

# WELCOME TO THE HOSTESS HANDBOOK

**There's no event too large or too small!**

**SOTF has added tools, tricks and support to help you get your event off the ground.**

When it comes to events, the sky really is the limit. From a weekend campout, dinner on the town, or a high noon tea to a cross country caravan, an international adventure, or even a cruise! If you can dream it, we can help you build it. Sincerely, Nicole Cassity ~ Sisters on the Fly, Director of Operations

**The first step to hosting an event is to contact your local Wrangler.** They have personally hosted or helped with events of all shapes and sizes and their advice will save you loads of heartache down the line. You can find an up to date list by logging into the website and clicking on the "Members Area" tab and then click "Current Wrangler List".

**\*\*If any of this is confusing, please reach out to me directly. I'm happy to help!**

**[Nicole@sistersonthefly.com](mailto:Nicole@sistersonthefly.com)\*\***

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**There are many different approaches to having the most fun possible at your event. Take a look at all the options, determine which one works best for you and use SOTF to help make your event a reality.**

- 1) Consider what kind of event (or adventure) you'd like to plan.**
- 2) See where your event fits in below.**
- 3) Follow the steps, and happy planning!**

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## **OPTION ONE - Build an Adventure!**

If you would like to plan an event where Sisters will charge for food, fun and activities on a per-person basis, here's how to proceed:

1. Pick a date and plan your trip!
2. Build an event budget. Add 10% to the final cost-per-person.\*
3. Make sure you establish your cancellation policy and have it clearly written out in your event details. Many hostesses find that a non-refundable deposit works well and the final payment is only refundable up until a certain date. Please contact [nicole@sistersonthefly.com](mailto:nicole@sistersonthefly.com) for additional assistance in coming up with a cancellation policy that will work best for your event.

4. Please make sure that you are not listing more than two payment tickets. For larger events you can have a deposit and final payment. For events that cost \$50.00 or less, please only use one ticket. The only exception to this rule is when your event has add-ons such as wine tours, horseback riding, etc.
5. Post the event under the events section at [www.SistersOnTheFly.com](http://www.SistersOnTheFly.com)
6. All event funds must run through SOTF. You can accept online payments for your event by creating "tickets" when creating your event. Please see "How to Post an Event" document for more details. Checks may also be accepted and will need to be made out to SOTF and mailed to:  
PO Box 744 Marsing, ID 83639\*\*
7. Alert the Event Bookkeeper when you're ready to receive the funds. (See below.)
8. Enjoy your event!

\* 10% add on cost- Please make sure you add the additional 10% on per person once you come up with the total amount your event is going to cost. This 10% handling fee will cover ALL transaction fees and the remainder will be the royalty that goes back to SOTF. Example: For an event that cost \$25.00 per person, add \$2.50 per person and you'll be all set! This makes budgeting easy, because you can always expect to receive 90% of the event costs for your budget.

\*\* Sisters may be unaware of the costly legal responsibility and tax liability that could befall her if she funnels money into her own personal account. Working with SOTF Bookkeeping protects hostesses from this issue. Failure to comply could result in you being blacklisted. Truly, this is for your own protection. The IRS will be far less forgiving than we are. Keep us in the loop and we are happy to make sure your event is a huge success. We also run the risk of voiding our liability insurance when proper protocol isn't followed. Please follow the rules and by doing so, we can be the best support to you possible.

### **Contacting SOTF Bookkeeping**

When the hostess is ready to receive the funds for her event she should email SOTF Bookkeeping at [Nicole@SistersOnTheFly.com](mailto:Nicole@SistersOnTheFly.com). Please include in your email the following information:

- Name of the event (as it is posted)
- A name and address of who the check should be made out to or the email address you'd like a PayPal transfer sent to.
- Whether the event RSVP is closed or if the event is still accepting payments / RSVPs

SOTF Bookkeeping will handle the accounting of online payment transactions, checks mailed in, and operating fees. Any checks sent to the hostess needs to be sent on to the SOTF Bookkeeper: PO Box 744 Marsing, ID 83639 - no accounting on the backend, no exceptions.

Note: It's encouraged that events like these include an allocation of spots for SOTT's (Sisters on the Try). We'd like potential new friends to see us at our best.



### **OPTION TWO – Just Camping- Fancy Free & Day Events**

If a hostess is gathering people together for a camping trip or an outing like a lunch, day trip or shopping afternoon and **NO FUNDS** are collected, there will be no SOTF fee. This includes camping trips that are pot luck style and campers pay their own fees to the parks directly, upon arrival. As long as no funds are exchanged between the hostess and the participants, no fees will be collected. **If funds ARE** collected, the 10% fee still applies.

