Sisters on the Fly®

HOSTESS HANDBOOK

V.4 - 2026

A guide for our hostesses to help them create events and “Have more fun than anyone!”

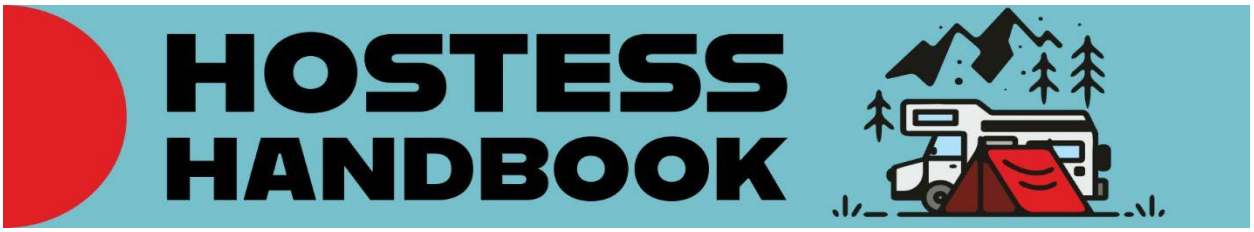


TABLE OF CONTENTS

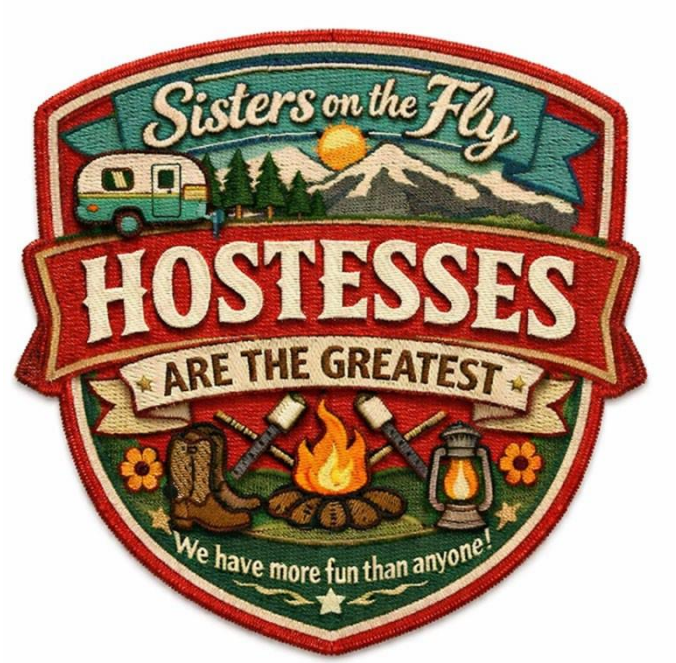
WHO CAN BE A HOSTESS 1
TYPES OF EVENTS 2
GETTING STARTED 4
Being a Hostess *4*
Gathering the Facts *4*
For a Fee-Based Event *5*
Sample Events *6*
CREATE YOUR EVENT 7
Add an Event Page – 8 Step Process *7*
HOW TO MANAGE YOUR EVENT 16
Marketing your Event *16*
Manage your Event *16*
Cancellations *17*
Waitlist *18*
PROBATION 20
CLOSING DATE 21
ATTEND YOUR EVENT 21
CLOSING OUT YOUR EVENT 22
OTHER HELPFUL HINTS AND TRICKS 23
Cancellation & No-Show Procedures *23*
How to cancel an event that you have created. *23*
What to do if your event seems to have disappeared. *23*
"Save the Date" Instructions *23*
GLOSSARY 24
DISCLAIMERS 25
LIST OF FORMS & POLICIES 27

WHO CAN BE A HOSTESS

- **FREE CASUAL EVENTS**
  - Any Sister in good standing – it's always a good idea to have attended a few events beforehand, but it's not required. Your Wrangler or Ambassador can be a good source of help getting you started.
- **FEE-BASED**
  - Events that expect to collect under $5,000 in fees are considered an **Independent-Fee Based** event and do not require any approval. However, it is recommended that you host a **Free Casual** event before hosting any Fee-Based events.
  - To be a hostess for a **Large Fee-Based** event, SOTF would prefer that you have hosted a **Fee-Based** event in the past or you have an experienced Co-Hostess who has hosted a fee-based event on your team. If these criteria do not apply, then coordinate with your Wrangler or the Director of Events.

Note: *At SOTF we want to make sure that hostesses have the experience needed to host events. Additionally, with Independent Fee-Based Events where monies are being sent directly to the hostesses, we want to make sure that we have experienced, known hostesses collecting and accounting for event money.*

- **DISCLAIMERS**
  - Sisters on the Fly reserves the right to add disclaimers to an event as needed. Disclaimers are listed on page 25-26 of this document.



NOTE: This Hostess Handbook is a "working copy" and will be updated as information changes. Always check the version at the footing of this document for reference. If you have questions, please **email** Annie Croissant, Director of Events @ events@sistersonthefly.com **(no texts, DMs, or phone calls).**

TYPES OF EVENTS

- **CASUAL NO FEE EVENTS**
  - A "**Casual No Fee Event**" such as a Meet & Greet, an outing for lunch, a day event such as a museum visit or a walk in a park, a simple camping weekend where everyone pays their own fees.
  - An event where money is collected at the time of the event by the Hostess for the sole purpose of paying a **single vendor** such as a restaurant or a group fee for a movie, etc. Or, where a small fee is collected to pay for Hostess expenses like name badges, snacks, signage, etc.
  - Sisters sometimes use this phrase "**K.I.S.S.** – Keep it Simple Sisters" for fun, easy events.
- **FEE-BASED EVENTS**
  - **Independent Fee-Based Events**
    - An **Independent Fee-Based** event such as bingo night and asking for $20 from each Sister for prizes and food; or an event where monies would go to a third party like a rafting adventure, or when the Hostess collects camping fees to pay directly to the campground.
    - An organized and hosted trip or ticketed activity that is expected to generate **less than $5,000** in gross receipts.
    - The Hostess collects all fees directly and therefore is responsible for the delivery of the event as described and the safekeeping of attendee money.
    - These events are to be designed to "**break even.**"
    - All taxes and tax reporting are the responsibility of the Hostess.

NOTE: ***Use of PayPal*** *- SOTF does not allow the use of PayPal's "**Friends and Family**" if your event is bringing in more than $5,000. This is because when a hostess uses Friends and Family, there is no buyer recourse/protection from PayPal. SOTF has made the financial decision that they could cover costs for any event under $5,000 if something were to happen to the money.*

- **LARGE FEE-BASED EVENTS**

  Some examples of **Large Fee-Based** events are the Northwest Gathering, Rocky Mountain Hi, Southwest Gathering, Heartland Gathering, Southeast Gathering, etc. These events usually have from 100-500 attendees and can include an all-inclusive fee.

  - **Large Fee-Based Events** – these events are unique in that in most cases the monies are collected by Sisters on the Fly Staff instead of the hostess. They are events that will collect over $5,000 in gross receipts. In order to manage and plan for any large events, SOTF requires all hostesses planning a **Large Fee-Based** event to fill out the **Application for Large Fee-Based Events** found in the **List of Forms & Policies** in the back of this handbook or on the website under "Event Planning Guides" and then email it to: Events@sistersonthefly.com. The Events Director will review the application and respond in a timely matter.
  - All Large Fee-Based events being managed by SOTF do not allow **event fee refunds**. All events need to state that the event fee is **non-refundable** and **non-transferable**. If the hostess cancels, postpones, or reschedules a non-refundable event, she must offer a refund to all attendees**.**
  - There is a 5% Credit Card processing fee on Large Fee events. **Make sure to include that into your budget/event fee.**

Additional Hostess Guidelines

- **All contracts must be reviewed and approved by Sisters on the Fly before you sign them.**
- **Sisters on the Fly does not provide deposits that may be required by a venue.**
- **Do not spend money on your event until it is live and open for bookings. Funds for your event are generated from event ticket sales paid by attendees.**
- **If you have any questions, please email Tara@sistersonthefly.com**

- **INTERNATIONAL EVENTS**

An international event is generally organized by a Sister in collaboration with a third-party specialist who has expertise in the specific type of event being arranged, such as a cruise, safari, or bus tour.

To host your first international event, you must first contact the Director of Events, Annie Croissant, for approval and guidance.

- An event is considered international if it takes place outside the hostess's country of residence, except for events taking place in Canada. For the purposes of this policy, all cruise events are considered international events, regardless of itinerary, ports of call, or embarkation location.
- A Sister may host up to five (5) international events per calendar year (January 1–December 31). Each approved international event must take place within three (3) years of approval.
- Advertising your event on Facebook must adhere to the standards of all events which you can find under "Marketing your Event" on page 16.

See page 25 for Disclaimers regarding international events.

GETTING STARTED

Being a Hostess

Having Hostesses is essential to **Sisters on the Fly**! Our main objective is to get you out there and "***Have more fun than anyone!***" To do this, we need Sisters to host events. It's up to you and your fellow Sisters to create events that bring us together, whether it's small or large – and we're here to help. **As a Hostess you are responsible for following all SOTF policies and reminding your guests that they are also responsible for following all policies**.

