

Council Event Description

Event Title: Charity Poker fund raiser

Event Objective: Raise money for council to donate to approved charities.

Event Budget: License fees (\$200) per event

Manpower requirements: four days at 3x6hrs per = 72 plus coordinator hours

Sign up genius format: See attached. Must be out 4 weeks prior to event.

Schedule: Usually Thurs. through Sat. afternoons till 6pm or 6pm till 2:30 am. 3-4 hr shifts

Facility requirements: None. Facilities are provided by local casino establishment.

Equipment requirements: None

Dress requirements: K of C shirts, and hats. Nametags provided. First Name only.

Duties: Coordinators request event dates, applies for and receives state licenses, coordinates staffing, picks up starting cash(\$400) from treasurer, picks up and deposits receipts at credit union in poker account, signs necessary paperwork, final report, and handles no shows. Coordinator ensures event complies with state regulations. Workers sell chips, picks up rake, sell pokers seats, enters sales, and cash out into laptop, signs in. One worker will be designated as leader. Three workers per shift required. One worker will be designated to make entries into laptop while the other two handle the cash and run chips to/from tables. See worker detail duties below.

Coordinate with: casino managers and state regulators as required. Workers follow instructions of pit boss.

Promotion: None

Other information: A poker date needs to be secured by River Poker Supply one year in advance of the desired date. Contact information Lisa Baratta at baratta5@comcast.net phone : 313-610-6979 . She begins taking sign ups in the month of July. License requests must be sent in 3 months before the secured date to the Michigan Gaming Control Board with registration fee check.

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Job Descriptions for Charity Casino Volunteers

Note: All volunteers are asked to wear council shirts, if they have them.

Member wives may serve in the positions of Worker, Cashier, and Computer operator

There are four designations for the Charity Poker Volunteers:

The Chairman

1. Wears a nametag saying "Chairman"
2. Assigns jobs to other workers
3. Observes the activities such as counting and dispensing of chips and money
4. The Chairman must be a member of the council.

Worker

1. Wears nametag with first name only.
2. Counts out chips being purchased using trays. Each tray contains five rows of 20 chips. Each chip is worth \$1 or \$5 dollars. A \$1 row contains \$20 and \$5 row contain \$100 worth of chips. Single transaction chip sales are limited to \$200 per player. Receives cash from buyer, counts it, and delivers cash to cashier. Routinely checks that there are 20 chips in a row as some trays will allow 21 chips to be forced in.
3. Responds to calls from the tables for more chips. Puts the desired chips into a tray and delivers it to the player. Receives and verifies the cash received from the player. Returns cash to the cashier.
4. Responds to calls from the tables for cash, typically \$5 in ones or \$5 dollar bills. The dealer receives cash tips from the player and will often require additional cash. The players pay for the cash with chips. The chips are returned to the counter and put into a cup.
5. Once per hour, the worker collects the "rake" from each cash poker table. The dealers collect are number of chip from each pot and which is put into the rake. The rake for each table is collected, counted, and reported separately.
6. At the end of the last shifts, assist the cashier in counting the cash drawer.

Cashier

1. Wears a Nametag with first name only
2. Manages and organizes the cash drawer by denomination.
3. Counts each cash in and cash out transaction.
4. Maintains bundles of 5 one dollar bills to expedite requests for cash.
5. Verbally informs the computer operator of each transaction in or out.
6. Counts and reports the rake for each table to the casino supervisor for verification. Upon verification, reports the rake to the computer operator.

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7. When the tip cup is periodically counted and entered as cash out.
8. Counts the cash drawer at the end of the day.

Computer operator

1. The casino uses a state provided excel spreadsheet to track and record all activity at the event. Most entries are time-stamped.
2. Enter each cash in sale into the designated casino spread sheet
3. Enters each cash out sale into the designated casino spread sheet.
4. Enters the amount of each rake into designated casino spreadsheet.
5. Enters the list of volunteers into the computer sheet
6. Enters the lists of poker tournament players into the computer spreadsheet

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Final Report Format

Event Final Report: Charity Poker

Date:

Number Served: n/a

Total Cost:

Cost per Serving: n/a

Total man-hours expended:

Total money raised by day:

Dollars raised per man-hour by day:

Summary report:

What went right:

What can be improved on:

Special recognitions: