

Ragan Report



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1783 Moore Rd (Box 224) Avon, OH 44011-0224 (440) 934-4253 Vol. 59, No 11
OFFICIAL PUBLICATION OF FATHER RAGAN COUNCIL NO. 3269 NOVEMBER 2009

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Grand Knights Corner....

Have you ever taken a minute to think about how important it is to have our own Council Hall?

Fr. Ragan Council always knows where we will meet. We know where the Clambake will be. The Children's Christmas Party. The Easter Egg Hunt. The Turkey Raffle.

Our Fr. Ragan awards night is an annual event held in our hall.

The Isabella Guild knows that they are always welcome, not only for their meetings but also their Tea Party, Christmas Party, and any other event that they want to sponsor.

Local church & school groups utilize our hall for various banquets, rummage sales, and other events.

We have held highly successful fundraisers over the past few years that benefitted needy individuals. Each of these was held at Fr Ragan Hall.

Many members have used the hall for family reunions, showers, weddings, funeral brunches and any number of other activities.

Our hall is the reason we can hold these events. What keeps the hall open? What pays the bills? What fixes the stuff that needs repair?

In one word BINGO!!!

We currently have about 32 folks who regularly contribute their time to keep our bingo running and thus keep our hall open. Their dedication and efforts continue the tradition of members and friends of years gone by that provided the funds necessary to maintain our facility. Some of our key workers have passed away or moved from the area leaving the remaining workers to carry on short handed.

We need help in several areas. Some require a little time and effort while others require a stronger commitment. None of the tasks require advanced degrees in accounting or mathematics or sales but only a willingness to spend a couple of hours once or twice a month to continue the tradition of Fr Ragan Council.

Would you like to walk around and get some exercise? We have a job for you. Want to sit while you help? We have a job for you. Want to work the crowd? You can do that. Want to work away from the crowd? You can do that. It takes no time at all to learn the basic chores and those members and friends that are currently working bingo tell me that they enjoy every minute of it.

Elsewhere in this publication are some of the jobs and what they entail. Please look them over and consider helping. If you have any questions, are not sure what is expected, or want to give it a try before committing, call PGK Bob Schneider at 440-933-2469. Bob can answer your questions, explain what we do and assist you in finding a spot. A commitment of one Friday a month would help. A commitment of one hour every Friday would help.

The future if Fr. Ragan Hall depends on the dedicated workers of Friday Night Bingo.

(Continued on Reverse Side)

Grand Knights Corner.... Continued

In other news I am happy to report that the Council has completely paid back the money owed to the Charitable Foundation and is now debt free. The hard work of our Clambake co-chairs Rob Garrett and John Hricovec, the many members and families that worked the event, and the members, families and friends that attended the event produced a profit of \$2028.00 and was a major part of this payment. Money donated by the Wednesday Morning Breakfast Group in the amount of \$800.00 also helped, as did the additional State Raffle Ticket rebate (\$615.50) we got for selling tickets last spring. In other words, every member contributed to our success. THANK YOU ALL!

We are still **not** rolling in dough, however, we are paying as we go which is great.

MEETING DATE CHANGE-Due to the Memorial Mass scheduled for the first Thursday of November, the Regular Business Meeting has been rescheduled to the second Thursday **November 12th** at 8:00 PM Make a note of it.

