

Paradise Gaming Centre

Overview of Procedures

Responsibilities of Charities:

Charity Information (electronically completed)

List of Volunteers

Signing of Contract with BCCA

Procedures:

signing in: office, charity, computer log

arrival time –assignment times

dress code –summer

roles and responsibilities

Transition Time

Training:

charity initiated

association initiated

problems with scheduling and possible solutions

Charity Awareness:

posters –design and procedure for acceptance

Power Point Presentation

Charity Nights

Scheduling:

Scheduling notes

Assignment trades -procedures and confirmation

Charity Web Page:**Distribution of Funds:**

When expected

Method –AFT Summary

Gaming Reports/Permit Applications/Yearend:**Association Newsletter****Charity CD**

Contractual Responsibilities of Charities:

Charity Information: -Members Information, Charitable Involvement, Banking Info

Windsor Essex County Equestrian Parents Club					
Charity Information		Banking Information		Charitable Information	
GIN#	W860	GIN#	W860	GIN#	W860
Charity Name	Windsor Essex County Equ	Charity Name	Windsor Essex County Equ	Charity Name	Windsor Essex County Equestrian Parents Club
Street	c/o 2070 Batten Side Rd.,	Name of Bank	Windsor Family Credit Unio	Charitable Incorporation #	1250718
City	Essex, Ontario	Account Number	933210711	How Long in Existence	Oct.21, 1997 - 12 years
Postal Code	N8M 2X6	Route #	828	Number of Members	58 members
Telephone #	519 - 776 - 9639	Transit #	21182	**"Charitable" Involvement	4 Dedicated to youth sporting Clubs
Facsimile #	0	Fiscal Year-end	40178	Use of Proceeds	
E-mail Address	mamccarthy@sympatico.ca			#1	To provide for children and adolescents accessibility to equestrian events tha
Contact Person				#2	To Arrange transportation of said students to shows and events
Last, First Name	McCarthy, Mary			#3	To underwrite the cost of entry and membership fees for shows and events
Position	Treasurer			#4	To assist with stabling fees for out of town shows and events
email address	mamccarthy@sympatico.ca			#5	To assist with travel accommodations for children
Address	2070 Batten Side Rd., RR#2			#6	To underwrite to cost of monthly boarding/leasing fees
City, Province	Essex, Ontario			#7	To assist with the cost of lesson fees.
Postal Code	N8M 2X6			#8	To underwrite the cost of local clinics (special lessons) and out of town clinics
Phone #	519 - 776 - 9639			#9	To assist with the cost of day/residential training camps. 10 To sponsor local sl
Cell/Business Phone	519 - 977 - 2878				
Principal Officer #1					
Last, First Name	McCarthy, Mary				
Position	Treasurer				
email address	mamccarthy@sympatico.ca				
Address	2070 Batten Side Rd.RR#2				
City, Province	Essex, Ontario				
Postal Code	N8M 2X6				
Phone #	519 - 776 - 9639				
Cell/Business Phone	519 - 977 - 2878				
Principal Officer #2					
Last, First Name	Rounding, Patricia				
Position	Secretary				
email address	pat.rounding@wavedirect.com				
Address	1W Rd. 9, RR#1				
City, Province	Essex, Ontario				
Postal Code	N8m 2X5				
Phone #	519 - 776 - 5980				
Cell/Business Phone	0				

List of Volunteers:

- charity needs to confirm lists –sign and submit hard copy
- lists will be updated 3 times a year

Charity Bona Fide Member Form					
Name of Organization:					
W860 WEC Equestrian Parents Club					
Date Submitted:					
Bona Fide Volunteer Information			Policies and Standards	Training Materials	
	Name				
1	Mary McCarthy	x x	2009		
2	Pat Rounding	x x			
3	Heather Campbell	x x			
4	Marissa Lunghi	x x			
5	Sharon Taylor	x x			
6	Shelley Roung	x x	2010		
7	Heather Roung	x x			
8	Libby Keenan	x x			
9	Dennis Lang	x x			
10	Sarah Reaume	x x			
11	Felicia Laidlaw	x x			
12	Faith Allan	x x			
13					
14					
15					
16					
17					
18					
19					
20					
<p>This information must be submitted and kept accurate to ensure compliance with BCCA and OCGA Policies and Standards.</p> <p>I hereby declare that the individuals listed above are bona fide members of our organization, they have read and have in their possession the OCGA Policies and Standards and all training materials as required by Breakaway Charitable Gaming Association, and that they are authorized by our organization to attend and participate in our scheduled bingo assignments.</p>					
Print Name					
Signature					

Individual Charity Agreement

The Bingo Centre Charity Association _____ Paradise Charitable Gaming Association (BOCA) is under contract with Ontario Lottery and Gaming (OLG) to provide services and enforcement under the provisions of their contract including the Policies and Standards set out by the Ontario Charitable Gaming Association (OCGA). The BOCA contractual requirements as they relate the Individual charities are listed below. The full BOCA contract is available for review at your BOCA.

