so volunteers must be able to lift tables and chairs as well as boxes of supplies. RRSPI is NOT liable for any injuries to any volunteer.
  - c. Bingo Supplies are stored in boxes and need to be carried from Sisters and other volunteers' cars into the hall.
  - d. Table Setup: this includes the setting up of all tables and chairs, moving existing furniture on the stage around and placing unused storage boxes and racks outside on the lawn.
  - e. Some tables, chairs and equipment such as the lighted Bingo board are stored at the Tavern across the street and need to be carried up a set of stairs and across the street to Odd Fellows Hall.
  - f. Certain Bingos have themes and may require the setup of decorations.
  - g. After Setup, volunteers are then required to divide up and hand out raffle tickets at the door and assist with other areas as needed.
  - h. Setup must be completed by 5:45 PM.
3. Seating:
  - a. Doors open at 6:00 PM and all volunteers will assist in the seating of players.

4. Prizes:
  - a. Organizations should provide at least two items from their organization to be offered as raffle prizes or auction items. Examples: wine, baseball caps, t-shirts, gift certificates, etc.
  - b. A donated item of higher value may be auctioned off in a Sister auction which can bring in several hundreds of dollars for your organization.
5. Game Time:
  - a. Once the game has begun, volunteers may play bingo or leave the premises with the exception that one to two members should remain as door guards by the entrance.
  - b. These volunteers will also be responsible for counting all door placards and letting the Bingo Chairnun know if any counting cards are missing.
  - c. Volunteers must pay to play Bingo.
  - d. There are no free drinks, food or snacks.
6. Pre-Tear Down:
  - a. Immediately following Game #6, all volunteers will take garbage bags and tape them open at the front end of tables.
  - b. Immediately following Game #7 (last game) volunteers will assist under the direction of the MC to collect all daubers prior to the remaining raffle prizes being given away.
7. Tear Down:
  - a. All trash from tables is to be collected into garbage bags and placed by front door and later transported to a Sister automobile.
  - b. All clipboards are to be collected and neatly arranged in storage boxes.
  - c. All daubers are to be placed in storage boxes.
  - d. Bring table/chair storage trolleys back in from the lawn outside of hall
  - e. All tables are to be wiped clean of dauber marks and put away on storage trolley.
  - f. All chairs collected and stacked neatly on storage trolley and other areas.
  - g. Floor is to be swept (one person) after all other tasks have been completed.
  - h. Bingo Supplies in boxes are carried to cars (including leftover food and beverages).
  - i. Moved furniture is to be replaced to original positions.
  - j. Temporary tables, chairs and equipment stored at Tavern are to be returned to storage at that location.
  - k. Decorations have to be removed, if any.

## **Disbursement of Funds**

Each Bingo is different and no specific amounts can be guaranteed. Checks are normally issued within thirty days from the Bingo event and are calculated as gross dollars minus costs incurred for a net donation. RRSPI reserves the right to withhold proceeds to be transferred to the general fund (to be dispersed to other charities) in the event of failure of volunteers to perform duties as required. Unfortunately, some volunteers have been late for setup and/or left prior to tear down, which causes added pressure on the Sisters for setup and teardown. In order to prevent these situations from happening, RRSPI has had to invoke an incentive program for your organization to receive the maximum amount possible from each Bingo.

If your organization is able to achieve this level of commitment, please fill out this form for submission to the Bingo Committee. Requests are reviewed monthly and may take two to six weeks for a response.

Please fill out and email to:

**bingo@rrsisters.org**

Applicant Contact Information				
Name of person submitting request:				
Phone Number:		Mailing Address:		
Fax Number:		City:		
Email:		State:		Zip:

Group Information				
Name of Organization Sister Bingo proceeds are for:				
Phone Number:		Mailing Address:		
Fax Number:		City:		
Email:		State:		Zip:

Non Profit Information				
Are you a Non Profit or a Not for Profit organization? (Yes/No)				
<b>Please note that if your organization is not a Non-Profit or a Not-for-Profit agency it does not preclude you from being a Sister's Bingo beneficiary.</b>				
Federal Tax ID:		Date Incorporated:		
Website:				

Grant Needs Information	
Amount of Funds Needed:	\$
Please explain how your organization will use the funds raised at Sister Bingo. <i>(Ineligible requests include Capital Campaign, funding for salaries, general operating expenses, individual's projects or travel.)</i>	

Volunteer Requirements/Level of Commitment Signature	
I hereby agree to the Terms & Conditions listed above	
Name	Date