- 1) Pick a date and plan your event!
- 2) Post the event on the website. (Remember to keep SOTT's in mind too, please.)

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### **OPTION THREE - The Big Time!**

Alright Sister, if you have dreams of something REALLY adventurous but don't know where to begin, or how to rally others together to join you, we can make that happen too. Here's how to proceed:

1. Maybe you're dreaming of a cruise on the Caribbean or a tour of Italy's wine regions? Gather your thoughts and ideas in an email and send them to the official SOTF Travel Agent. \* (Note: Working with your own agent is not permitted.)
2. Our agent will present different options, itineraries and packages. Together you'll create the trip of your dreams! The agent will manage all the bookings, lodging reservations and activity details. All you have to bring is the inspiration!
3. When you're happy with your trip, our agent will contact SOTF Bookkeeping to get all of the specifics and logistics worked out regarding accounting and SOTF staff will help you get the event posted and advertised.
- 3) All that's left to do is spread the good word about your trip. We will help with that too! If you so choose, SOTF can post your trip to the Sister's newsletter, Facebook pages, etc... We want to do whatever we can to help make your trip a big success.

**IMPORTANT- Please note: Because of liability we MUST have large scale trips booked through the official SOTF travel agent. Many Sisters are agents**

**themselves, but they still need to use our dedicated agent. There are no exceptions.**

\* Michelle Dodds: Penny Sheldon Travel, 208-954-4199, [michelletravel@outlook.com](mailto:michelletravel@outlook.com) (Email is the preferred method of contact.)

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## **RULES OF THE ROAD**

There are a lot of ways to play and only a few rules. The guidelines below are true no matter what kind of trip you build:

- Trips of ALL KINDS **HAVE** to be posted in the events section of the website: [www.SistersOnTheFly.com](http://www.SistersOnTheFly.com)
  - If you need assistance posting your event, send us an email at [Events@SistersOnTheFly.com](mailto:Events@SistersOnTheFly.com)
- Events that bear the 'Sisters on the Fly' name and are not posted to the website are in violation of trademark regulations and will be asked to cease and desist. There is no such thing as an “unofficial” Sisters on the Fly event. If you have posters or signage you’re in violation (this, of course, does not include your trailer and vehicle decals).
- Sisters On The Try (SOTT) - This is designed for a non-member. You are allowed to attend **ONE** event (and one event only) before becoming a member to see if SOTF is the right fit for you. Please do not allow people to abuse this program. If you know of someone who is, please send our national wrangler, Kris, an email at [Kris@sistersonthefly.com](mailto:Kris@sistersonthefly.com) and she’ll send them a kind reminder.
- Events are for members in good standing only. This includes being current on your dues.
- Events must fall within one of the many options above. Please use your discretion and common sense when deciding which option works best for you. The spirit of the handbook is for Sister-Hostesses to easily create events for all of our current, new and potential Sister-friends while helping to sustain a healthy SOTF community for years to come!

## **CANCELLATION POLICY**

All events must have a cancellation policy clearly lined out before posting. For larger events, many hostesses make the deposit non-refundable and final payments are typically refundable up until a certain point. Smaller events are often non-refundable when they are \$50.00 or under. If you have a waitlist and are able to replace the person

cancelling, please consider a refund. Especially if you have not inquired any additional expenses because of the cancellation (ie: name tag already completed, etc.). In some cases, a partial refund is also appropriate. Please contact [Nicole@sistersonthefly.com](mailto:Nicole@sistersonthefly.com) for help coming up with the best cancellation policy for your event.

### **TICKET OPTIONS WHEN POSTING AN EVENT**

Please do not create more than two ticket option for payment. This means for larger events, a deposit ticket and a final payment ticket is acceptable. For events costing \$50.00 or under, please set it up to collect just one payment. The exception to this rule would be when there are add-ons such as wine tours, horseback riding, etc. also available.

### **EVENT WAIVERS**

As an event Hostess- it is your job to make sure every person attending your event has an updated waiver signed. This includes Volunteers, Hostesses, SOTT's, Spouses, and Children. To sign the waiver online- please go to [Sistersonthefly.com](http://Sistersonthefly.com) > Click on the "Members Area" tab > Click "Info, How-To's, Forms, Guides" At the bottom of the screen (you don't even have to scroll down) there is a black button (similar to the green "chat" button) that says "Sign Our Waiver". Click there and the waiver will pull up. You can also print a manual waiver from this same area. If you choose to go this route, please mail the completed waivers to SOTF: PO Box 744 Marsing, ID 83639 or email them to [Nicole@SistersOnTheFly.com](mailto:Nicole@SistersOnTheFly.com).