Individual Member Charities must:

General

- Provide a signed copy of this agreement to the BOCA before participating in charity assignments.
- Be up to date in the payment of the Individual charities OCGA membership fees.
- Act in a manner both in the Gaming Centre and in the community that is beneficial to the success of the Bingo Centre.

Member Standards and Responsibilities

- Abide by the OCGA developed charity Policies and Standards and any other tools developed by the OCGA to assist the BOCA and/or charities.
- Abide by OCGA and BOCA developed Roles and Responsibilities.

Training

- Complete all training programs as required by the BOCA and/or the OCGA.
- Ensure that all bona fide members volunteering at the Bingo Centre have completed the required training programs.

Municipal Reporting

- Ensure the member organization holds a valid permit when participating in charity assignments.
- Ensure all Permit Requirements, including terms and conditions relating to use of proceeds are complied with.
- Ensure the financial reports outlining the receipts and use of proceeds are kept up to date with the Municipality.

Permit Assignments

- Provide at least two trained bona fide volunteers to attend each permit assignment.
- Ensure that each bona fide member print and sign their name in the designated log-book and that each member is on the bona fide member list filed with the BOCA.
- Provide volunteers that do not carry out assignments for more than three charitable organizations.
- Provide additional bona fide members as may be required for special events and promotions.

BOCA Administration

- Ensure that the Bona fide Member list, in the prescribed form is kept up to date with the BOCA.
- Ensure that their contact information is kept up to date with the BOCA.
- Annually, sign a certificate stating the member organization has acted in compliance with the Participation Requirements and Permit Requirements.

We, the undersigned hereby acknowledge that the Paradise Charitable Gaming Association (BOCA) has a contractual agreement with the OLG and have assumed responsibility for the above mentioned obligations. We understand the BOCA has the right to withhold distribution from any charitable organization that does not fully comply with any of the above conditions. We hereby agree to comply with all the contractual obligations in the BOCA contract as they apply to our Individual charities, and as a condition of receiving funds. In doing so we also agree to comply and participate in all charity policies and standards, charity training programs and other tools that are developed or implemented by the BOCA and the OCGA.

Dated this _____ day of _____, 2000.

Name of Charitable Organization

Authorized Signing Officer

Authorized Signing Officer

Paradise Charitable Gaming Assoc.
Name of Bingo Centre Charity Association

Authorized Signing Officer

Authorized Signing Officer

Signing of Contract with BCCA:

- charities will receive an electronic copy
- print and sign
- submit a hard copy to be signed by executive
- copy of document will be filed
- original to be returned to charity

Procedures

1. Signing In:

-check in with the office

-charity log should be completed –check to make sure its your charity –if traded but not updated –make the correction

-complete charity information on the computer log –on completion of your assignment, fill in charity activity –only “x” that which you and your partner did

2. Arrival Time -15 minutes before

3. Dress Code remains the same even though it is summer -name tags –charity should supply their own

4. Review Roles and Responsibilities as outlined on the log



LOG
UNTO
THE
COMPUTER

Charity Daily Report

Date: September 6th

Time Slot	Charity	Print Name	Members Sign-In	Time Arrived	Dress Code
9:15-11:00	S704 Scottish Club of Windsor				
11:00-1:00	S733 South Asian Centre				
1:00-3:00	W888 Windsor Light Music Theatre				
3:00-5:00	RC549 Rose City Athletic Organization				
5:00-7:00	R520 Royal Canadian Army Cadet Corp				
7:00-9:00	S660 St Therese Parents Association				
9:00-11:00	R568 Royal Canadian Legion Branch #12 Ladies				
11:00-12:45	T753 Tecumseh/St. Clair Basketball				

Charity Assignment Log

Date	Assignment Time
Sept. 1st	9:15 AM
Block	
#1	

GIN #	Charity Name	Member #1	Time Arrived	Uniform	Member #2	Time Arrived	Uniform

Shadowing Volunteer(s)

Completing Charity Log:

- add all required information in blue shaded cells.
- if more than 2 people are working, indicate as follows: G. Brown/L Smith
- Complete the charity activity log by using "X"s.

Only indicate that which you did.

Complete the activity log after you have completed your assignment.

Completing Charity Comments:

- comments need to be made in the cell only (your words may disappear but still remain in that cell) do not click down to the cell below to complete the comment.
- feel free to offer positive comments
- charity comments should be e-mailed to:

Don Taylor dontayl@mnsi.net



0	0	Charity Activity
		upon arrival -hall was generally tidy and presentable
		met with outgoing club -dealt with unresolved customer issues
		set-up audio visual material for your charity prior to hosting
		welcomed customers upon arrival
		clean screens with anti-bacterial cleaner
		flagged paper sales needs/cash-out of account/add-on to account/other service needs
		explained/assisted with game format
		explained/assisted with promotion
		talked to customers about your charity
		explained/assisted with questions regarding procedure
		assisted with paper clean-up
		helped in delivery of food/concession items
		circulating throughout the Hall
		assisted with seating
		assisted with customers with special needs
		thanked departing customers

Charity Comments

	Gaming Environment
1	
2	
3	
4	
	Hall Staff
1	
2	
3	
4	
	Customers
1	
2	
3	
4	

Training

Training will be ongoing throughout the year.

