



# How to become a Bingo beneficiary....

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## Bingo Basics:

Sisters Bingo is presented and managed by the Eureka Sisters of Perpetual Indulgence 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. Groups chosen (including faith based organizations) should be open and affirming to the LGBTI communities and promote an environment of tolerance among their staff.

Being a Bingo beneficiary is different from being a Grant recipient, as the Eureka 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 10 volunteers to perform the following duties and skill sets listed below.
  - b. All beneficiary organization volunteers will check in with the Eureka Sisters Volunteer Coordinator upon arrival. He/She will assign tasks to the volunteers. If any questions arise, they are the one to see, NOT a Sister.
2. Setup:
  - a. Setup time will be determined ahead of time for the event. Volunteer will be given arrival times prior to the event – 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. Eureka Sisters are 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 depending on the location.
  - e. Certain Bingos have themes and may require the setup of decorations.
  - f. After Setup, volunteers are then required to divide up and hand out raffle tickets at the door and assist with other areas as needed.
3. Seating:
  - a. Volunteers will assist in the seating of players.

4. Prizes:
  - a. Organizations should provide at least 10 – 20 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 if they are not assigned duties.
  - b. Volunteers must pay to play Bingo.**
  - c. 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.
  - b. All daubers are to be placed in storage boxes.
  - c. All tables are to be wiped clean of dauber marks and put away on storage trolley (depending on location of event).
  - d. All chairs collected and stacked neatly on storage trolley and other areas (depending on location of event).
  - e. Floor is to be swept (depending on location of event) after all other tasks have been completed.
  - f. Bingo Supplies in boxes are carried to cars (including leftover food and beverages).
  - g. Moved furniture is to be replaced to original positions.
  - h. Decorations have to be removed, if any.

\* All set-up and clean-up details depend on location of event.

## 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. Eureka Sisters 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, Eureka Sisters 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 mail or email to:

**Eureka Sisters**

**P.O. Box 5625**

**Eureka, CA 95502-5625**

**[info@eurekasisters.org](mailto:info@eurekasisters.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