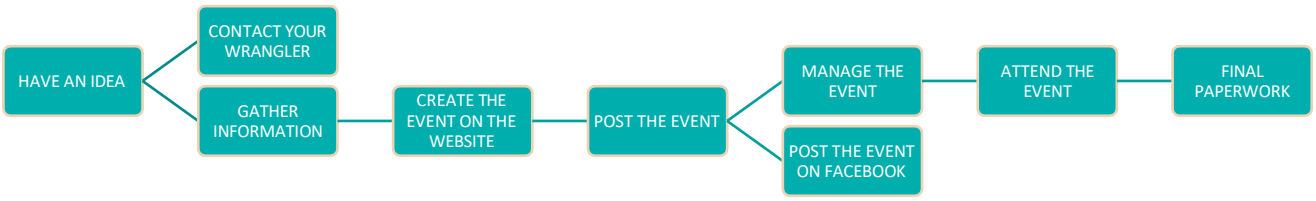
We have added instructions, tips, tricks, and tools to help you get your event off the ground, whether it's a simple Meet & Greet or a large camping event. For this, we have created the "**Hostess Handbook"** to walk you through the procedures that should be followed when planning an event – step by step.

Once you've decided you would like to host a **Sisters on the Fly** event, you can follow this handbook's step-by-step process to help you plan, organize, and host an exciting Sister experience. You should contact your Wrangler to let her know what you are planning – this is a common courtesy that SOTF asks all hostesses to adhere to. Your Wrangler will be able to help you in getting your event posted, as well as answer any questions you may have at that point.

If you get stuck somewhere along the way or notice something not working quite right, send an email to: events@sistersonthefly.com. Your Director of Events will get back to you as soon as possible.

NOTE: *If you are thinking about hosting a SOTF event but have never attended an event, it is a good idea to get one or two under your belt before jumping in. Even better, you might serve as a co-host before you host your own event. Having a co-host is a good idea, it is always nice to have help.*

Let's get started!



Gathering the Facts

Once you have decided that you want to host an event it's all about "**planning**." Consider what "**type**" of event you will be hosting – **Casual No Fee**, **Independent Fee-Based or Large Fee-Based Event**. This will determine how you plan your event. Most events planned for SOTF are the **Casual No Fee Events**. We'll start there and gather the facts:

- **Come up with a name for the event** – Keep it simple and to the point - when you are entering the **event name**, include the event start date, City and State. **Example**: 01-01-2026 Sisters at the Keys - Key West, Florida
- **Hostess Contact Info** – List the hostess's name, Sister #, email and phone number – there may be more than one hostess at an event – this information should appear at the very top of the description portion of the event for easy access. Only one Hostess will be able to maintain the event on the website.
- **Pick the date and time** – Make sure to check the calendar for conflicting events or holidays, make sure your venue has dates available.

- **What is the location/accommodations** – What are the amenities and rules/regulations of the site? Will this fit with what you are planning to do?
- **How many attendees** – How many can the location accommodate, or as the hostess, how many attendees do you want to host? Just because a campground has 200 spots doesn't mean that you have to invite 200 Sisters! The number of attendees can be changed, but only by the Director of Events with the consent of the Hostess.
- **Pets** –This is totally up to the Hostess whether you allow or do not allow pets. **You**, and **all attendees must adhere to the Pet Policy rules**. (make sure to read the attached **Pet Policy**). You as the Hostess, or any other member of the event, cannot change or alter the **Pet Policy in any way**.
- **Guests** – Will you allow Sisters on the Try (see attached SOTT Policy) or Misters/Partners or other non-Sister guests to attend?

  NOTE: *A SOTT is a person, 21 years and older, that is a **non-Sister** that is invited to participate in an event (**only once**) by a SOTF member (sponsor) – said member must accompany her to the event. They must follow all rules and policies and sign the "**Guest Release and Waiver of Liability Agreement**" before attending the event provided to them by the hostess. **Only one (1) Sisters on the Try per Sister per event**.*

- **What type of costs are affiliated with this event** – Camping spots, meals, classes, activities, etc. Usually, with a **No Fee Event** there is no money exchanged between Hostess & Attendee. On occasion, there might be a small fee for a group meal or class, etc. **Make sure to be clear on how to pay** for these types of costs in your event description and if it is refundable or transferable (cash, check, Venmo, etc.).
- **Write up a brief description** – Write up the event in the designated description box. Add in things like directions to the location, will there be food/potlucks, what types of activities will there be, daily itinerary, things to do in the area, what are the costs, if any, and any specific instructions. Add special time restrictions like campground check-in and departure requirements, etc.
- **Is there a theme?** – That's totally up to the hostess. Nobody is required to dress up or decorate – you can always just enjoy what others have done. No pressure!

For a Fee-Based Event

Follow the above and then:

- Build your budget, projecting revenues (**not to exceed $5,000**) and expenses.
- Include all the costs and decide what the attendee pays separately, taking into consideration the number of anticipated attendees.
- **Event Payment** - How to pay. For Independent Fee Based Events, the hostess will need to state to whom, where and how participants should remit payment.
- Round up some volunteers to help. Hosting can present time challenges so surround yourself with dependable people who are ready, willing, and able, but make sure they have all the information they need to be effective.
- **Cancellations and Refunds**. For fee-based events, develop an objective cancellation policy based on both your fixed and variable costs and stick to it. We suggest that if you offer refunds early on during registration, all monies be non-refundable 60 days prior to the event. This will help you manage last-minute cancellations and the wait list. If the hostess cancels, postpones, or reschedules a non-refundable event, she must offer a refund to all attendees.

HINTS: *When picking a location, consider how much time will be needed to get organized. You will need to determine the location/accommodations, the date, the time (whether it's a few hours or a week-long event), how many attendees can the location accommodate and what are the rules/regulations for the site (is it dry camping or full hook-ups, etc.). Consider the time of year and how that will affect the attendance – is it around a holiday, or another big event in the area – your Wrangler can help with this. For bigger camping type events it's a good idea to visit the location to determine if it's a good fit for what you are looking for.*

Sample Events

SMALL EVENT: I want to organize lunch at my favorite restaurant for 15 Sisters.

ACTIONS: You will need to check to see if the restaurant has enough space for a group, do they have a date that works for you, do they require a fee, will there be enough staff to make sure that you get good service, do they have adequate parking, can ladies order off the menu or do they have catering type services, etc.? Will you need a reservation?

MEDIUM EVENT: I want to organize a camping/kayaking event at my favorite campground for 30 Sisters.

ACTIONS: The tricky part about camping events is getting a campground that will work for your date and time. A lot of events may require that you get your camp spot first and then have the Sisters sign up for the event. You will need to check with the campground to see when you can register for camp spots – this is a very important part of this type of event. It's always nice if you have the option of having your event at a private campground where you can work with the owners to reserve the campground. You will need to determine if the campground has accommodations for all types of RV's/tents (power/water/sewer), or if it's a primitive type of campground with no hookups – that is totally up to you. Find out how many spots could be available and that will help you determine how many attendees you can have. It's always nice if you can check out the location before you make plans or at least before the event is held. The more information you have on the location the better for your attendees.

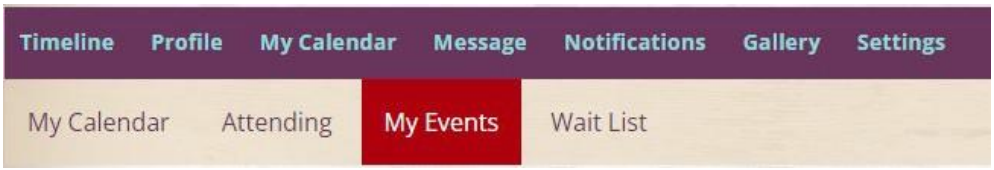
CREATE YOUR EVENT

You're ready to go – follow these **8** easy steps to take you through the "**Add an Event**" form on the website.

Add an Event Page – 8 Step Process

Once you have gathered all the information that you need it's time to create your event on the **Sisters on the Fly** website under "**Events, Add an Event**." This is where all your pre-planning will come in handy. Once you open the "**Add an Event**" page, you will see the form that you need to fill out. You can work on this form and then simply hit the red "**Save Draft**" to save a copy and then go back to it later – don't hit the "**Submit**" button until you are satisfied that all the information is correct, and you want it to be posted (if you accidently do this – contact the Director of Events).

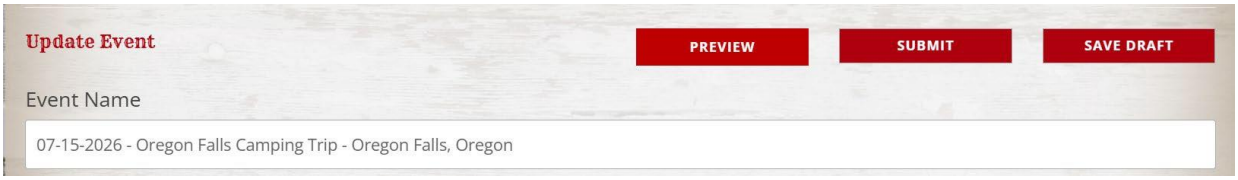
Note: *You will notice that some areas have an "*****" which indicates that these fields **must** be filled out – if you don't know the information, hit "**Save Draft**", go find it and then return and continue. You will find your events under: "**My Calendar**" and then "**My Events**." Draft events are deleted after 90 days.*



The following are samples of an event created just for this Handbook.