Charity Initiated Training:

- charity guarantees number of volunteers within their organization to be trained
- set the time and place in concert with the trainers
- members from other charities are invited
- proved to be very successful
- hosts to date: St Johns, Centre for Seniors, AKO, Classic Chorale, Windsor St Clair Rotary

Association Initiated Training:

- time and date set by trainers –venues have been Classic Bingo Manning, Moose Lodge

Charity Awareness

Posters:

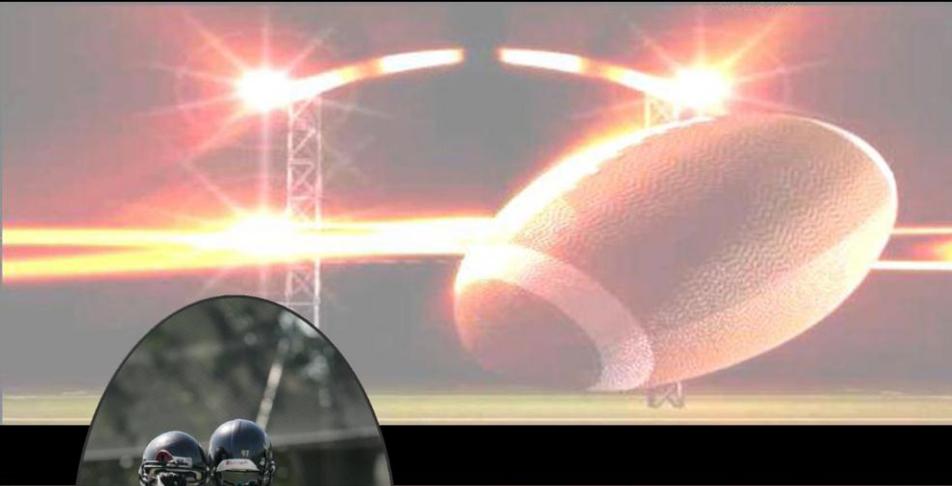
- need pictures, brochure -hard copy or electronic
- mission statements or any other script desired
- if creating your own, must 24" x 36" –high density print -save as an adobe
- if I create your poster, it will be sent to you for approval. Please proof. Cost is \$40.00 per poster, so it needs to be correct on the first printing
- taking pictures from web pages hasn't worked –lack dense pixels

Power Point Presentations:

- downloaded web pictures and other information can possibly work with presentations
- generally poster information has been used for power point presentations

Charity Brochures:

- display area in Charity Kiosk



AKO
Fratmen



AKO FRATERNITY
ONE OF THE MOST
ACTIVE SERVICE GROUPS IN
THE CITY OF WINDSOR, AND
PROUD OF ITS REPUTATION AS
THE DOMINION'S LEADING
PROMOTER OF JUNIOR SPORTS

FRATMEN





Knights of Columbus

Fr. Paul J. F. Wattson

Council 8919

Our Lady of the Atonement Parish

Windsor - Ontario - Canada

Website: <http://home.cogeco.ca/~kofc8919>



Windsor Downtown Mission
Cheque Presentation



Hospice of Windsor-Essex County
Room Dedication

Serving our Community The Charities That We Support

*Our Lady of the Atonement Parish
St. Vincent de Paul Society
St. Joseph High School
H. J. Lassaline School
Forest Glade Baseball
Safety Patrol Association
Easter Seals
Our Lady's Mission Club
Alzheimer's Society
Salvation Army of Windsor-Essex
Hiatus House*

*Multiple Sclerosis Society - Windsor
Liver Foundation
Kidney Foundation
Lung Association
Windsor Downtown Mission
High School Graduation Bursaries
Catholic Central High School
St. Peter's Seminary Fund
L. A. Desmarais School
Heart and Stroke Foundation
Hospice of Windsor-Essex*

Association for Physically Disabled People

Coats For Kids Program

Charity, Unity, Fraternity, Patriotism

The Four Pillars underpinning the Knights of Columbus



**WEC
EQUESTRIAN
PARENTS
CLUB**

**MISSION: TO SPONSOR YOUNG RIDERS
IN WINDSOR AND ESSEX COUNTY**

Charity Nights:

- these will happen monthly
- support these nights at Breakaway, Paradise, Big D –market pooling

Purpose:

- charity members having fun
- exposing new players to the game
- increasing profits

Activity:

- charity members show up at designated time, place
- purchase product
- have fun

Charity Night

WEDNESDAY, MAY 26TH AT 8PM

All Charity Members Are Invited
Bring Your Friends !!!

Invite your Members and Friends.
For each charity member registered on site you will receive a Ballot
Additional Ballots can be Earned by...
(3 Members = 1 Ballot 6 Members = 2 Ballots and so on)

Prizes for Charities:

1. Draw after the SJP for \$250.00
2. Draw after Accumulator for \$250.00
3. Charity with most members in attendance receives \$100.00. Split if a tie



Complimentary
Coffee or
Soft Drink

Join Us and **HAVE FUN !!!**
This is your opportunity to support Breakaway Gaming Centre.

