

ZINGO CHAIRPERSON

The Zingo Chairperson shall be responsible for the following:

1. A check for \$400 is obtained at the beginning of the season to purchase gifts.
2. Purchase as many prizes at approximately \$1 each. (There should be some left over from prior year.) Also purchase 12 mystery prizes worth about \$3-\$5 (try to obtain these on sale for less).
3. Remind volunteers when they will be working- give a set of directions to them
4. Arrange for 2 teens to set up chairs and tables as well as take down and sweep. Remain until they are through. They will be paid \$10.00 (which is taken from the profits that evening) or receive points. Points are encouraged so Teens can go on Seaside Trip.
5. Make up mystery cards (mystery numbers are written on the backs of cards)- There are about 8 mystery gifts given out over the season; 1 prize for each zingo (there may be more than one winner – have enough in case of ties).
6. Advertise zingo with signs at well, office, clubhouse, mailboxes and Spring Lane.
7. All money collected (each child pays **25¢/card and 25¢ per mystery card – only one mystery card allowed per child**) is to be counted and recorded.
8. Pick up key and drop off to president.
9. Clubhouse closet contains: zingo cards, zingo set (check to see that all balls are present; at the beginning of each season, count number of zingo balls and be sure the entire set is there)
10. Volunteers should have 2-3 magic markers and \$5.00 in change. Approximately 50-75 prizes are given out each night along with 1-2 mystery prizes. It is advisable to bring several mystery prizes along in case of ties, etc.
11. Clubhouse must be locked and bathroom lights out as well as all other lights.
12. There is no intermission. Children may go for snacks at any time.