

## Delta Bingo Volunteer Shifts

**Location:** 1019 Clonsilla Ave, Peterborough, ON K9J 5Y2

All volunteers provided a t-shirt with Down Syndrome Association of Peterborough on it to wear during a shifts and must be visible.

As a way to say thank you for volunteering for Bingo shifts for the DSP and knowing gas prices are high and we would like to show a token of appreciation by providing a small reimbursement towards the cost of gas of \$0.45/KM for your travels. Please will out the form and submit monthly after shifts have been completed submitting to Erin Hentig at

[info@downsyndromepeterborough.ca](mailto:info@downsyndromepeterborough.ca) . <C:\Users\DSAP\Desktop\Bingo 2021-Completed\Mileage Reinmbursement Form.docx>

Shift Days	Assignments	Requirements
<p>Thursday, Friday, Saturday &amp; Sunday</p>	<p>If your assignment is on one of these days, you will be one of 2 fully trained volunteers there supporting the DSP during that shift.</p> <p>Please remember that there are 2 rooms where bingo is being played and one volunteer is responsible for each room. You will be doing all the regular duties: calling back bingos on the geckos as well as on paper, recycling used bingo cards, clearing tables, welcoming and thanking customers, etc.</p> <p>Calling Back Paper Bingos: Effective this Sunday, May 1st, volunteers will also be responsible for calling back paper bingos as well as electronic ones. Delta has developed a process for us to help with the paper call backs. The online training has been updated but you must educate your current fully trained volunteers on this process:</p> <p>At some of the bingo sessions, customers can buy Mega Pot or Bonus Jackpot cards. In order for the staff to pay the winners the correct amount, any bingo on those cards must be identified. Delta has made that easy for us by punching a hole in them. So when you are calling back winning bingos on these cards, the caller will ask you if there is a hole punched in</p>	<p>The requirements to provide volunteer coverage on these shift dates are:</p> <ol style="list-style-type: none"> <li><b>1. Complete online training.</b> Volunteer Training &lt;<a href="https://docs.google.com/forms/d/e/1FAIpQLSe_sMbEQUJBnrVOWnR3_eeZfML03D72UP0ynXEbeN3RW8bxWw/viewform?usp=sf_link">https://docs.google.com/forms/d/e/1FAIpQLSe_sMbEQUJBnrVOWnR3_eeZfML03D72UP0ynXEbeN3RW8bxWw/viewform?usp=sf_link</a>&gt;</li> <li><b>2. Shadowing:</b> Note the volunteers must have taken the online training prior to doing a shadowing shift. <b><i>THIS NEEDS TO BE ARRANGED THROUGH ERIN HENTIG, (705) 749-6695 or <a href="mailto:info@downsyndromepeterborough.ca">info@downsyndromepeterborough.ca</a></i></b> . Even if your scheduled assignment is not being held during a bingo session, shadowing can still take place and the volunteer can learn where everything is located, how to sign in, etc. This means that they will be responsible to learn how to do the bingo call backs at a later scheduled assignment. The shadowing checklist must be fully completed (both sides), signed by the new volunteer as well as the experienced one, and placed in the mail slot outside my office at the end of the shadowing shift. If the volunteer hasn't been able to do bingo call backs, then simply leave that part of the checklist blank. NOTE: If the shadowing form is not completed, signed and placed in the mail slot at the end of</li> </ol>

	<p>the card. If it does have a hole punched in it, you will say yes, if not, then say no.</p>	<p>that shadowing shift, the volunteer will have to repeat the shadowing session.</p>
<p>Monday, Tuesday, and Wednesday</p>	<p>Volunteer shifts without bingo in session will be milling about the Tap 'n Play area: greeting customers, thanking customers as they leave, picking up litter, chatting with customers, and helping staff. Please ask them what you can do to help! They are still understaffed and will appreciate it all the support!</p> <p>Shifts which don't have bingo in session can continue to use both volunteers who have completed a shadowing session without call-back training.</p> <p>Calling Back Paper Bingos:</p> <p>Effective this Sunday, May 1st, volunteers will also be responsible for calling back paper bingos as well as electronic ones. Delta has developed a process for us to help with the paper call backs. The online training has been updated but you must educate your current fully trained volunteers on this process:</p> <p>At some of the bingo sessions, customers can buy Mega Pot or Bonus Jackpot cards. In order for the staff to pay the winners the correct amount, any bingo on those cards must be identified. Delta has made that easy for us by punching a hole in them. So when you are calling back winning bingos on these cards, the caller will ask you if there is a hole punched in the card. If it does have a hole punched in it, you will say yes, if not, then say no.</p>	<p>The requirements to provide volunteer coverage on these shift dates are:</p> <p><b>1. Complete online training.</b> Volunteer Training  <a href="https://docs.google.com/forms/d/e/1FAIpQLSe_sMbEQUJBnrV0WnR3_eeZfML03D72UP0ynXEbeN3RW8bxWw/viewform?usp=sf_link">https://docs.google.com/forms/d/e/1FAIpQLSe_sMbEQUJBnrV0WnR3_eeZfML03D72UP0ynXEbeN3RW8bxWw/viewform?usp=sf_link</a></p>