Charities in attendance must purchase a book individually.
As per Terms and Conditions, players cannot share a book.

Scheduling

Scheduling Notes:

1. All assignments are 2 hours
2. Assignment Times: 8:45-10:45 am; 10:45am- 12:45pm; 12:45-2:45pm; 2:45-4:45pm; 4:45-6:45pm; 6:45-8:45pm; 8:45-10:45pm; 10:45pm-12:45am; 12:45-2:45am
3. Charity should arrive 15 minutes prior to beginning assignment time.
4. Charities are reminded to provide any scheduling notes needed in consideration prior to issuing assignments.
5. **Will schedule charities back-to-back for Blocks #8 and #9.**

Monthly Calendar: -Posted on Web Page

1. "Calendar" indicates chronological view of the month.
2. "SortedByCharity" indicates charities grouped and dates and blocks listed. This should prove valuable when organizing your month's activities.

Hall Charities Association:		Paradise Gaming Centre Sponsor Association						
Proposed Licence Period:		October 1, 2010 to October 31, 2010						
Total number of assignments proposed for the licence period:		248						
Member Organization								
		Assignments		Day				
K351 Kingsville Historical Park Inc.	Block #1	9:15am - 11:00am	Friday	October 1st	1	2010		
K346 Knights of Columbus #8919	Block #2	11:00am - 1:00pm	Friday	October 1st	1	2010		
K350 St. Therese Knights of Columbus #9793	Block #3	1:00pm - 3:00pm	Friday	October 1st	1	2010		
P514 Portuguese Recreation and Cultural Centre	Block #4	3:00pm - 5:00pm	Friday	October 1st	1	2010		
N435 North American Black Historical Museum	Block #5	5:00pm - 7:00pm	Friday	October 1st	1	2010		
P493 Notre Dame Parents Club	Block #6	7:00pm - 9:00pm	Friday	October 1st	1	2010		
N441 Okinawa-Te Athletics	Block #7	9:00pm - 11:00pm	Friday	October 1st	1	2010		
F190 Feline Refuge	Block #8	11:00pm - 12:45am	Friday	October 1st	1	2010		
S737 Parkside Tennis Club	Block #1	9:15am - 11:00am	Saturday	October 2nd	2	2010		
W860 WEC Equestrian Parents Club	Block #2	11:00am - 1:00pm	Saturday	October 2nd	2	2010		
S658 St Patrick Community Association	Block #3	1:00pm - 3:00pm	Saturday	October 2nd	2	2010		
M395 The Malta United Society of Windsor	Block #4	3:00pm - 5:00pm	Saturday	October 2nd	2	2010		
P516 Prince Edward Parents Group	Block #5	5:00pm - 7:00pm	Saturday	October 2nd	2	2010		
P522 Proverbs Heritage Organization	Block #6	7:00pm - 9:00pm	Saturday	October 2nd	2	2010		
R567 Royal Canadian Legion Branch #12	Block #7	9:00pm - 11:00pm	Saturday	October 2nd	2	2010		
R565 Royal Canadian Legion Branch #143 Ladies Auxiliary	Block #8	11:00pm - 12:45am	Saturday	October 2nd	2	2010		
R525 Riverlights Harmony Chorus	Block #1	9:15am - 11:00am	Sunday	October 3rd	3	2010		

Hall Charities Association:		Paradise Gaming Centre Sponsor Association					
Proposed Licence Period:		October 1, 2010 to October 31, 2010					
Total number of assignments proposed for the licence period:		248					
Member Organization							
A010 Alpha Kai Omega Fraternity	Block #3	1:00pm - 3:00pm	Monday	October 4th	4	2010	
A010 Alpha Kai Omega Fraternity	Block #5	5:00pm - 7:00pm	Tuesday	October 5th	5	2010	
A010 Alpha Kai Omega Fraternity	Block #6	7:00pm - 9:00pm	Thursday	October 14th	14	2010	
A010 Alpha Kai Omega Fraternity	Block #7	9:00pm - 11:00pm	Saturday	October 23rd	23	2010	
A053 Northstar Cultural Community Centre	Block #8	11:00pm - 12:45am	Tuesday	October 5th	5	2010	
A053 Northstar Cultural Community Centre	Block #4	3:00pm - 5:00pm	Wednesday	October 13th	13	2010	
A053 Northstar Cultural Community Centre	Block #7	9:00pm - 11:00pm	Thursday	October 14th	14	2010	
A053 Northstar Cultural Community Centre	Block #8	11:00pm - 12:45am	Saturday	October 23rd	23	2010	
B066 Big Brothers/Sisters Windsor Essex	Block #1	9:15am - 11:00am	Wednesday	October 6th	6	2010	
B066 Big Brothers/Sisters Windsor Essex	Block #8	11:00pm - 12:45am	Thursday	October 14th	14	2010	
B066 Big Brothers/Sisters Windsor Essex	Block #3	1:00pm - 3:00pm	Friday	October 22nd	22	2010	
B066 Big Brothers/Sisters Windsor Essex	Block #1	9:15am - 11:00am	Sunday	October 24th	24	2010	
B088 Brentwood Foundation for the Recovery of Alcoholics	Block #6	7:00pm - 9:00pm	Friday	October 8th	8	2010	
B088 Brentwood Foundation for the Recovery of Alcoholics	Block #7	9:00pm - 11:00pm	Sunday	October 17th	17	2010	
B088 Brentwood Foundation for the Recovery of Alcoholics	Block #8	11:00pm - 12:45am	Tuesday	October 26th	26	2010	
C140 Coronation Alumni Assoc.	Block #1	9:15am - 11:00am	Saturday	October 9th	9	2010	
C140 Coronation Alumni Assoc.	Block #2	11:00am - 1:00pm	Monday	October 18th	18	2010	
C140 Coronation Alumni Assoc.	Block #3	1:00pm - 3:00pm	Thursday	October 28th	28	2010	

Weekly FYI

FYI is posted weekly on the web site and will be e-mailed to charities. It provides the next weekly roster along with promotions currently running and indicating any charity activities.

In Summation:

This has been the area that has been most challenging for charities. Attending assignments. It is hope that **calendars that are sorted by charity, FYI's** will enhance communication so that missing assignments will become a non-issue.

WEEK OF

Sunday, May 23rd to Saturday, May 29th

Time	Sunday - May 23rd	Monday - May 24th	Tuesday - May 25th	Wednesday - May 26th
9:30am to 11:30am	P522 Proverbs Heritage Organizatio	S733 South Asian Centre	T758 Tecumseh Skating Schools	B088 Brentwood Foundation for the
11:30am to 1:30pm	Win West	V799 Victim Services of Windsor an	W813 Windsor and District Highland	G241 Centre for Seniors Windsor
1:30pm to 3:30pm	W860 WEC Equestrian Parents Clu	R522 Riverside Skating Club	C147 Windsor and Essex County Cr	C146 Children's Safety Village of W
3:30pm to 5:30pm	R565 Royal Canadian Legion Branc	S659 St Jules PAC and Alumni	W856 Windsor Classic Chorale	C140 Coronation Alumni Assoc.
5:30pm to 7:30pm	R525 Riverlights Harmony Chorus	S660 St Therese Parents Associatio	W888 Windsor Light Music Theatre	E078 East Windsor Amateur Boxing
7:30pm tp 9:30pm	S665 St Johns School	R568 Royal Canadian Legion Branc	W943 Windsor Retirees Sports Activ	F190 Feline Refuge
9:30pm to 11:30pm	RC549 Rose City Athletic Organizat	T753 Tecumseh/St. Clair Basketball	W935 Windsor United Soccer Club	F203 Fighting Island Amateur Boxin
11:30pm to 1:30am	S704 Scottish Club of Windsor	S735 Southwood School Parents	W940 Windsor West Citizens Orgar	F208 Future Pros United

Hall Promotions:

1	Free Breakfast
2	
3	Gift Certificate Redemption
4	
5	
6	
7	
8	
9	

Thursday - May 27th**Friday - May 28th****Saturday - May 29th**

K346 Knights of Columbus #8919	N435 North American Black Historic	P522 Proverbs Heritage Organizatio
H162 The Hospice of Windsor and E	P493 Notre Dame Parents Club	P514 Portuguese Recreation and Cu
I296 Immaculate Conception School	N441 Okinawa-Te Athletics	W860 WEC Equestrian Parents Clu
K315 Kihon Athletic Club of Windso	O461 Orphaned Kittens Nurseries	M395 The Malta United Society of V
K351 Kingsville Historical Park Inc.	S737 Parkside Tennis Club	R525 Riverlights Harmony Chorus
G299 Greater Windsor Lacrosse	P511 Polish Canadian Sports Club	R522 Riverside Skating Club
K350 St. Therese Knights of Colum	P514 Portuguese Recreation and C	RC549 Rose City Athletic Organizati
R565 Royal Canadian Legion Branc	P516 Prince Edward Parents Group	S704 Scottish Club of Windsor

Charity Events:

1	
2	
3	
4	
5	
6	
7	
8	
9	

Assignment Trades:

1. Charities are encouraged to make their own trades when able.
2. If unable to make a trade, the co-ordinator will become involved.

Procedure:

All trades must go through the co-ordinator.

A trade is not finalized unless confirmed by the co-ordinator.

1. Charity indicates a need for a trade well in advance of the assignment via e-mail.
2. A responding e-mail will request your best dates and Block #.
3. Charities are approached via e-mail. Please respond.
4. On getting a charity to trade, confirmation is set out to all charities involved.

Future Initiative:

1. Grouping of charities, possibilities:
 - A) first step when looking for a trade
 - B) emergency back-up charity for last minute support

Sample of Confirmation E-mail

Norm,
 Confirmation of the May 31st date.
 Don T.

