



## **Step by Step: From Training to Shares**

*rev. 2021 March*

### **Does PCGA keep a dated list of volunteers who complete the training program, and the charity from which they come?**

When someone completes the training program, they are added to PCGA's "trained list" database. They aren't "connected" to a specific charity until the charity submits an updated bonafide form which includes the newly trained volunteer's name and date of training.

Trained volunteers can be added to your bonafide form at any time as long as there is room (up to 20), however no names can be removed except twice per year (typically April and October).

When a name is removed from the charity's bonafide form, that person's record of training is still kept in the PCGA "trained list" database, but they are not "connected" to any one charity. If/when they volunteer for another charity, they are then "connected" to that charity, and do not have to be retrained.

Volunteers who have been trained at another gaming centre, still need to receive PCGA training due to differences in policies and duties.

All information is saved in an Access database.

### **What happens to the volunteer sign-in sheets at the Gaming Centre?**

The sign-in sheets are removed from the Gaming Centre binder by the end of the month. The volunteer names in the binder are compared with the names on the bonafide form for each charity. If someone has volunteered who isn't on that charity's bonafide form, an e-mail is sent to the bingo coordinator of that charity asking them to update their list. If the corrected form is received by the PCGA Activity Coordinator, the charity will receive their share, although, depending on timing, it may be deferred until the following month. If the information requested is not received by the following month, the share will be lost permanently.