

	Friendship Quilters Of Linthicum Guild	Standard Operating Procedure		Effective Date	Page
		QUILT BINGO	FQG- 17	10/01/2023	1 of 2

Supersedes	1/7/16 – Standard Operating Procedure for Quilt Bingo of Guild
Current and Previous Chairpersons	See Website
Job Description	The Bingo Committee Chair is Responsible for maintaining any assigned budget targets. It is a volunteer position.
Procedure	Will attend Board Committee Chair meetings when relevant. The following table identifies the actions to be performed and the individual or function responsible.

Item		Action
BINGO CHAIRPERSON	1.	<ul style="list-style-type: none"> a. Schedule date of Bingo with venue and sign contract b. Arrange for Bingo Caller c. Choose deadline for quilt submissions to be judged d. Design floor plan. (Those sitting behind work tables excluded) e. Open the event and make announcements throughout. f. Arrange for program to be written and printed. g. Designate the following Sub-Committee Chairs
QUILT MOM	2.	<ul style="list-style-type: none"> a. Collect a minimum of 35-40 quilts, all sizes may be accepted, all new, never used. b. Request quilts at meetings/newsletters. Collect quilts as they are brought in and store them in a safe place. c. Make sure a form with name of quilt, name of piecer and name of quilter is attached to the back of quilt until used. d. Judges will choose one Raffle Quilt and four Specials from all the quilts donated by the judging deadline. e. Recruit volunteers to assist as needed. At least two will be needed on game day to hang and remove/fold/bag quilts for each game. f. Purchase large gift bags for quilts and provide receipt for expenditures to Chari no later than the day of the event. g. Label each bag for each quilt: Raffle, 4 Specials, 20 Regular Bingos, Winners' Circle. h. Ask members to donate the use of their stands to be at the venue by 10 am on the day of the event. i. Gather pants hangers with swivel hooks to quickly hang and remove quilts. j. Ensure that under-quilt floor is clean. <p>Winners' Circle</p> <ul style="list-style-type: none"> a. When there is more than one winning "Bingo" for a game there will be a play-off as determined by the Caller.

		<ul style="list-style-type: none"> b. The winner of the play-off wins the quilt. c. The individuals who do not win the play-off will receive a quilt from the winners' circle. The quilts, labeled A-Z will be given in order as additional winners are determined. d. Nice door prizes will be held back until the end of the event in case of winners' circle shortage.
JUDGING	3.	<ul style="list-style-type: none"> a. Quilt Mom, Observer(s), and designated Judges will be present. b. Bingo Chair will set up a judging time and location. c. On the submission form indicate that all quilts will be judged (*if submitted by judging deadline) and assigned to a game: *Raffle Quilt (1), *Specials (4), Quilts for games (20), and quilts for Winners' Circle (remaining).
CARDS AND DAUBERS	4.	<p>Designee will check to see what remains from last Bingo, order more as needed, and provide a receipt for expenditures to Chair no later than the day of the event.</p>
SIGNS	5.	<ul style="list-style-type: none"> a. Designee will change price of daubers as needed. b. Distribute signs on the day of the event beginning at 9:30 am. c. Create exterior signage for outside doors and street signs where permissible. d. Provide receipts for expenditures to Chair no later than the day of the event.
RAFFLE QUILT	6.	<ul style="list-style-type: none"> a. Will judge quilt selections. b. Acquire Friendship Banner, rack, and table cloth. c. Set up table with sign from sign person. d. Sell Raffle tickets during the event e. Provide your own money box and ticket jar. f. Recruit volunteers to staff table. g. Conduct drawing at appropriate time at the end of event.
TICKETS	7.	<ul style="list-style-type: none"> a. Designee will provide numbered tickets for admittance. b. Number is limited by capacity of venue. (S.P. Elks is 350) c. Tickets will have tear off section for door prize. d. Price will be \$25 in advance and \$27 at the door. e. Maintain a list of ticket numbers, persons purchasing the tickets, and date they were paid for. Tickets must be paid for when picked-up. f. Coordinate with online sales to avoid over-selling. g. Sell tickets at guild meetings. Unsold tickets will be advertised to the public after the January meeting for March Bingo. h. Tickets purchased online or with the Square will incur the additional fee.
MONEY-TREASURER	8.	<ul style="list-style-type: none"> a. Responsible for depositing the funds in the bank and recording the income received into the database. b. Provides cash for each table in pre-labeled envelopes, each containing \$100 in \$1, \$5, and a few \$10 bills. c. As money is returned to the Treasurer in envelopes she has provided, two people will count what is put into the envelope and both will sign across the seal. d. Any item purchased at the event with the Square (minimum \$20) will not incur a fee. e. In addition to starter envelopes the Treasurer should have \$1000 in cash available to make change. f. The Treasurer and one other will count all the monies at the