N441 Okinawa-Te Athletics	Block #1	9:30am - 11:30am	Monday	May 31st	2010
W813 Windsor and District Highland Dancers	Block #2	11:30am - 1:30pm		May	2010
C147 Windsor and Essex County Crime Stoppers Inc.	Block #3	1:30pm - 3:30pm		May	2010
T758 Tecumseh Skating Schools	Block #4	3:30pm - 5:30pm		May	2010
W888 Windsor Light Music Theatre	Block #5	5:30pm - 7:30pm		May	2010
W943 Windsor Retirees Sports Activities	Block #6	7:30pm - 9:30pm		May	2010
W935 Windsor United Soccer Club	Block #7	9:30pm-11:30pm		May	2010
W940 Windsor West Citizens Organization	Block #8	11:30pm - 1:30am		May	2010

Compliance:

Following the transition time, charities will be informed by e-mail (1st communication) then by letter from the executive as to their compliance issues.

Prior to implement of charity retribution for compliance, charities will receive ongoing reminders either via e-mail or AFT summary.

Compliance Levies:

- non attendance: **full share**
- one member attending: **½ share**
- untrained member: **¼ share per occurrence**
- working for more than three charities (market compliance): **¼ share to be deducted from the charity not on that volunteers list.**
- late (depending upon circumstances): **¼ share per half hour**
- dress code violations: **¼ share per occurrence**
- fraudulent reporting: **up to full share and a meeting with executive.**
- poor work ethic while on site: **investigated and up to ¼ share per occurrence**

Compliance Communication: E-mail

		0		
		0		
		0		
		0		
		0		
		0		
		0		
	Dear	0		
				
<p>This e-mail is being forwarded to you due to non-compliance with the terms of your contract with our association. This includes responsibility in which charities:</p>				
<ol style="list-style-type: none"> 1. Must provide at least two bona fide volunteers to each of your scheduled assignments. 2. Volunteers must adhere to market compliance in which they are active with a maximum of 3 charities. 3. Must attend and be on time for scheduled assignments. 4. Must be dressed appropriately. 5. Participating volunteers must be trained. 6. Must perform the required duties as outlined in the policies and standards. 				
<p>Your charity failed to comply with the terms and conditions of your contract. Specifically:</p>				
<p>On DATE: <input type="text"/></p>				
<p><input type="checkbox"/> One of your volunteers</p>				
<p><input type="checkbox"/> Both of your volunteers</p>				
<p><input type="checkbox"/> failed to attend</p>				
<p><input type="checkbox"/> arrived late for</p>				
<p><input type="checkbox"/> dressed inappropriately for</p>				
<p><input type="checkbox"/> was untrained</p>				
<p><input type="checkbox"/> is not recorded as a bona fide member with this charity</p>				
<p>Realize that this e-mail is the first form of communication regarding this non-compliance. Future communication will be more formal with extended involvement with Paradise Charitable Association's executive.</p>				
<p>Sincerely,</p>				
<p>Don Taylor Charity Co-ordinator</p>				

Compliance Communication: Letter



Dear

Re: Share Reduction

This letter is being forwarded to you due to non-compliance with the terms of your contract with our association. This includes responsibility in which charities:

1. Must provide at least two bona fide volunteers to each of your scheduled assignments.
2. Volunteers must adhere to market compliance in which they are active with a maximum of 3 charities.
3. Must attend and be on time for scheduled assignments.
4. Must be dressed appropriately.
5. Participating volunteers must be trained.
6. Must perform the required duties as outlined in the policies and standards.

Your charity failed to comply with the terms and conditions of your contract.

Specifically:

On DATE:

- One of your volunteers
 Both of your volunteers

- failed to attend
 arrived late for
 dressed inappropriately for
 was untrained
 is not recorded as a bona fide member with this charity

their scheduled assignment. As a result your distribution has been reduced by

- 1/2 share
 1 share

to reflect the fact that your group did not comply with the terms and conditions of your contract.

Please be advised that subsequent breaches of the contract will be reviewed on a case by case basis and may result in removal from the schedule.

Sincerely,

Pam Winik
Association President

cc Don Taylor, Charity Co-ordinator, Paradise Charitable Gaming Association
Tony Rosa, CEO CGEG

Web Page –Landing Page



The image shows a screenshot of a website landing page for the Paradise Charitable Gaming Association. The page has a dark red background with white text. In the top left corner, there is a logo for "paradise gaming centre" featuring a circular arrangement of small white dots. In the top right corner, the address "2340 Dougall Avenue Windsor, ON N8X 1T1" and phone number "519-977-6100" are listed. The main heading is "Paradise Charitable Gaming Association" in a large, elegant script font. Below this, the text "Charity Information Website" and "Welcome Members" is displayed in a smaller, white serif font. A central paragraph explains that the website is updated regularly to keep members informed about fundraising efforts. At the bottom, there is a link to "Adobe Reader" for downloading a free version, presented as a white button with dark text. On the left side of the page, there is a vertical navigation menu with several horizontal lines and two small white circles, with the word "ENTER" in a bold, italicized serif font positioned between the lines.



