



BINGO DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

LOCATION:  Regent  
1425 Regent Ave W

McPhillips  
484 McPhillips St.

VOLUNTEERS NEEDED:   5  

## Bingo Tracking Form

Please use this form to keep track of the volunteers you are coordinating for the bingo your group was awarded. Please fax or email a copy of this completed form to Manitoba Cycling (204-925-5703 or [cycling.ed@sportmanitoba.ca](mailto:cycling.ed@sportmanitoba.ca)) one (1) week prior to the bingo time and bring it with you to the bingo should you need to call one of your group members from the hall. We require at least one extra volunteer to call upon last minute if there are problems.

#	Volunteer Name	Home Phone	Cell Phone	Attending	Final Conf.	Attended
1						
2						
3						
4						
5						

Your group **must** have the proper number of people as indicated in the correspondence in accepting the bingo date. Failure to have the correct number of volunteers at the bingo will forfeit all monies raised and jeopardize future involvement in the Manitoba Cycling Bingo Fundraising Program. Please call Manitoba Cycling at 204-925-5686 72 hours prior to the bingo date to confirm your numbers or if you have any questions or concerns.

### Notes & Reminders for Bingo Volunteers

- ALL volunteers MUST be 18 years or older and MUST be able to provide PHOTO ID to enter the bingo hall.
- Volunteers are NOT to bring any valuables (purses, gym bags, electronics, etc.) to the bingo hall for security reasons. Volunteers will be able to use the designated lockers near the bingo staging area.
- Volunteers are to meet in the designated bingo area inside the casino at the starting time indicated. Volunteers can go to the Customer Kiosk or they can ask the Coat check attendants where the staff can direct them to the Bingo Volunteer area.
- Be sure your group attends the correct bingo hall (McPhillips Street Station or Club Regent).
- When travelling to the bingo hall, give yourself extra time for rush hour traffic and parking time.
- Wear comfortable shoes and be prepared to be on your feet for 2-4 hours (depending on the length of the bingo).
- Payment will be made 4-6 weeks following the bingo and will be payable to the CLUB(not an individual).

**FAX OR EMAIL THIS COMPLETED FORM TO MANITOBA CYCLING AT (204) 925-5703 OR [CYCLING.ED@SPORTMANITOBA.CA](mailto:cycling.ed@sportmanitoba.ca) AT LEAST ONE WEEK PRIOR TO THE BINGO DATE.**