- **October 31st**—Our picnic and family train rides at Lester Train Park is scheduled for Noon Saturday October 31st. See the flyer elsewhere in this newsletter for details
- **November 5th** - The annual Fr Ragan Memorial Mass, celebrated by Chaplain Fr Girard Gonda, for all the deceased members of our Council will be held on Thursday November 5th at 7:00 PM in the chapel at Holy Spirit Parish in Avon Lake. Snacks and refreshments will be served following Mass
- **November 7th**—Our Council Retreat, open to all Men (Friends, neighbors, etc.), will be held at the Benedictine Abbey 10510 Buckeye Road Cleveland OH, on Saturday November 7th. We will meet at Fr Ragan Hall at 11:45 AM and carpool to the Abbey. Lunch will begin at 12:30 PM with the Day of Recollection to follow, concluding with Vespers. We expect to be done by 5:45 PM, just in time to drive back to Avon to pick up the ladies and go to dinner. If you plan to attend and have not already done so, call me at 933-9957 or zap me an e-mail bald.mike@oh.rr.com so Fr Girard can set up properly.
- **November 19th**—Our next big fundraiser, big time party, and chance for a turkey dinner happens on Thursday November 19th when we host our annual Turkey Raffle. It costs \$3.00 to get in and 50¢ gets you a chance on a turkey and 10lbs of potatoes. What could be better than that. Beer & popcorn will be available for purchase, pop is included. Doors open at 6:00 PM with the Big Wheel starting to spin at 7:00 PM. Bring your friends and neighbors.
- **November 22nd**—Our next Family Quarterly Communion is set for 9:00 AM Mass at Holy Spirit Church on November 22nd. Coffee & Doughnuts will follow. Join your Brother Knights and their families as well as the Sir Knights of Lt McManus Assembly by attending Mass together.
- **November 29th**—Light up for Christ. We are using a new day and a new time to allow more families and youngsters to join us in lighting the Christmas Lights and remembering that Christ is the Reason for the Season. We will begin at 4:30 PM on Sunday November 29th at Fr Ragan Hall. Plan on joining us as Deacon Bob Walling presides at this event.
- **For a great story about an outstanding young man go to**

http://www.wkyc.com/life/people/romonaskids/romonaskids_article.aspx?storyid=123421&catid=80

This is a news story that appeared on WKYC-TV featuring Dan Darkow the grandson of Brother Knight Don Darkow. I guarantee it is worthwhile reading. If your browser supports it, there is a video clip of the actual broadcast story.



FATHER RAGAN COUNCIL
KNIGHTS OF COLUMBUS

Annual Turkey Raffle 2009

ADMISSION \$3.00



Tickets 50¢
Each Winner
Gets a Turkey
and 10 lbs of
Potatoes

THURSDAY NOVEMBER 19, 2009

DOORS OPEN 6:00 PM

DRAWINGS BEGIN 7:00 PM

**Next to B.J.'s 1783 Moore Rd
Avon, OH 44011**

Refreshments – Door Prizes

Father Ragan Charitable Bingo Job Descriptions

There are many facets to running a successful bingo. Some positions may overlap, such as instant sellers may perform clean up. The great thing is that we have weekly workers, callers, and some captains established. We need 2-4 more people to complete the bingo workers list. Many people have volunteered and have an established once a month schedule. Most have worked bingo, but prior knowledge is not necessary.

The job duties and descriptions are as follows:

Bingo Weekly Chairman

This person is responsible to organize and make sure the game runs smoothly. We have established procedures, assigned weeks, and forms to assist this person. The following are their duties:

- Call the weekly workers to confirm their attendance
- Arrive at bingo by 5:30
- Verify all early workers have their required money, instants, etc.
- Establish the instant games that might be sold during the night from the inventory
- Assist the instant bingo payoff in the computer entries
- This person may be the instant pay off person
- Assist in the counting of the money
- Verify the bank deposit slip. This now includes the back of the deposit slip; the number of the bills
- Verify the instant games played are entered in the instant computer
- Keep the winning instant game cards in a bag.
- Print out the instant game sheet
- Work with the Banker to complete the nightly regular bingo form
- Put all paper work in weekly file folder in cabinet for accountant.
- Take the nightly deposit to the bank

Time to perform Phone calls during the week - 0.5 hours
Friday night - 5:30 – 10:45

Accountant

This person is responsible for the accounting of the bingo sessions. They are to verify bank deposits, pay bills, reconcile monthly, keep track of the weekly session income, perform tracking reports.

This person must be able to work QuickBooks and have knowledge of banking procedures.