2340 Dougall Avenue
Windsor, ON
N8X 1T1
519-977-6100

Paradise Charitable Gaming Association

Charity Information Website

Welcome Members

This is your charities association information website.
This website will be updated on a regular basis so that you,
our members, will be kept current on issues affecting your fundraising efforts
through the operation of Charitable Gaming.

This site Contains many files in Adobe Format.
If you need an Adobe Reader click on the link below to
download a free version.

[Adobe Reader](#)

ENTER

Charity Night -Promotion

[Click here to go to Updates.](#)

Charity Night Wednesday, October 26th at 8pm

Join Us and **HAVE FUN !!!**

This is your opportunity to support E Bingo Sites,
While earning money for your Charity and a
chance at an extra assignment.

All Charity Members and Friends are Invited

For each charity member registered on site you will receive:

\$10.00/Person for your Charity!



Breakaway Gaming Centre
655 Crawford Ave, Windsor

Also, TWO
\$50.00
Gift Certificate
Draws !

Upcoming Charity Nights
Tuesday, November 22nd
Monday, December 19th

**Complimentary
Soft Drink or Coffee**



Charities in attendance must purchase a book individually.
As per Terms and Conditions, players cannot share a book.

Updates



Paradise Charitable Gaming Association

2340 Dougall Avenue
Windsor, ON
N8X 1T1
519-977-6100

Website Updates

[Bulletin Board](#)

[Charity Members](#)

[Permits / Applications / Reports](#)

[Charity Awareness](#)

[Charity Activities](#)

[Weekly Assignments](#)

**Best Practice -Avoiding
"No Shows"**

**Click on
the listed
Topic for
Immediate
Access.**

October 10th, 2011

What's New -October 10th
FYI October 10th to October 16th
Association -September Newsletter
December Calendar
December -Sorted By Charity
Training Schedule

October 3rd, 2011

What's New -October 3rd
FYI October 3rd to October 9th
Training Schedule
Big D Charities -Annual General Meeting

September 26th, 2011

What's New -September 26th
FYI September 26th to October 2nd
OCGA -October Newsletter
Training Schedule

**Click on
the listed
Topic for
Immediate
Access.**

[Return to Home Page](#)

[Suggestions?](#) [Comments?](#) [Send us an E-mail](#) dontayl@mnsi.net

Bulletin Board



Paradise Charitable Gaming Association

2340 Dougall Avenue
Windsor, ON
N8X 1T1
519-977-6100

Bulletin Board

[Bulletin Board](#)

[Charity Members](#)

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[Charity Activities](#)

[Weekly Assignments](#)

[Instructions for
Use of the Computer](#)



**Weekly
Announcements**

Dress Code

**BEST PRACTICE
Avoiding "No Shows"**



**August
Newsletter**

**September
Newsletter**

Future Training Dates

Calendars

October 2011
Sorted by Charity
[click here](#)

November 2011
Sorted by Charity
[click here](#)

December 2011
Sorted by Charity
[click here](#)

[Return to Updates Page](#)

[Return to Home Page](#)

[Suggestions?](#) [Comments?](#) [Send us an E-mail](#) dontayl@mnsi.net

What's News

What's New? October 10th, 2011

For Your Information:

[December Assignment Schedule](#)

will be posted on the web page this week.

[Big D –Annual General Meeting:](#)

AGM -Bingo Country Association of Windsor (former Big D Hall)

Wednesday, October 19

7:00 pm

Breakaway Gaming Centre, 339

Crawford Avenue – Lounge Room

Distribution of Funds

AFTs

When to be Expected:

The 20th of the month. Depended upon when deposited by the OLG. CAFT (automatic funds deposit requires 2 business days to complete)

AFT Summary:

Charities should expect these on the day that funds are distributed.
Filed with charities electronically.

Important Information on the AFT:

Green -determination as to share amount

Yellow -permit number

Orange –accounting of compliance fines

Blue –specific charity accounting and funds to be received

Red –procedures and roles and responsibilities to be reported upon

Purple –reporting on specific charity’s monthly activity

April 2010 AFT

Revenue deposited on:

Thursday, May 20, 2010

Summary of Revenue:

Total from OLG
minus Administration
Revenue to be Shared
of assignments
Share per assignment
Surplus

\$91,265.49
 \$7,200.00
 \$84,065.49
 239.5
 \$351.0041
 \$0.99

Adjustments:

Deductions in %
Deductions in \$
Total Deduction + to Pool
of charities sharing
Share per Charity
Surplus

0
 \$0.00
 \$0.00
 0
 \$0.00
 \$0.00

Charity

W860 WEC Equestrian Parents Club

Permit#

10 530811

Summary of Revenue Transferred:

of assignments
Share per assignment
Deduction Share
Total Amount Earned
minus Accounts Payable -OCGA Fees
Total AFT

4
 \$351.00
 \$0.00
 \$1,404.00
 \$0.00
 \$1,404.00

Transition Period: December, January, February, March, April, May

Compliance:	Dress Code Market Volunteerism -maximum of 3 charities Trained Volunteers 2 Members present Role performance Arrival time
Procedures:	Completing Daily Sign-in Log Reporting to Office prior to assignment Completing the Computer Log