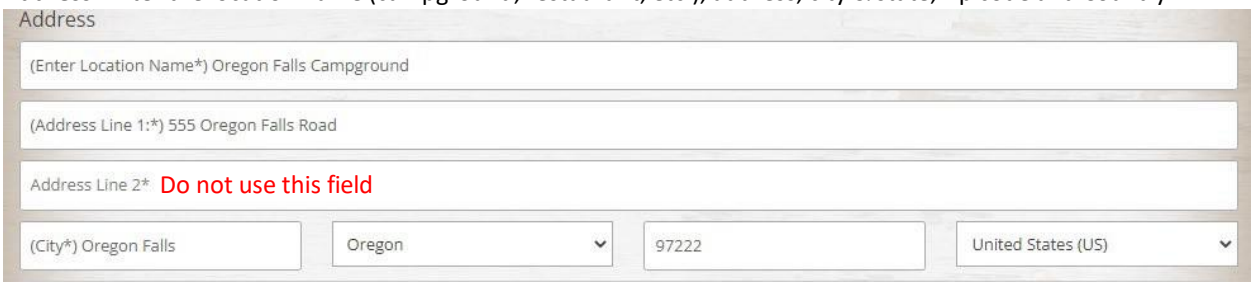
STEP #1: EVENT NAME

Event Name: The first and most important thing to do here is to enter the **event start date**, **name and location** of the event. This cannot be changed later unless you contact the Director of Events. A name should read as follows: **Start date of Event, Name of Event – City/Place, State**.



STEP #2: ADDRESS - LOCATION

Address: Enter the location name (campground, restaurant, etc.), address, city & state, zip code and Country.



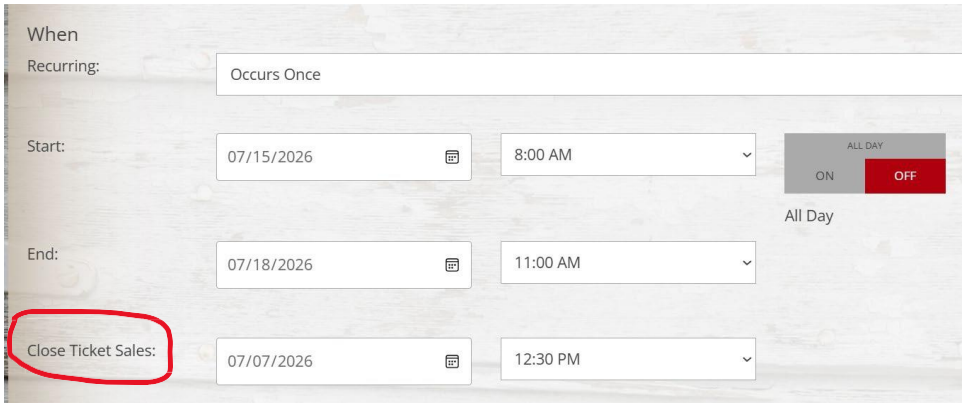
This is how it will show on your event page:

STEP #3: WHEN (DATES & TIME)

When: On this section under "**Recurring**" leave it at "**Occurs Once**" from the drop-down option and then add in your **start date** and **end date** for the event. In the "**ALL DAY**" box leave it in the "**OFF**" position.

Note: *Your event will not show on the website as an event after the first day of your event. If you have an event that is more like a campaign running for a week or month, you need to put just the* ***end date*** *in. That way it won't disappear until the campaign is over.*

The "**Close Ticket Sales**" is the date you want to end the ability for someone to sign up – this "**Closes**" your event to anyone wanting to sign up, get on the waitlist or be added from the waitlist. Usually, it's a week or so before the event. This will help to alleviate last-minute signups so that you can have time to finalize your event.



STEP #4: IMAGES

Add your images: Limit to **1-2 photos** in small format with simple names. If you have problems, rename or reduce the file size. The Director of Events may remove excess photos.

STEP #5: AVAILABLE SPACES / PETS/ GUESTS

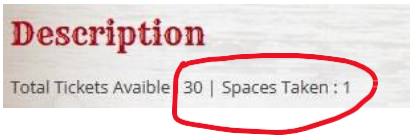
Available Spaces: This is where you put in the number of attendees that are allowed to attend. This number **cannot be changed** unless you contact the Director of Events. Sometimes you find that more spaces opened at the campground and you want to open it up to more Sisters to attend. You will have to email the Director of Events to open additional spaces on your events page before you send the waitlist invites.

Pets: This is a **"Pets Allowed" or "No Pets Allowed"** option and should always be addressed. The hostess is the one that dictates whether pets are allowed at her event (some venues will not allow pets – go ahead and mark it as "**No Pets Allowed**" to make it clear to the attendees). The **Pet Policy** **must be followed** when allowing pets. The Pet Policy is automatically linked to your event page and cannot be removed.

Guests: This again is up to the hostess and is a "**No Guest Allowed**" or "**Guests Allowed**" option. As the Hostess you should put these details in your event description. This is for SOTT and Misters/Partners. If you say "**Guests"** are allowed, when a Sister signs up for the event she will have the option to add a "**2**" under her booking and then add in the person's name that they are inviting (see instruction about this in Step #8). Please read the "**Guest/SOTT Policy**" and be aware that any guests need to sign the "**Guest Release and Waiver of Liability Agreement**" that you will find in the "**FORMS & POLICIES**" section of this handbook or on the SOTF Website under "**Event Planning Guide**."

Fill out the specifics for your event.

NOTE: *I have chosen **30 attendees** for this event, it's "**Pets Allowed**" and "**No Guests are Allowed**." As the Hostess you will count as "**1**" attendee so your total attendees list would be 30. You do not need to sign up for the event, the system takes care of that for you, but if you have a co-hostess they need to sign up as normal.*



If you are allowing **Guests/SOTT** to your event, then the Sisters will have an extra step to include their guest:

When a Sister signs up and is inviting a "**Guest**" she will see this box. She needs to fill in the name of the Guest/SOTT. As a Hostess, you need to make sure that the Sister gets a signed copy of our **Guest Release and Waiver of Liability Agreement** from her Guest/SOTT for your event. You are required to keep a copy for up to one year and send a copy to the Director of Events for her files.

If **Yes**, then she will fill in the name of her guest. The Sister must also make sure to book "**2**" spots (see below). The name of the SOTT or Guest listed will show up on the "**Attendee List**" under the Sister that invited them.

Note: *Instructions regarding Guests/SOTT limits are in the next section.*

- If you have a Sister that just wants to "stop by" your event, she still needs to sign up on the website. There are no "drop-ins" at Sister events.

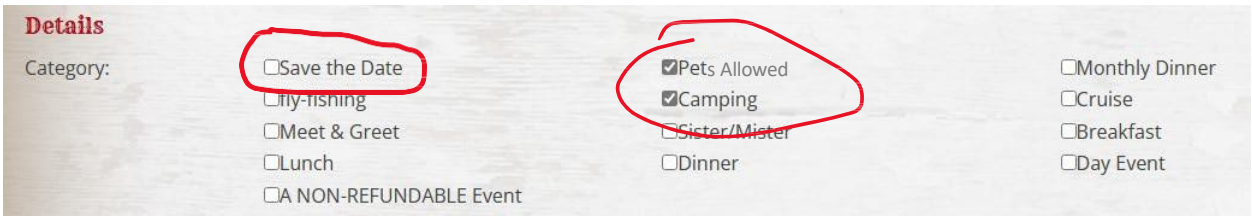
STEP #6: DETAILS

Details: This section is where you can select a "**Category"** for your event – Lunch, Meet & Greet, Camping, Save the Date, Sister/Mister, etc. and this will show up as an option when searching for events under "**Select Category.**" You can mark all that apply – we have marked "**Pets Allowed** and **Camping**" for this event.

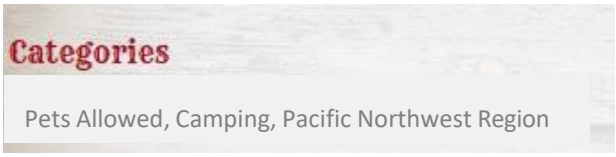
NOTE: If you are creating a "**Save the Date**" event you will need to check the "**Save the Date**" box. This will prevent anyone from signing up for the event until you are ready to "**Submit**" the event. A "**Save the Date**" is not meant for events such as lunches, dinners, or other smaller day events.

Please refer to page 23 for detailed instructions on how to make a "**Save the Date**" go "**Live**" for bookings.

***Note**: "**Save the Date**" events won't send email notifications until they've gone "**Live**." You can share the "Save the Date" details on your region's Facebook group as soon as they're listed on the website. Once the event goes "**Live,**" email notifications will be sent out.*



The bottom section is where you check the "**Region"** that your event applies to. **Please only click on the region where the event is taking place**. The Director of Events will remove regions from your event if you choose more than one region.

