



## BINGO INSTRUCTIONS FOR WORKERS

**Bingo Room Phone Number Sat: 940-2082**

Bingo Contact Monday- Friday: **Margie Saldibar,**  
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*Welcome to your Don Bosco family. Each parent has a vested interest and obligation to support the School. Bingo helps keep tuition down and support the unique format of this School. We congratulate and thank you for participating in our bingo program.*

*The following information will help make your initiation into your Bingo Team an enjoyable experience. We can use your present talents and help expand your experiences and abilities.*

**Facility:** We use “Tech Hall” at the back of the campus, next to the chapel, near the gymnasium.

**Parking:** Please park your car in the side lower parking lot.

**Dress:** Wear comfortable clothing and shoes; tennis shoes are recommended. Workers wear aprons and handle newsprint, ink and money so don't wear your best clothes. Neat, clean and comfortable is the code. Please avoid dangling bracelets or necklaces that could interfere with a player's board as you lean over a table.

**Arrival:** Check in at the room in the back right corner of the hall. Make sure you make yourself a nametag and wear it

throughout the evening. You will then pick the appropriate apron for your job responsibility.

Door Workers: 3:30 p.m. to Game 21 (around 8:30p.m.)

Pull Tab Workers: 4:30 p.m.- 9:30 p.m.

Floor Workers: 5:00 p.m. to Finish\*

\*Finish means when the hall is cleared, all the bingo materials packed away, chairs pushed in up to the tables. We usually finish before 10:30 p.m.

### **Pull-Tab Workers: 4:30-9:30 p.m.:**

1. Pull-tab workers will be given \$10.00 in change to start the evening. This money is your bank to make change. The bingo manager will assign a game and explain your duties upon arrival.
2. This position is fast moving and requires a lot of walking. Please wear comfortable shoes and clothing.

### **Door Workers 3:30 p.m. to Game 21 (around 8:30 p.m.)**

1. Count money and product for accuracy. Use ATM/Check machine to process transactions. In case of some problem, see the bingo manager in the back room.
2. Door workers sell packs.
3. Special door workers sell daubers, Bonanza, 1-on pick your own, and 4-on pick your own.

### **Floor Workers: 5:00 p.m. to finish**

1. Each floor worker will be given \$10 in change to start the evening. This money is your bank to make change.

YOU SHOULD HAVE THIS AMOUNT AT ALL TIMES. BE SURE YOU RETAIN THE \$10 WHEN TURNING IN SALES MONEY. Money should be turned into the bingo manager when you exceed \$75 in cash.

2. The floor workers sell packs, wild cards, double action, speed ball 1-on, and speed ball 2-on. The bingo manager will explain upon your arrival.
3. The specials floor worker sells 4-on pick your own, Bonanza and 1-on pick your own. The bingo manager will explain upon your arrival.
4. Make sure to count your change correctly, especially coins.

**Teams:** We have 10 teams that will rotate five times through the school year. Your regular attendance is needed to give the best service to our players. We count on each and every team member each scheduled rotation. If you don't show up we **do not** have a replacement for you. Therefore, if you are absent or late, you will need to reschedule your bingo date. You will be charged for a missed bingo date, \$100.00.

**Bosco Bingo:** Games are available for sale at the front door and by roving sellers through out the night. The games start at 5:30pm and end around 10:00pm. There are no assigned areas for sellers. You will be asked to move around the room and sell products to players as needed. Please try to remember to keep rotating around the room making product available to all players.

### **Bingo Rules:**

1. All players must be 18 years of age or older. No minors are allowed in the Bingo facility per California law.

### **Our players:**

1. Bingo players need many floor workers selling products. You will be constantly walking up and down the aisles. Some players are superstitious and may not buy products from you or ask for them in a certain order. You may be asked to sell a sheet from the middle or bottom. It is okay to accommodate the request.
2. If two players ask to buy at the same time, ask the players who asked first. We want to be sure to keep our players happy.
3. During a game players may leave their money lying at their side and call, or look up indicating they want to purchase from you. Carefully place their sheets down and collect their money leaving the change in plain sight. Always leave the money on the table until the player has taken the product. This will settle disputes about how much money was given to you.
4. It is perfectly legitimate to wish each person "Good Luck!" Be sure to keep your professional service attitude. "Congratulations!" is also fine.
5. We discourage establishing personal attachments or showing personal interest in our players. It makes sense to be friendly, but we don't want others to feel left out.
6. Serve one customer at a time. It cuts down on confusion and opportunity to short change you.