- Nightly deposits
- Weekly checks including start up, computer, security
- Weekly instant inventory entry in computer
- Entering all bills
- Monthly vendor bills
- Monthly bank reconciling with bank statements
- Monthly reconciliation with Moneris credit card and check deposits and costs
- Annual bingo license application
- Annual Lottery audit

Time to perform – 3+ hours per week

Opening the Hall

This person needs to be at the hall before 5 PM on a Friday to unlock the doors, turn on the lights, make sure the hall is set up. Bingo players are arriving by 5 and sometimes earlier. The hall set up is usually performed by others, but make sure the following are performed.

- Lights in small and large hall turned on, including side lights. Chandlers not on at this time. Bar lights on
- Tables and chairs set
- Bingo machine on platform
- TV's set in main hall
- Bathroom lights on
- Heat / AC functioning. They are on a programmable thermostat and should be already set.
- Register set up.
- Card table set up on platform and near main entrance of hall
- Bingo banker computer set up in bar
- Credit card and check verification machines set up in bar.

Time to perform - 4:45 to 5:30

Bank Start up Money

This person will need to go to the 5th 3rd Bank on Detroit in Avon sometime before bingo. We have established \$2750.00 is our start up money. The bank will have it counted prior \$1000 in 20's, \$1000 in 10's, \$550 in 5's and \$200 in 1's. We write a check for this amount prior to Friday to cash it in at the bank.

Time to perform - 0.5 hours

Banker

This person needs to have some computer knowledge and be able to count money! Prior to starting any other function, they need to count the start up money to confirm \$2750 was delivered.

- The give to the register person \$300. \$100 in 1's, 5's and 10's.
- The banker will enter in the computer records all of the regular bingo results including the number of winners per game, package sales, bonus bingo game incomes, etc. It's all set up on a form – just fill in the numbers.
- Work with the register person to confirm the package sales.
- This person will also work with the bingo payoff person and provide them with money to payoff the bingo winners during the night.
- Run the checks and credit cards which are normally done BEFORE bingo even starts.
- Count the money collected from bingo only.
- Assist in the bank deposit slip
- Batch complete the checks and credit cards
- Complete the nightly bingo form and print

Time to perform – 5:30 – 10:45

Package Seller

This person collects the money from the bingo players when they buy their bingo packages.

They receive start up money of \$300 in 1's, 5's, and 10's.

They hand out the papers.

They need to know how to make change.

They are selling the cookie jar, early birds, regular bingo and computers

A register slip is given to each paying player.

They count the register money and print out a final tally slip for the BANKER

Time to perform – 5:30 – 7:15

Early Instant Sellers

Two people are needed to sit at the card tables and sell instant games for \$1 each. They need to make change, collect all winning tickets, pay-out the winning tickets.

These people will also announce the winners of their games, and pay off the winners if their games are completely sold prior to 7PM

Time to perform – 5:30 – 7:00

Kitchen

Normally two people are in the kitchen cooking and serving and selling food, pop, water, daubers and popcorn. The kitchen is opened at 5:30 and closed after the main intermission. The type of food being served is at their discretion. It varies from hot dogs to cabbage and noodles to fries. Desserts are also served. We do have several Isabella's that bake cakes and pies for the kitchen.

We have established pricing for pop, candy, and pop corn at \$.75, daubers at \$1. The food pricing is normally on the cheaper side, but should cover the costs and make a profit.

Clean up after kitchen closes

Keep coffee pot full in bingo room

Make pop corn

Condiments and napkins in bingo room

Count money and make change during the sale of food.

Time to perform - 5:30 – 8:45 plus cooking time before bingo

Instant Sellers

Normally 4 people would be ideal per week to sell instants on the floor. These people will walk the floor with \$1 instant tickets selling them in the back and main rooms. They are required to collect money, make change, pay out winners and talk to the people. We also sell instants at the front table during the three intermissions. The bingo players will come up to the table to buy. Also we sell 1-2 games at the end of the night as people are leaving.