Charity

W860 WEC Equestrian Parents Club

Month's Activity:

Date	Time	GIN#	Volunteers	Description of Compliance:
22nd	1:30	W860	M.Mccarthy/P. Ro L.Keenan/S.Reaume	Compliant
24th	9:30	W860	Mary,Pat, Libby, Dennis	Compliant
25th	7:30	W860	P. Rounding Mary Mc./D. Lang	Compliant
28th	1:30	W860	Libby Keenan Pat.R., Mary Mc.	Compliant

Charity Web Site

www.breakawaycharities.com



4120 Yonge Street
Suite 420
Toronto, Ontario
M2P 2B8
Tel. (416) 224-1772
Fax. (416) 224-7000

PERMIT APPLICATION FORM
Application to Municipality for permit to participate in
Ontario Lottery and Gaming Corporation ("OLG")
Bingo Games

AGCO ID #

Charitable Organization:		
Address:	Municipality:	Postal Code:
Bingo Centre Supported: Paradise Gaming Centre	Bingo Centre Address: 2340 Dougall Ave. Windsor, ON N8X 1T1	
Period: March 1, 2010	To: August 31, 2010	No. of Charity Assignments: 18

We, the undersigned, as principal officer(s) of the above charitable organization apply to the above "Municipality" for a permit to participate in bingo games conducted and managed by OLG at the above "Bingo Centre" for the above permit period:

1. The charitable or religious objects or purposes to which proceeds are to be devoted are described as:

(Circle One)

2. Is the Permit Applicant incorporated as a non-profit organization in the Province of Ontario? **YES** **NO**
3. Is the Permit Applicant registered with the Canada Revenue Agency as a charitable organization? **YES** **NO**
If YES, give Registration Number: _____
4. How long has the Organization been in existence in the Municipality? _____
5. How many members does the Organization have in the Municipality? _____
6. Is the charity a member of the OLG-recognized member Bingo Centre Charity Association? **YES** **NO**

Membership in a Bingo Centre Charity Association recognized by OLG is a condition of receiving and maintaining the Permit.

UPON SUBMISSION OF THIS FORM, YOU MUST APPEND, WHERE REQUIRED BY THE MUNICIPALITY, THE FOLLOWING DOCUMENTS OR INFORMATION WHERE ANY CHANGES HAVE BEEN MADE SINCE THE LAST SUBMISSION TO THE MUNICIPALITY:

- 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, confirmation that you meet the reporting requirements of the Charities Accounting Act
- the proposed use of proceeds, which must be consistent with your answer to question no.1 above

7. Designated Bona Fide Member or Signing Officer:
I, hereby certify that as the designated bona fide member or signing officer in charge of the organization's participation in OLG's bingo games, I will be responsible for such participation in accordance with the Permit Requirements under which this Permit is supplied. I further certify that I have read, and have in my possession, and agree to comply with, a statement of the Permit Requirements under which this Permit is supplied.

	First Designated Bona Fide Member: or Signing Officer :	Second Designated Bona Fide Member or Signing Officer (where required by municipality):
Signature(s):	_____	_____
Print Name in Full:	_____	_____
Telephone Number(s):	_____	_____
Date(s) of signing:	_____	_____

If you e-mail me your application, I will update and send it to you prior to every permitting month.

Association Newsletter:

1. Important communication tool
2. Comes out by the 10th of each month.
3. Posted on the Bulletin Board on web page



Paradise Charitable Gaming Association

September 2011 Newsletter
Volume 9, Issue 2

From The Office

Annual General Meeting of OCGA in Toronto was held on October 3 at 9:15am at the Quality Inn Suites, Carlingview Drive. The new EGaming sites were shared. The bulk of the openings are in and around the Toronto area. The original 4 sites will get new upgrades (much like we have in Windsor) as the first line of business.

New products, coming down the pike, were shared –some really awesome games.

Future obligations will be introduced when we receive the updated Policy Manual from OCGA. Charities will be required to assist in promotions and other initiatives of the Association. It is part of our philosophy that we, as individual charities, give back to the organization to ensure we are in full view of the public and active in promoting what we represent. The Policy Manual will also review how we operate and conduct business with the intent of streamlining our compliance and reporting procedures.

TWO MEMBERS IN ATTENDANCE FOR EACH ASSIGNMENT

“No Shows” – June (4 no-shows); July (6 no-shows); August – (8 no-shows)- 4 were not covered; 2 had total coverage; 2 had partial coverage; September –(4 no-shows) -2 were not covered; 1 had total coverage; 1 had partial coverage.

Best Practice Strategies to Reduce “No Shows”:

is now posted on the web page in the Bulletin Board section. Please review. Some useful strategies have been suggested.

Many thanks to those contributing charities.

Having 2 members Present will be the thrust in October, November and December.

Please forward to D. Taylor strategies that your club employs to minimize “1 member in attendance”.



P. Winik -President
D. Taylor –Charity Co-ordinator
dontayl@mnsi.net
519-980-0228 cell



Charity CD

Contents:

1. All procedures
2. Presentations
3. Specific Charity Information

