

**New Sociables
Bunco Activity Leader
Job Description
2024-2025**

Bunco meets the second Tuesday of the month September – May (Does not meet June - August). Bunco is held at Ole Piper Family Restaurant (16604 Cedar Avenue, Rosemount) at 11:30 a.m. First, everyone has lunch and then breaks into smaller tables for the game.

Activity leader's responsibility is to:

1. Bring a signup sheet with clipboard to the monthly meeting.
2. A complete newsletter article is to be sent to the Newsletter Editor by the 10th of each month. This should be sent electronically. Either send it to the editor as an attachment in MS Word, a pdf document or email the complete article. If your monthly article does not really change each month, please indicate that to the editor. However, if it does have some monthly changes, make the changes and send the entire article to her electronically. It is the Newsletter Editor's responsibility to get your article into the newsletter. It is NOT her responsibility to edit and type your article into the newsletter. Make sure that she can take what you send her and copy and paste it into the newsletter. She should not need to re-type it because you either gave it to her written or typed on a piece of paper.
3. Contact Ole Piper the morning of the event to give them the number of attendees.
4. Be available by email or phone so people can contact you if canceling or signing up.
5. Bring copies of game sheets (table and personal sheets), dice for up to 4 tables (12 players, bell, pot for money, sheet telling how to hand out the money, extra change and pens.
6. Bring next month's sign-up sheet to Bunco so people can sign up for next month.
7. During the general New Sociables meeting, when called upon, go to the front and talk about Bunco, including date, place, and time. Advise that players have lunch first, and then play. Play ends about 2:00-3:00; it is an easy game and there is no pressure.
8. If there needs to be a change in restaurant, you will need to find another restaurant that will work.
9. Encourage all members to attend. Be prepared to answer any questions.