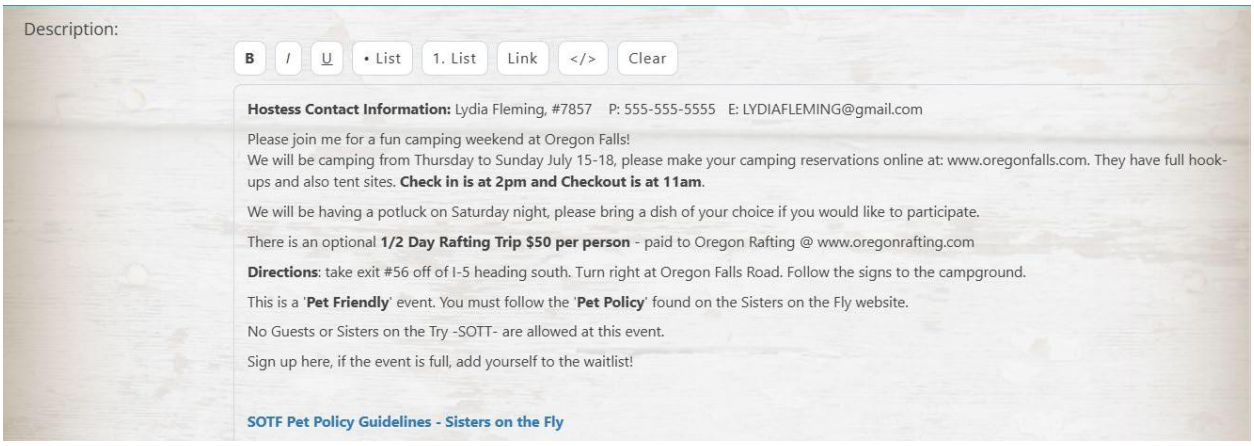


Note: *Each Sister marks which **region** she wants to get notifications from on her profile page. She will get an email when your event posts according to the boxes she checked.*

STEP #7: DESCRIPTION

Description: This is where you add in all the details of your event. **Make sure to put your hostess information** at the very top so it shows first (see sample below). Also, add in if "Guests" or "Pets" are allowed or not. Even though you have already "checked" those boxes, it's just another way to let your attendees know.

NOTE: *If you are creating a "**Save the Date**" event you need to put that in the top of the description in **big bold letters**. When it's ready to go "**Live**" you will need to remove that text.*



NOTE*: Fillable Description box – or cut and paste from another source using "plain text".*

STEP #8: EVENT OPTIONS

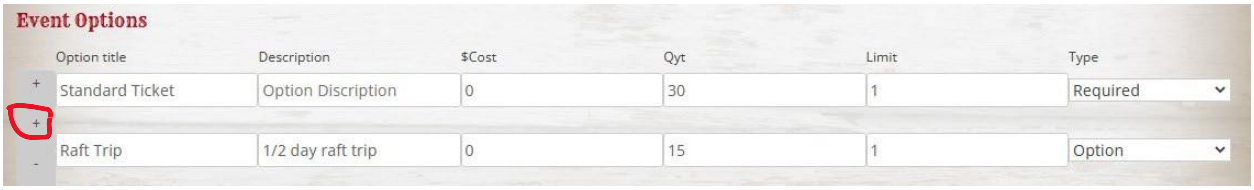
Event Options: This is where you set up the "**Standard Ticket**" which is how a Sister signs up for the event. You have already listed how many Sisters can attend under "**Available Spaces**" in Step #5, so now you need to indicate that a "**Standard Ticket**" is **"1"** per Sister or **"2"** if you are allowing Guests (SOTT or Mister/Partner) to attend.

- **Option title** – keep it at **Standard Ticket.**
- **Description** – leave blank.
- **Cost** – leave it blank.
- **Qyt** – is how many **tickets** you are allowing for this event – 30 for this event.
- **Limit** – should always be "**1**" unless guests are allowed and then you make it "**2**", one for the Sister and one for the Guest (SOTT or Mister/Partner).
- **Options** put in "**Required**" at the drop down – do not use any other option here.

If you have additional "**Event Options"**, like a class or outing that requires Sisters to sign up specifically for that activity, you will need to add an **event option** by hitting the "**+**" to the left of the **Standard Ticket** and add in the specific information such as (*not used in **Large Fee Events** when SOTF is collecting fees*):

- **Option title** – name of the activity, i.e. Raft Trip.
- **Description** – add short description, i.e. ½ day raft trip.
- **Cost** – leave at $0 – put the cost to be paid to an outside source in the description (see sample above).
- **Qyt** – how many can join for just this activity, i.e. 15.
- **Limit** – "**1**" unless guests are allowed and then you make it "**2**".
- **Options** – make it "**Option**" as this is not a required activity. It's a good idea to put the information in your description on how to deal with making your reservations for this type of activity. You can also use the "**Non-Refundable**" for certain types of activities where monies are collected.

(**Warning**, hitting the option **"+"** button adds an unnecessary field that cannot be removed)



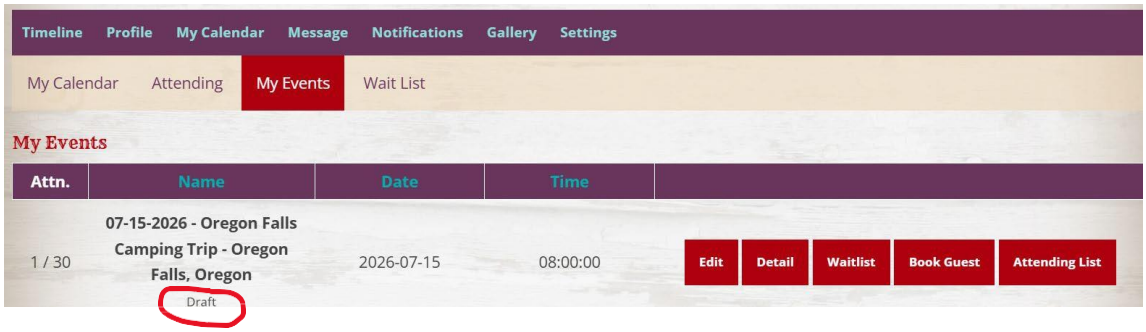
You're all done!

Go ahead and hit the "**Save Draft**" button and you will get this message. Hit "**OK**."

Now you can review your entire event by clicking on the "**PREVIEW**" button.

If you need to make any changes, simply click the "**Only Preview – Back to Edit**" at the top of your page and you make those changes. Repeat the process until you are satisfied.

If you leave the event and come back to it, simply go to your "**My Calendar**" page and look under "**My Events**." Notice that it says "**Draft**" at the bottom. This tells you that it's in **Draft mode** and hasn't been posted to the website yet. **That's a good thing!** Then hit the "**Edit**" button and repeat the steps above.



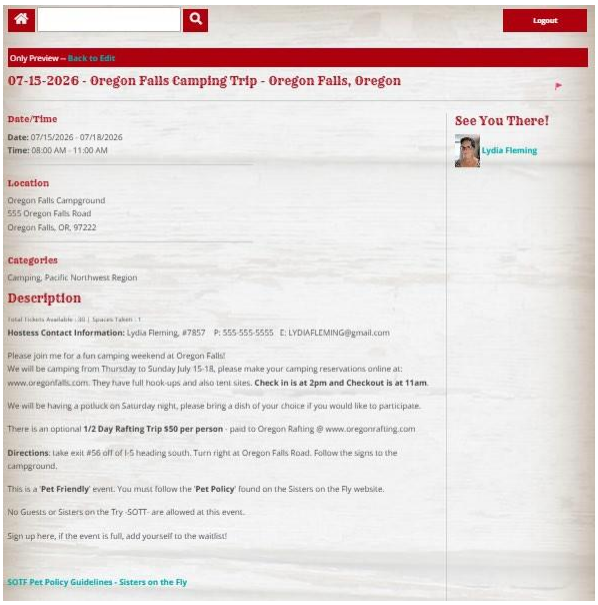
Once you are satisfied you are ready to go, just open your event by clicking the "**Edit**" button and hit the red "**Submit**" button – don't forget this important step. You will get a notification that your event has posted via email – if you don't see it, check to make sure that you did indeed hit the "**Submit**" button.

If there are questions or concerns about your event by the Director of Events, she will contact you by **email**. Sisters on the Fly reserves the right to edit your event as needed. Make sure to give her **24-48 hours** for your event to go "**Live**" (if submitted between Monday morning and Friday morning) and please note that she does not process events over the weekend and/or holidays. **Large Fee Events** (such as NWG) are not permitted to launch on Mondays or Fridays; please check with the Director of Events to determine the most suitable launch time.

Once approved by the Director of Events, you will get an email notification letting you know your event is "**LIVE**", emails will go out to the Sisters in that selected "**Region**." Only **one email notification** to go out per event, no exceptions!

This is a good time to go check the "**Events"** page and see how it looks. You can make additional edits if needed by going back to your "**My Calendar**" and check "**My Events**." Once you have updated and saved your event, it will be assigned "**Pending Status**." The event will not appear on the website until the Director of Events has reviewed and approved your modifications and subsequently republished the event during her working hours. Be sure to complete this within the specified timeframe to ensure your event is not absent over the weekend.