#### **Waiver Check-**

Send an email to [Nicole@SistersOnTheFly.com](mailto:Nicole@SistersOnTheFly.com) with a list of the final attendees. She'll need to know all guest, SOTT, and hostess names. Please note that you are requesting a waiver check and you will get a reply with who has and has not signed an online waiver. If it is getting down to the wire- you are welcome to have each guest sign a manual waiver when they check into your event.

### **CLOSING OUT AN EVENT**

To close out an event, hostesses need to send the following to the Event Bookkeeper:

- Receipts for purchases for the event (ie: gifts, supplies, caterer, etc.)
- Signed waivers for everyone who did not have an online waiver completed.

- Final invoices and any additional information that you feel we should have to successfully close out your event. All events must total out to ZERO and a break down with receipts is required to prove where funds were spent.
- A check with any leftover funds and the non-profit you'd like us to donate those left over funds to in your honor. (The event that raised the funds will take full credit and your donation will be credited on our philanthropy section of our website, which is open to members and non-members alike.)
- A pat on the back for completing a successful Sisters on the Fly event! Thank you for your dedication and all of your hard work!

**Sisters on the Fly Event Bookkeeper Contact info:**

**Nicole Cassity - Sister #5578**

**Nicole@SistersOnTheFly.com**

**SOTF (Events)**

**PO Box 744**

**Marsing, ID 83639**

**Please only call if absolutely necessary. Email is our preferred method.**

**208-250-0485 - Nicole**

**DOG AND SERVICE ANIMAL POLICY**

Updated Policy-

- We are excited to announce that Sisters on the Fly will no longer include “no pets” as part of our rules. It will now be at your discretion as the event Hostess to determine whether or not dogs are permitted on trips.
- Going forward, as a hostess, you should indicate if a trip allows pets or not. For instance, if a trip is marked “no pets,” then it is likely you have a good reason for creating the trip in this way and outside of service dogs, there should not be any exceptions.
- Dog owner will be liable and held responsible for any injury or harm to another Sister, her dog, or anyone else their dog may come into contact with while attending Sisters on the Fly event.
- An updated Event Waiver is now available on the Sisters on the Fly website. In order to participate in a Dog Friendly event- it is a requirement for each Sister to

have signed updated electronic waiver or manual waiver that can be provided to the hostess. To obtain a manual waiver, print it off of the website by clicking on "Menu" tab > Click "All Forms and Helpful Info". To sign the waiver online- please go to [Sistersonthefly.com](http://Sistersonthefly.com) > Click on "Menu" tab > Click "All Forms and Helpful Info" and click on the black button at the bottom of the page (similar to the red chat button) that reads "Sign Our Waiver".

Service Animals (dogs included)-

- Sisters on the Fly is committed to making sure those who depend on service animals are empowered to bring theirs along. If you are hosting an event that is advertised as "No Pets", but are made aware of someone who has a service animal, please ask them to reach out to [Info@SistersOnTheFly.com](mailto:Info@SistersOnTheFly.com) with the below info:
  - 1) A note stating that you need to bring your service animal to a SOTF gathering.
  - 2) A list of tasks your service animal performs to aid you.
  - 3) Certificate of Training if done by an approved program, if you'd like.
  - 4) The animal's current vaccination record is kindly requested by us (and by most campgrounds/venues for all animals in general).

We will get back to the Sisters with confirmation that the Sister can then forward to any and all hostesses in advance of any currently planned or future SOTF adventures where she and her service animal(s) will be present.

### **A Handlers Must:**

-Keep her service animal under control at all times or remove it from the event premises.

-Insure the service animal poses no danger, aggressive behavior, or direct threat to the health and safety of others or handler will be asked to remove it from the premises.

-Prevent the service animal from being disruptive to the event in overt ways like barking, begging for food/attention, jumping on attendees, etc...

In the meantime, we ask that Sisters not cry wolf about service animals. Hostesses should seek confirmation that an animal in attendance is indeed performing tasks for its handler/Sister. This is for the safety of all of our members and out of respect for those Sisters who may be allergic or our proud owners but choose to leave their dogs at home.

**Important Note: The Sister with the Service animal has legal right to bring their animal to an event. However- if the service animal is not behaving- the animal does not have any rights and you can ask that it be removed from the event.**