Time to perform- 7:00 – 9:45

Instant Pay out

One person is to pay off the big winners of the instant games during the regular bingo session.

They will also enter the games that are played on the instant bingo laptop computer. All of the inventory games have been entered in the computer. As the games are played, they copy and paste the game onto the nightly spread sheet. All forms are set up.

The bingo caller will announce what games are being sold and will call out the winning ticket serial number and winning number. The instant pay off person will have counted out the proper amount and pay the winner.

Time to perform - 7:00 – 9:45

Bingo Payoff

This person will only payoff the regular bingo winners. They collect the payoff money from the banker.

They assist in verifying the serial number on the winning bingo paper or computer

Once the number of bingo winners is established by the caller, the bingo payoff person pays the bingo players. We have printed forms to assist in keeping track of the money paid.

Report to the Banker the number of winners, money left, and collect additional funds.

Sometimes there are many winners per game, so counting money is important.

Time to perform - 7:00 – 9:45

Bingo Caller

This person has to know how to work the bingo machine, understand bingo, have a good calling voice and a sense of humor. They will call the bingo games, verify the winning serial numbers, and announce the instant games and winners. They sit at the bingo machine during the game. Turn on chandlers at 6:55.

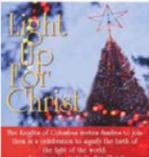
Time to perform - 6:45 – 9:45

Clean up

Once bingo is over, the paper bags, pop cans are collected. If other weekend events are planned, the bingo machine, bingo chair, microphones and TV's are returned to the bingo room, lights turned off and doors locked.

Time to perform 9:45 – 10:30

November 2009

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|--|---|--|---|---|--|
| 1 | 2 | 3 | 4 Pet Placement Bingo  | 5 7:00 PM Memorial Mass Holy Spirit Chapel  | 6 Fr Ragan Bingo  | 7 Men's Retreat 12:30 PM-5:45 PM Benedictine High School with Fr Gonda Guests Welcome |
| 8 | 9 | 10  Isabella Guild <small>of Father Ragan Council No. 1200 Knights of Columbus</small> 7:00 PM | 11 Pet Placement Bingo  | 12 SPECIAL COUNCIL Business MEETING 8:00PM Foundation Meeting to Follow | 13 Fr Ragan Bingo  | 14 |
| 15 | 16 | 17 Mc Manus Assembly 8:00 PM S. Amherst  | 18 Pet Placement Bingo  | 19 Turkey Raffle 6:00PM  | 20 Fr Ragan Bingo  | 21 |
| 22 Quarterly Communion 9 AM Holy Spirit  | 23 | 24 | 25 Pet Placement Bingo  | 26 HAPPY THANKSGIVING  | 27 Fr Ragan Bingo  | 28 |
| 29 Light up for Christ 4:30 PM with Deacon Bob Walling Families, Friends, Children Welcome |  | | | | | |

December 2009

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--------|--|--|---|--|---|
| | | 1 | 2 Pet Placement Bingo  | 3 Officers 6:30 PM Business Meeting 8:00PM | 4 KofC Wrestling AL High School Fr Ragan Bingo  | 5 KofC Wrestling AL High School  |
| 6 Senior's Dinner 1:00PM  | 7 | 8  Isabella Guild <small>of Father Ragan Council No. 1200 Knights of Columbus</small> 7:00 PM | 9 Pet Placement Bingo  | 10 Foundation 7:30PM | 11 Fr Ragan Bingo  | 12 |
| 13 | 14 | 15 Mc Manus Assembly 6:00 PM Tom's CP  | 16 Pet Placement Bingo  | 17 Social Meeting 8:00 PM | 18 Fr Ragan Bingo  | 19 Isabella Christmas Party 6:00 PM  |
| 20 | 21 | 22 | 23 Pet Placement Bingo  | 24 | 25 MERRY CHRISTMAS  | 26 |
| 27 | 28 | 29 | 30 Pet Placement Bingo  | 31 | | |