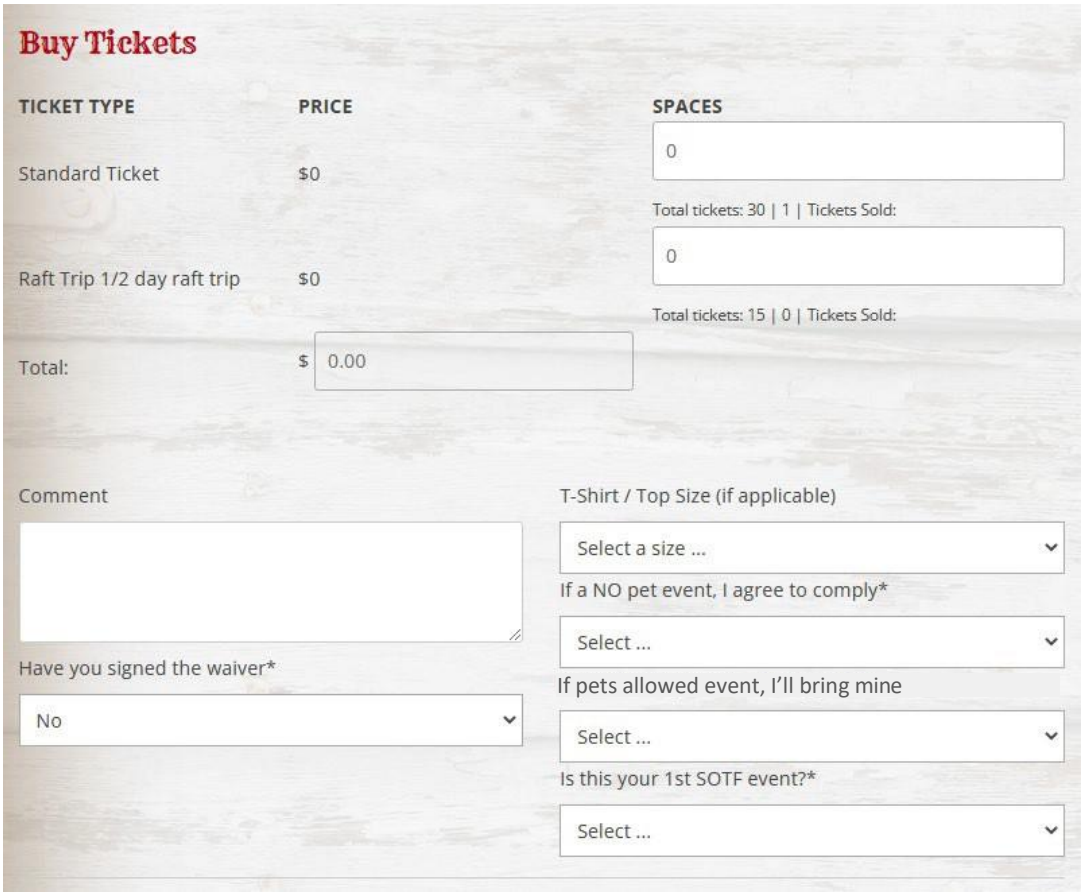
The "**My Calendar**" page will become your go-to page for managing your event!



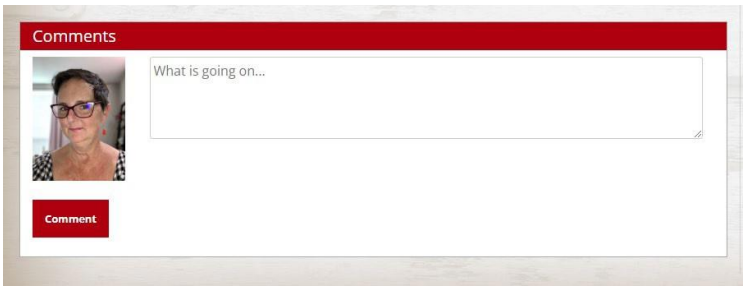
Your event will look like this:

NOTE: *Because you are the Hostess, you will show up at the top and stay at the top as Sisters sign up. You will count as "1" Ticket Sold in the number you allowed. You do not need to sign up unless, you are inviting a SOTT. As Sisters sign up, their photo will show up under "**See You There!**" in order of their Sister number, not when they signed up (on the Mobile App the attendee list goes in alphabetical order).*

This is what a "**Ticket**" looks like.



NOTE: *As Sisters sign up you will see the number of **Total Tickets** going down and the number of **Tickets Sold** going up. And remember, the first one is always the Hostess! A Sister will also always need to say "**Yes**" to the "**Have you signed the waiver***" box when signing up and answer all questions with an "***".*



NOTE: *Make sure to watch the "**Comments**" area carefully. Sisters sometimes ask questions, or even attempt to "**Cancel**" their booking here. **Check daily to see if there is anything that you need to address**.*

You are now done with creating your event, now it's time to "Manage" your event.

HOW TO MANAGE YOUR EVENT

Marketing your Event:

Your event is "**LIVE**" it's time to market your event. Emails have been sent out to Sisters in the **Region** that you checked – don't be surprised if you see Sisters signing up immediately! Sometimes emails take a while to get to the Sisters. ***Do not post your event on Facebook until it has been posted on the SOTF events website.**

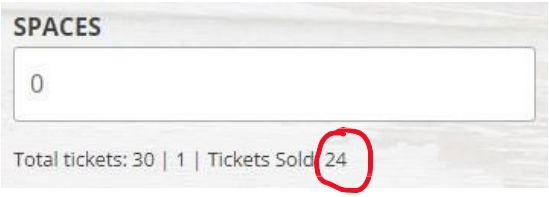
1. How to market your event:
    - You can share your event on **your local Facebook group**(s) with a **short description**, a graphic if you like, and a **link** to the event. For larger events, you may also post in the Official Facebook group. Posting once at the start and perhaps again near the event date is sufficient—**please avoid excessive posting**. Do not share the full event details directly on Facebook; instead, encourage Sisters to visit the website for complete information.
    - Consider a **private Facebook group** for attendees – a great way to communicate about your event, keep attendees updated about changes, additions, potlucks, and any other relevant information.
    - Develop an email group for attendees (can be only for attendees that don't have Facebook or for all – it's up to you) and send out relevant information. You can get a list of all our attendee's email addresses by going to the "**Attending List**" and exporting the information by hitting the red "**Export**" button.

Manage your Event:

1. It is your responsibility to manage your event by monitoring it on a regular basis. You simply go to "**My Calendar**" on your personal profile page and then to "**My Events**." From here you can **Edit** your event, look at the **Detail**, see your **Waitlist** and your **Attending List**.

You will see who has signed up and if there are any comments in the area below. It is wise to check out your event page daily to make sure any questions are being answered in the "**Comments**" area.

2. You will see how many spaces/tickets have been taken. When they are all taken your event will become "**Full**" and ladies have the option to add themselves to the "**Waitlist**." You cannot do this for them.



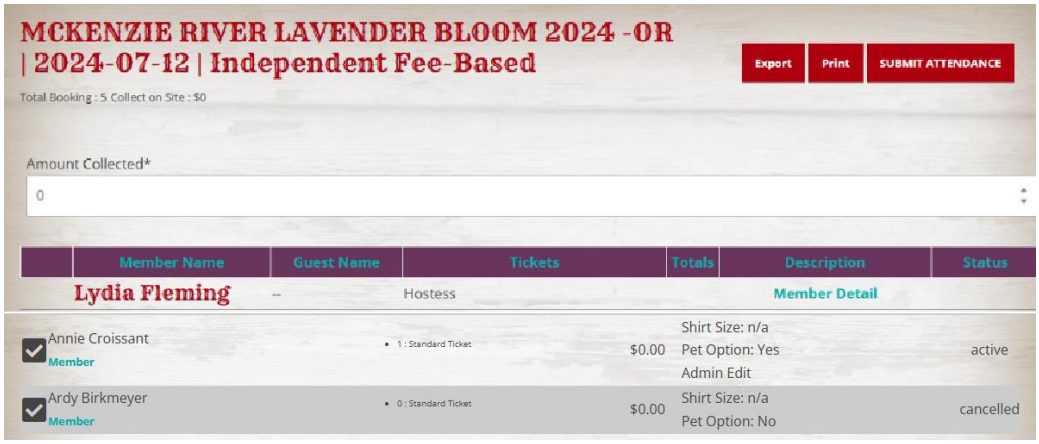
NOTE*: There is no way to tell if a member has expired after they have signed up for an event. Their booking will remain active. We rely on the hostess of the event to check that their guests are currently active members. You will have to check all members by going out of your event and looking them up on the website or Mobile App. Do not click on their profile photo from the event page because it takes you to an "active" profile even though they are expired. This applies to ladies on the Waitlist as well.*

Cancellations:

A Sister can cancel her "**booking**" at any time on the website – **you (the Hostess) cannot cancel for her**. You will get a notification when someone cancels their booking, and her name/photo will be removed from your event page – but will remain on your attendee list and show her as "cancelled". How you've set up your event would determine whether she would get a refund on any fees collected at signup. A Sister does not have to contact the Hostess when cancelling – it is a courtesy if it is close to the event date. You may put information in your event description asking that they contact you if there are any campsites involved or other things like whether she were providing food or equipment for the event. Watching your event status is important.

