

## **SOTF-SPONSORED**

A Sister may serve as a volunteer hostess and assist SOTF with organizing a SOTF-sponsored event. SOTF will manage the budgets, contracts, cancellation policy administrative fees, deal directly with vendors and, when applicable, issue vendors 1099's. SOTF will work with the volunteer hostess to designate duties. During the execution of those duties, hostess shall comply with the policies and procedures of the Event Planner Guide applicable to all events.