

NORTH HAVEN SCHOOL CASINO VOLUNTEER OPPORTUNITY

Dates : Tuesday, April 11 and Wednesday April 12, 2017

Location : Cowboys Casino 421-12 Avenue SE Calgary, Alberta

We need approximately 40 volunteers to fill all the positions for the upcoming two-day casino. There are a number of positions available which will be filled on a first-come, first-serve basis. Please ensure you are able to fulfill your volunteer commitment! A confirmation email will be sent out closer to the dates noted above.

See position descriptions and shift times required for each job/shift on page 2 of this notice. Please note, no experience is necessary and everyone will receive “on the job” training when they arrive for their shift.

All money received by North Haven Parent Association from the casino event goes directly towards valuable programming provided to the students of North Haven School, as well as, necessary maintenance and upgrades to equipment around the school. Over the past few years, casino funds have been used for the following:

- Purchasing new library books each year
- Classroom supplies including Math Manipulatives
- Kananaskis in the Classroom and a Naturalist
- Sound Kreations, Gymnastics, Soccer, Yoga, and Mad Scientist Residencies
- Guided reading books for all classrooms
- Bussing for field trips

Please note that without these funds, the North Haven Parent Association would not be able to provide these quality programs and support that your child’s classroom and your children deserve.

**Casino fundraiser events have the potential to raise over
\$72,000 in just two days!!!**

Volunteer Job Descriptions

General Manager (Cash Cage)

Shifts : 11:00 AM to 7:15 PM and 7:00 PM to 3:30 AM
Opening and closing of the casino
Supervises cash cage
Witnesses the "Cash Outs" from players through Cashier
Fills in for Banker when they are on a break

Banker

Shifts : 11:00 AM to 7:15 PM and 7:00 PM to 3:30 AM
Fills chip orders as required from the Gaming Floor
Assists General Manager supervising the cash cage
Witnesses the "Cash Outs" from players through Cashier
Mostly data entry so volunteer should have computer experience

Cashier

Shifts : 11:15 AM to 7:30 PM and 7:15 PM to 3:15 AM
Redeems players chips for cash
Minimal amount of computer input required

Chip Runner

Shifts : 11:15 AM to 7:30 PM and 7:15 PM to 3:15 AM
Delivers chips from the Banker to the game tables as required
Participates in opening and closing of games
Some data entry required for this position

Count Room Supervisor

Shifts : 11:30 PM to 3:30 AM
Inputs the count from each drop box

Count Room Staff

Shifts : 11:30 PM to 3:30 AM
Open and sort cash from drop boxes
One person is required to input count from each drop box in computer
Runs cash through money machines, amalgamates each drop box
Some data entry required

CASINO POSITION/SHIFT PREFERENCE FORM

Please return this form to assist us in placing you on the volunteer schedule

Please choose a date and a shift below and we will place you in a position accordingly!
Each volunteer is welcome to volunteer on both days, but only for one position.

Please circle which day(s) you are able to volunteer. If you circle both days we will schedule you for both days, based on the shift chosen below:

Dates available: April 11 April 12

Please circle preferred shift time(s) corresponding to the position you would like:

Positon	AM Shift	PM Shift
General Manager*/Banker*	11:00AM – 7:15PM	7:00PM – 3:30AM
Cashier*/Chip Runner	11:15AM – 7:30PM	7:15PM – 3:15AM
Count Room Supervisor/Staff		11:30PM – 3:30AM

Volunteer Contact Information

Full Name (first, middle, last) : _____
Daytime Phone : _____ Evening Phone: _____
Email Address : _____
Child(ren)'s Name (s) : _____
Grade : _____

For the positions above noted ‘*’, the ‘Casino Volunteer Worker Application’ form needs to be filled out as it is required by Alberta Gaming and Liquor Commission (AGLC). This will be supplied to you at a later date, if required.

Once this form has been completed, please email it to the Casino Coordinator,
Michelle Leavitt at michbkkp@telus.net

Thank you for supporting North Haven School!!