Our **Event Attendance Policy** is in effect as of January 2026 and attached in our **List of Forms & Policies**. If an attendee cancels at any time, it gets reported to Membership and is tracked. If an attendee does not show up, you will need to indicate that on the attendance form as a **No-Show.**

Again, watch your "**Comments**" area on your event page for Sisters stating that they want/need to cancel their booking. You cannot cancel for them. You may need to reach out to them to walk them through the process.



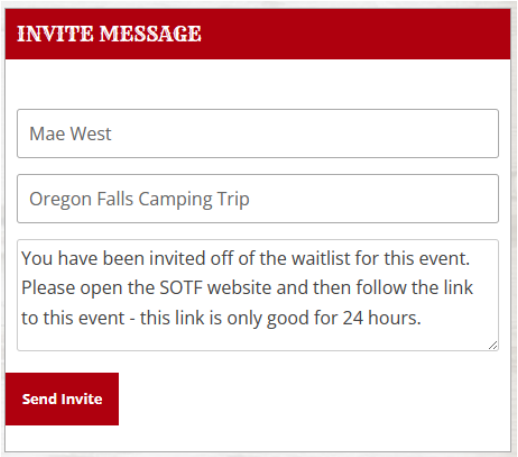
Waitlist:

When your event fills up the system will automatically create a "**Waitlist**" and will **close** the event so that no one else can sign up unless invited off the waitlist by the hostess. When your event is "**Full**", you will see the "**Total Tickets Available**" and "**Spaces Taken**" (which should be the same number) and the event will automatically list the event as "**Sorry, this event is full**" and this is when a Sister **can add herself to the waitlist** by hitting that red button "**Add To Wait List**". Sisters will be able to **add themselves** to the waitlist hoping to get into the event if someone cancels. The list goes in order of "**first on, first off**" and only the hostess can see this list. **You cannot add someone to the waitlist** – but as a Hostess, you can remove someone if they ask you to.

*If your event becomes "**Full**" and you decide to add more "**spaces**" to your event, you can ask the Director of Events to do that for you by emailing: **events@sistersonthefly.com**. Once you have done that, then you can invite from your waitlist.

1. When a Sister hits the "**Add to Wait List**" button on the event page, her name will go onto the list in the order in which she submitted her name and looks something like this:

2. When a Sister **cancels their booking,** you will get an email letting you know, you as a hostess will need to "**Invite**" the first Sister who is at the top of the Waitlist to the event.
3. To do this, just click "**Invite**" on the waitlist screen and scroll down to the "**Invite Message**" box near the bottom of the page. It will fill in the Sisters name, have a space for the subject (**name of event**), then enter a message (see below), and then hit the "**Send**" button**.** Remind them that the "**Invite**" is only good for **24-hours** and that they **need to be logged onto the website <u>first</u> for the link to work**.



4. This will send her an email with a "**Link**" to the event for her to sign up and get a "**Ticket.**" As a Hostess, you will also get a duplicate email regarding the invite that you sent with a date & time stamp.
5. Her name will then move down to the "**Invited List**" as seen below.

   NOTE: *You can see the date and time of when you invited the Sister. You do have the option of sending them a text or phone message to let them know to look for an email. It is not required by the hostess but can sometimes help the process.*

Invited List

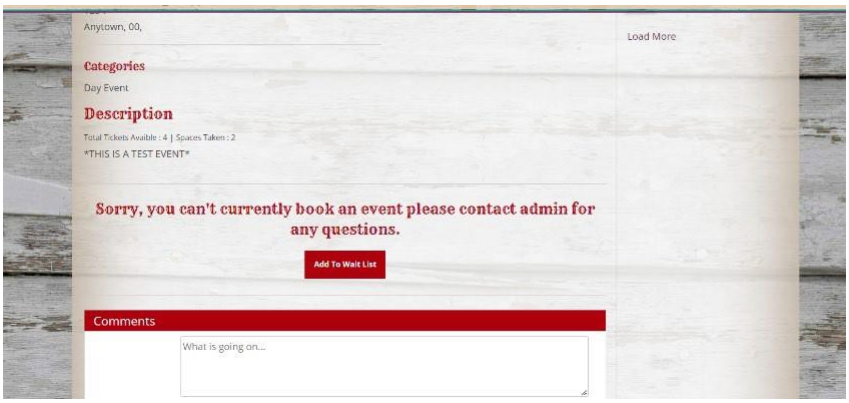
Name	Invite ID	Date	Status
Mae West	61787957826c8	2021-10-26 14:55:35	Active

6. After she signs up, **you will get an email** letting you know that she has signed up for the event and she will be added to the attending list. You can then "**remove**" her from the waitlist.
7. If **she does not respond within the 24-hours** then **YOU MUST** "**revoke**" her invite, failure to "**revoke**" her invite leaves that person open to respond at a later date. Once revoked, the link will no longer work, and she will be removed from the waitlist. You then need to move to the next Sister in line and repeat. She does have the option of adding herself back on the waitlist but will go to the bottom of the list.
8. You can "**remove**" a Sister off the Waitlist if she requests it, or she can do it herself on her "**Waitlist**" area on her calendar page.

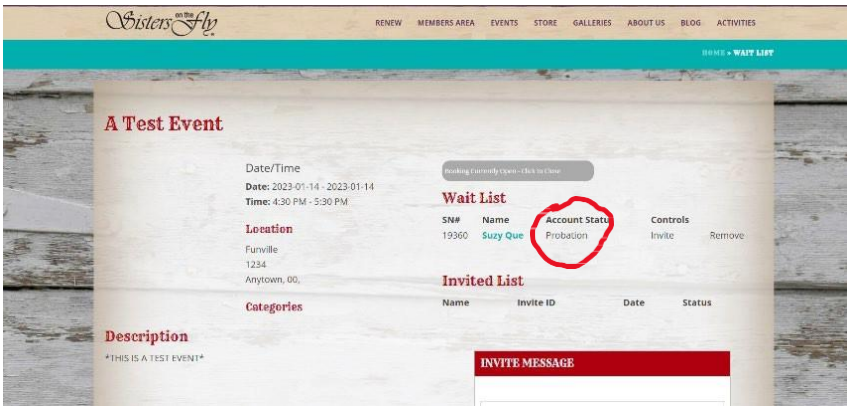
PROBATION

The **Event Attendance Policy** was put into effect as a courtesy to our amazing hostesses. We couldn't have these wonderful events without them and appreciate all they do for our Sisters. The attendance reports are submitted by the hostess at the end of each event. Points are accrued with every cancellation and no-show.

If a Sister has four Cancellations or three No-Shows, she will be put on “event probation.” This means that she has lost her privilege to sign up for events. She will have been notified of this status by Membership and when she signs up for any event, she will automatically be put on the waitlist – as seen below.



What a Sister will see after four (4) Cancellations or three (3) No-Shows.



*This is what you will see if a Sister is on **probation**. If you are contacted by a Sister with questions, please refer her to: Membership@sistersonthefly.com.*

You can choose to wait and see if your event reaches full capacity before inviting the Sister from the Waitlist, or you can allow her to be included in your event's attendance list, or you can choose to ignore the request.

CLOSING DATE

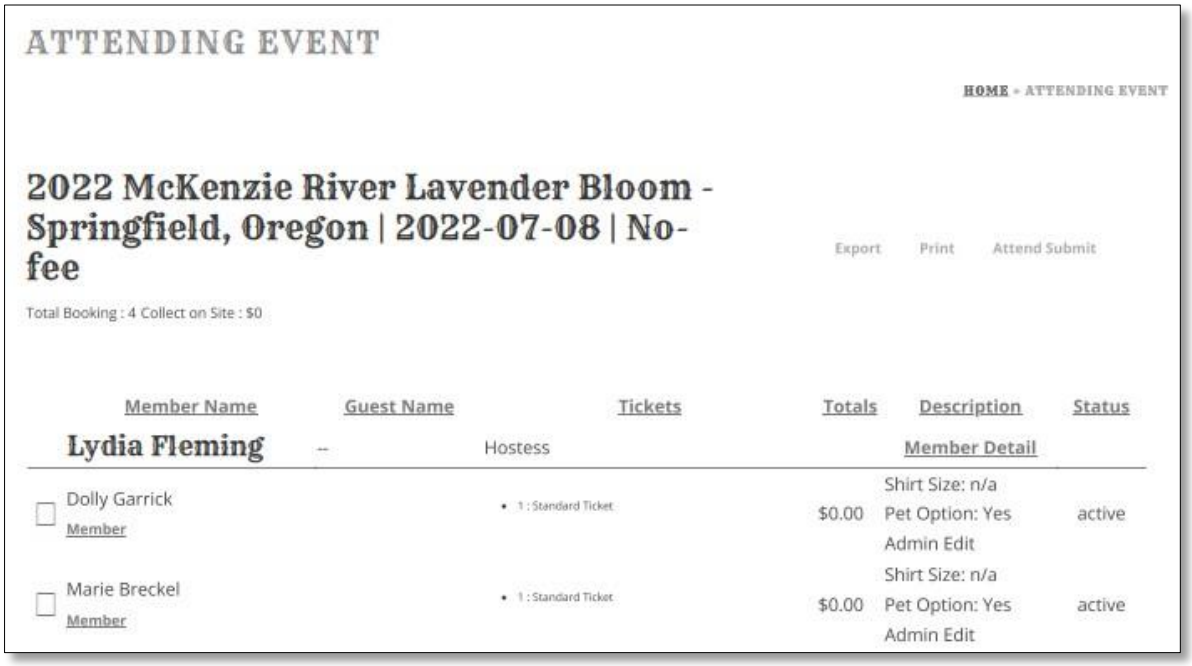
The "**Close Ticket Sales**" date that you chose during setting up your event will determine the date when no more activity will occur on your event. This can be any date that you determine is best for you. This means no more invites from the Waitlist as well.