MONEY-TREASURER CONT.		<p>end of the event.</p> <p>g. The Treasurer will write appropriate checks and finalize the Bingo within 30 days of the event, to include monetary prizes, Atlantic Bingo Supply, AACo. License, Venue Rental, reimbursement to committee chairs for their receipts.</p>
BAKE SALE	9.	<p>a. Designees will encourage participation at meetings, on members-only social media, and in newsletters.</p> <p>b. Remind everyone that their donations should be homemade, packaged in sandwich baggies for \$1 per baggie, and labeled so that purchasers know what's inside.</p> <p>c. Set up Bake Sale Table. Acquire signs from sign person. (Bring tape or other means of displaying signs on wall and table.)</p> <p>d. Provide your own money box and bags for large purchases.</p> <p>e. Bake Sale items are "Two for \$1" after game #17. Ask Caller to make the announcement.</p>
ADMISSIONS	10.	<p>a. Set up table. Acquire signs from sign person.</p> <p>b. Must be ready to collect tickets from all workers when they arrive at 9:30 am.</p> <p>c. Recruit volunteers to collect tickets, pass out programs, and collect door prize stubs.</p> <p>d. Recruit volunteers to sell additional bingo cards daubers and Specials cards.</p> <p>e. Cards CANNOT be rearranged from the order they are given to us as that can create more winners.</p> <p>f. Game card packets are \$5.</p> <p>g. Special games are \$1 each.</p> <p>h. Daubers are \$2.</p> <p>i. If any game cards remain at intermission ask the Caller to announce that they are now half price.</p>
RUNNERS	11.	<p>a. Recruit volunteers to be runners during bingo play.</p> <p>b. A minimum of 4 runners is needed per shift.</p> <p>c. Runners will go to the individuals who call out Bingo and verify the card is a winner by reading the card number to the Caller.</p> <p>d. Runners will sell Specials Cards starting two games prior to the Special game.</p> <p>e. Runners may NOT play bingo while acting as a runner.</p> <p>f. Qualifications are: loud voice, able to move quickly between chairs and tables. Must be 18 but does not have to be a member.</p> <p>g. Aprons are provided for tickets and money.</p>
DOOR PRIZES	12.	<p>a. Request items at meetings and in newsletters. All items must be new and never used.</p> <p>b. Collect and sort items.</p> <p>c. Set up table to lay door prizes on.</p> <p>d. Select at least 5-10 nice items to be used in case of Winners' Circle shortage. (They will be drawn as final door prizes at the end of the event if not needed for Winners' Circle.)</p> <p>e. Door prizes will be drawn prior to start, during each special, and at the end of Bingo.</p>
RAFFLE BASKETS	13.	<p>a. Promote donations at meetings and via newsletters.</p> <p>b. Suggest themes such as Quilt Related, Pets, Kids, MD and Crabs, Sports, Patriotic, Wine and Chocolate.</p> <p>c. Collect and create the baskets recruiting help as needed.</p>

RAFFLE BASKETS CONT.		<ul style="list-style-type: none"> d. Set up the tables. Acquired signs from sign person. e. Recruit volunteers to sell tickets. f. Provide your own money box and ticket jar(s). g. Draw winners after Bingo ends.
GRAB BAGS	14.	<ul style="list-style-type: none"> a. Promote donations at meetings and via newsletters starting in September/October and again in January. b. Collect and store items. c. Ask for donations of lunch sized bags. d. Schedule date to sort items and stuff bags. e. Have 500 available if possible. f. Price is \$1 each. g. Encourage donations of Non-Quilter items. h. If there is an expiration date be sure it is long past the Bingo.
GAMBLING LICENSE	15.	<ul style="list-style-type: none"> a. Designee should fill out the gambling license request from the venue or online. b. Pick up the license or have it sent up to 90 days before the event. c. Make two copies of the license. One will be displayed on the door and one will be filed by the secretary. d. Once Treasurer has closed out the event, return the required form/letter to the County office.
ADVERTISING	16.	Advertising committee should go to work if we do not see out to advertise on social media, other guilds, the venue's site, etc.
SET UP/CLEAN UP	17.	<ul style="list-style-type: none"> a. Set up is at 9:30 am. All workers must be on the master list to enter prior to opening at 11:30. Do NOT come before 9:30 am as stipulated in the contract. b. All sub-committees are required to decorate their own tables including table covering and wrap-around or skirt. Bring your own adhesive tape and scissors to secure fabric to tables. c. All sub-committees are required to clean up their tables and anything we brought. d. Paper lunch bags will be placed on tables for used game cards. e. Venue will open kitchen at 11 am for workers to get lunch prior to admittance of the public. Admissions eat first so they are prepared to take tickets. f. DOORS OPEN AT 11:30. PLAY BEGINS AT 1 PM.
SUPPLIES NEEDED ON DAY OF BINGO	18.	<ul style="list-style-type: none"> a. Duct tape b. Drapes for tables c. Paper bags for game card disposal d. Aprons for Runners e. Pens f. Tickets for raffles: 4 Rolls, 2 different colors g. Large clear containers for raffle/door prize drawings.