ATTEND YOUR EVENT

It's time to enjoy all the work that you've done. You can print out a list of attendees to take with you so that you can take attendance and have much needed information about your group.

- It's always a good idea to have a "**check-in**" point so that you can take attendance and make sure everyone has arrived safely. Having that, along with your phone number, on the event description will help any Sisters who may need to contact you to let you know that they are running late or had troubles on the way.
- To print out a list of all your attendees, go to the red "**Attending List**" – you will get a "**checklist**" for your event. Then you can hit the red "**Print**" button to get a copy to take with you. You can also "**Export**" a list of attendees if you prefer which will be an Excel spreadsheet – this will have contact information where as the Attending List does not.

WARNING: Do not hit the "**SUBMIT ATTENDANCE**" button at this time, this will close out your event which removes it from the website.



ATTENDING EVENT

HOME » ATTENDING EVENT

2022 McKenzie River Lavender Bloom - Springfield, Oregon | 2022-07-08 | No-fee

Export Print Attend Submit

Total Booking : 4 Collect on Site : $0

Member Name	Guest Name	Tickets	Totals	Description	Status
Lydia Fleming	--	Hostess		Member Detail	
Dolly Garrick Member		• 1 : Standard Ticket	$0.00	Shirt Size: n/a Pet Option: Yes Admin Edit	active
Marie Breckel Member		• 1 : Standard Ticket	$0.00	Shirt Size: n/a Pet Option: Yes Admin Edit	active

This is what a printed copy of the "**Attending List**" looks like. You have boxes where you can use to check off Sisters as they check in.

CLOSING OUT YOUR EVENT

You can use the printed attending list to take attendance at your event, and then when you get home or while at the event, you can then submit your attendance report by doing these steps:

1. Log on to our **website**; go to **EVENTS**, scroll down to **MY CALENDAR**.
2. Click on **MY EVENTS**; your event will be located here.
3. Click on **ATTENDING LIST**; this will display a listing of all who did a booking for your event.
4. **Unclick** any member who failed to show up or cancelled the event.
5. And then, click the "**SUBMIT ATTENDANCE**" button. This will send a report to the Director of Events.
6. You are now done with everything.

You're all done!

OTHER HELPFUL HINTS AND TRICKS

Cancellation & No-Show Procedures

It is imperative that you send in the "**Attendance Report"** after your events with the **members un-checked that did not show up according to the Event Attendance Policy**. Membership will take that information and attach it to the member's account. They will keep track of the number of events that the Sister was a **Cancellation** or a **No-Show**.

No-Show Probation

After a Sister's 2nd recorded "No-Show" she will get an email warning her of her status. If a third occurrence happens, along with an email, she will be put on probation and will not be able to sign up for events without first being placed on a waitlist (even if the event isn't full). As a Hostess you will see that the Sister is on probation and can decide whether to invite then or at a later date.

How to cancel an event that you have created.

You've done a great job putting together an event and then you find out that you need to cancel the entire event due to weather, sickness, life! This is how you go about that:

1. Hostess should update her event description on the website, stating that the event has been cancelled or rescheduled, etc. (usually at the top in big bold red lettering.)
2. Hostess should send an email to the Director of Events letting her know that she needs to cancel her event and she will mark it cancelled on the website.
3. Hostess needs to contact each attendee letting them know that the event has been cancelled (sending an email to the group is a good idea).
4. It's also a good idea to post on the local Facebook group, if appropriate.

What to do if your event seems to have disappeared.

This happens when a Hostess accidently hits the "**SUBMIT ATTENDANCE**" button. No fears! Just email the Director of Events and she will get you back on track.

"Save the Date" Instructions

1. After your "**Save the Date**" has been posted on the website, and you are ready to go "**Live for Bookings,**" go ahead and email the Director of Events, let her know you are ready to go "**Live**."
2. She will then send it back to "**DRAFTS**" so that you can make your changes (you cannot make changes to a "**Save the Date**" until you do this step).
3. After you make your changes, you will go ahead and hit the "**SUBMIT**" button.
4. The Director of Events will review it, and then make it go "**LIVE**" for bookings on the website.

GLOSSARY

1. **Adopt a Highway Campaign** – a highway cleanup event in your state.
2. **Attending** – events that you have signed up for, past and present.
3. **Attending List** – the current list of your attendees signed up for your event.
4. **Submit Attendance** – the final task for your event. This closes your event and sends in the No-Show and Cancellation report.
5. **Available Spaces** – the number of attendees allowed to attend an event dictated by the Hostess.
6. **Booking** – same as a **Ticket** when signing up for an event.
7. **Cancellation** – when a Sister cancels her ticket to an event.
8. **Closed** – when your event is full it automatically closes for any bookings to happen except when invited from the waitlist.
9. **Close Ticket Sales** – the date that you chose for your event to stop taking bookings.
10. **Comments Box** – a place on an event where attendees can make a comment, ask a question, etc.
11. **Event** – an organized gathering where there is a Hostess and Attendees.
12. **Director of Events** – the person that manages all events that are booked on the SOTF website.
13. **Export** – exporting your attendance for your event to an excel spreadsheet.
14. **Gathering** – any area in which Sisters "gather" while at an event.
15. **Gallery** – a place where your trailer photos are stored on the website.
16. **Guest** – can be a Sister on the Try (SOTT), a Mister or partner, or a child/grandchild that are allowed to join an event per the Hostess.
17. **Hostess** – a Sister who sponsors an event.
18. **Hostess Agreement** – this document is introduced after you submit your event.
19. **K.I.S.S.** – Keep it Simple Sisters (an easy way to host an event).
20. **Live** – an event that has posted on the website and is ready for signups.
21. **Meet & Greet** – an event where you get together to introduce new members.
22. **My Calendar** – a place where you can find all your event information including past events, the events you will be attending, the events that you are hosting and the events that you are waitlisted for.
23. **My Events** – are the events that you are hosting.
24. **My Profile** – your page where you enter your contact information, username and Password, and additional information. Some of this information will show when SOTF searches for you.
25. **Non-Refundable Event** – no monies will be returned to the attendee when their booking is cancelled. If the hostess cancels, postpones, or reschedules a non-refundable event, she must offer a refund to all attendees.
26. **No-Show** – when a Sister signs up for an event but does not show up for the event.
27. **Open** – when you "open" up your event to invite more Sisters.
28. **Save the Date** – an upcoming event that is not ready to book attendees but is listed on the website and can be posted on Facebook.
29. **Sister on the Try** – a woman that is invited to join an approved event to see if SOTF is a group that she may want to join. A SOTT can only attend one event and then she would need to join SOTF.
30. **Spaces** – the Total Tickets for your event.
31. **Ticket** – your **booking** for an event.
32. **Waitlist** – a list of potential attendees after an event fills up.
33. **Wrangler** – your state or representative.

DISCLAIMERS:

- **Events**:

  All participation is at the sole risk and discretion of the attendee.

- **Events that use Travel Agents, Cruise Lines, etc**.:

  Disclosure and/or Disclaimer Regarding Independently Organized Travel Events

  Please be advised that for independently organized events—where travel arrangements are coordinated by hostesses through third-party travel agents, cruise lines, or other travel service providers—hostesses may receive compensation or other benefits contingent upon reaching a minimum number of participants. Such compensation may include, but is not limited to, complimentary upgrades, reduced rates, or fully subsidized travel.

  Sisters on the Fly (SOTF) does not manage, monitor, or verify any compensation, benefits, or arrangements made between hostesses and external travel entities. As such, SOTF assumes no responsibility or liability for any financial or contractual arrangements made independently of the organization. These arrangements may impact the per-person cost paid by attendees or alter the overall group benefits extended by the provider.

  It is important to note that in most official SOTF events, hostesses act in a voluntary capacity, cover their own expenses, and receive no form of financial or material compensation. Their contributions are recognized and appreciated solely through the goodwill and gratitude of fellow members.

  Sisters on the Fly shall not be held liable for any personal injury, financial loss, or other damages arising from participation in such independently arranged travel events. All participation is at the sole risk and discretion of the individual.

- **Foreign Travel Events** (including Canada):

  Please be aware that this event is taking place in a foreign country and that current insurance may not cover you or your assets and that you may choose to purchase additional insurance.

- **Events that share information with the public**:

  Please understand hostesses may share event information on their business websites and on other venues and camping groups. As a result, this event may include attendees who are not members of Sisters on the Fly (male or female). Also, please understand these hostesses may receive compensation when travel and registration are booked using outside sources.

  Sisters on the Fly have no liability financially, or for injury, or loss of life while participating in this event.

- **Event Waiver for Pet Centric Events:**

  By registering for and participating in this event, I acknowledge and agree to the following terms:

  1. **Assumption of Risk & Release of Liability**
     I understand that this event includes activities involving pet owners and their dogs. I acknowledge that Sisters on the Fly (SOTF) is not responsible for any injuries, damages, or losses—whether to persons, pets, or property—that may arise as a result of pet-related incidents. I assume all risks associated with my participation and the presence of pets at this event.
  2. **Indemnification**
     I agree that any liability related to a pet, including but not limited to injury, damage, or financial loss, shall be the sole responsibility of the pet owner and/or the event hostess. I release and hold harmless Sisters on the Fly, its members, agents, and affiliates from any claims, demands, liabilities, or expenses arising from pet-related incidents.
  3. **Incident Reporting**
     In the event of any pet-related incident, I agree to report the matter within 24 hours to events@sistersonthefly.com using the SOTF Incident/Accident Report form.
  4. **Compliance with SOTF Pet Policy**
     I acknowledge that all attendees are expected to adhere to the SOTF Pet Policy to the extent possible and take all reasonable precautions to ensure the safety of attendees and their pets.
  5. **Acknowledgment of Waiver**
     By registering for this event, I confirm that I have read and understand this waiver, and I voluntarily release Sisters on the Fly from any liability related to pet-related incidents, injuries, or damages. I agree that this waiver is binding upon me, my heirs, legal representatives, and assigns.

LIST OF FORMS & POLICIES

1. FORMS

Charitable Contribution Form

Emergency Information Forms

Injury/Incident Report

Large Fee-Based Events Application Form

Pet Sign Up Sheet

2. POLICIES

Attendee Agreement

Event Attendance Policy *(Cancellation & No Show - updated 01/2026)*

Guest Release and Waiver of Liability Agreement

Guest/SOTT Policy

Hostess Agreement

Member Guidelines

Pet Policy

CHARITABLE CONTRIBUTION FORM

More times than not, Sisters on the Fly holds fundraising events within its organized events. Members use the power of their regional and national Sisters to support varying non-profit organizations. A big thank you to all the Sisters on the Fly for your hard work and huge hearts paying it forward and literally doing this under the "Banner of Sisters on the Fly!"

This form is for those of you who collect donations at your events. Sisters on the Fly would like to gather this information for record keeping purposes and for advertising to potential new sisters – this is not mandatory.

Please provide the following information:

Hostess Name: _____

Event Name: _____

Date: _____**State**: _____

Charity Name: _____

Dollar amount collected/given: _____

Please email this information to: **events@sistersonthefly.com**
(put "Charitable Contribution Form" in your subject line – thank you!)

EMERGENCY INFORMATION FORM

Complete this form and seal it in an envelope, then place it in your RV, taped to the refrigerator, inside closet or, if a tent camper, to the top of your ice chest so it can be found and passed on to medical personnel in an emergency.

Name: _____ Age: _____

Address: _____

_____

Phone Number: _____ Email: _____

Date of Birth: _____ Blood Type:_____

□ Diabetes □ High Blood Pressure □ Heart Disease □ COPD
□ Asthma □ Contact Lenses/glasses □ Cancer
□ Other: _____
□ Metal in body (What/Where)? _____

Medications & Dosages: _____

Allergies: _____

Dietary Restrictions: _____
_____

Other information to be aware of: _____
_____

Medical Insurance Carrier: _____

Primary Physician Contact Information: _____
_____

Who to contact in case of an emergency:

1) _____ Ph. _____

2) _____ Ph. _____

Pet Information – please list the person that will be responsible for your pet in case of an emergency while at an event:

Pet's Name: _____Caregiver Name & #: _____

INJURY/INCIDENT REPORT

1) Date Incident Occurred: _____ **2) Approximate Time**: _____ **AM PM**

3) Person Filling out the Report: _____

4) SOTF Event Name/Location: _____

5) Hostess Name: _____

6) Injured/Affected Persons Name(s): _____

7) Phone Number: _____

8) Address: _____

9) Male Female **10) DOB**: _____

11) Details of Incident (continue on back of page if more space is needed): _____

_____

_____

_____

12) Incident Witnesses and Phone Numbers (please list all): _____

_____

_____

13) Injured/Affected Persons Relationship to Event (SOTF, SOTT, grandchild, spouse, etc.):

_____

14) Injury Type: _____
(leg, arm, head, shoulder, etc. - if applicable)

15) Was Hospital or Physician Care Needed? YES NO

16) Hospital/Doctors Office Name: _____

17) Phone #: _____ **18) Address**: _____
(if applicable)

Injured/Affected Person's Signature: _____ **Date**: _____
(or Guardians signature if a minor)

Emergency Contact Person and Contact Information: _____

_____

When was Emergency Person Contacted: _____

After completing this report send a copy to: Debra@sistersonthefly.com and April@sistersonthefly.com

Details of Incident – Additional Information:

HOSTESS APPLICATION FOR LARGE FEE-BASED EVENTS

In order to host a large **fee-based event** ($5,000+), you must follow our hosting guidelines that you can find in the **Hostess Handbook** on the SOTF website. You must have hosted an event with SOTF previously in order to apply. You must have a Hostess & Co-Hostess along with a Committee for our regional large events/gatherings. Please fill out this form and return it to: **events@sistersonthefly.com**.

Your Name: Sister #: Todays Date:

Event Name: Potential Location:

Event Year: Potential Date:

How many Sisters are you intending on inviting?

Is this a new event or an existing event? Brand New: ☐ Existing: ☐

*(if this is an annual event that **only you host** – you don't need to answer all the questions below.)*

Please check each box that applies:

- ☐ I have read and understand the guidelines in the **Hostess Handbook**.
- ☐ I have hosted other **Free Casual** SOTF events. How many? _____
- ☐ I have hosted other **Fee-Based** SOTF events. How many? _____
- ☐ I have attended **Large Fee-Based** SOTF events. How many? _____
- ☐ I have **previous experience hosting** other large types of events outside of SOTF.
- ☐ I have been a **co-hostess** at a SOTF large event. How many? _____
- ☐ I have a **co-host** in mind:
- ☐ I have a **committee** in mind:
- ☐ I will have SOTF collect the money Yes ☐ No ☐

Any additional information that you would like to add:

*Paperwork must be submitted to: **events@sistersonthefly.com** within the timeline specified. If there are multiple applications for the same event, then SOTF staff will determine the best possible fit based on the answers to the questions.*

PET SIGN UP SHEET

Pet Information – please list the person that will be responsible for your pet in case of an emergency while at an event:

PET OWNER	PET'S NAME	CAREGIVER	CELL#

ATTENDEE AGREEMENT

I appreciate that with all benefits come responsibilities, and as a Sister in the **Sisters on the Fly** (SOTF) organization, I acknowledge and pledge to do my best to uphold the following standards as this is my responsibility in order to reap the benefits of all that SOTF offers me:

1. I will read every event announcement in its entirety-from top to bottom.
2. I will respect and appreciate that Sisters are willing to host events and agree to honor their rules and requests.
3. If on a waitlist, I will provide contact information and patiently wait to hear from the hostess when she determines she can fit me in to a cancellation.
4. I understand that if I clear an event waitlist and receive an email notice, I have 24-hours to respond. If I do not respond, the hostess will offer the spot to the next Sister on the waitlist and will lose my spot.
5. I will not book a campsite for an event unless I fully intend to use it.
6. I will not book a campsite during an event for which I am not registered.
7. I will only bring a Sister on the Try (SOTT) after informing the hostess at the time of registration.
8. I agree to execute all required paperwork.
9. I will not be a shrinking violet and wait for Sisters to come to me; I will jump in and participate, from the get-go.
10. I will not complain about not getting signed up for events and not being able to participate but will organize events in order to expand the offerings so that everyone has an opportunity.
11. I will always be nice, offering kindness to others and speaking graciously with the proper people when I do have a complaint.
12. I will respect all the volunteer efforts in terms of time and resources that other Sisters offer to ensure that Sisters “Have More Fun Than Anyone!”
13. I will respect the **SOTF Pet Policy**. If I bring a pet to an event that is a **“No Pets Allowed”** event, I understand that the Hostess will ask me to either board my pet(s) or leave the event (the fact that I must leave is no one’s fault but mine). For “**Pets Allowed**” events I attend, I will follow the **SOTF Pet Policy**.
14. I understand that if the Event is an Independent Fee-based Event and I am paying the Hostess directly, then SOTF is not responsible for any reimbursement to me of the fees for any reason.

EVENT ATTENDANCE POLICY

To simplify things, we've combined our Cancellation and No-Show Policies into one policy for easier reference. We hope this helps make the differences between the two clearer and easier to understand.

CANCELLATIONS

A "cancellation" is defined as a Sister who has signed up on the website to attend an event but then cancels her booking on the website.

- A Sister will receive one (1) cancellation point for each cancelled event.
- Cancellations will be verified using both the SOTF website and the attendance report submitted by the hostess.
- A Sister may accrue up to four (4) cancellation points before it affects her ability to register for future events.
- Once a Sister reaches four points, she will automatically be placed on the waitlist* for any new event registrations (even if the event is not full). It will then be at the hostess's discretion whether to invite her from the waitlist to attend the event.
- A cancellation point will be applied on the event's start date and removed upon its six-month anniversary. (Please note: Any cancellation point received prior to July 15, 2025 will be removed after one year, in accordance with the policy that was in effect at that time.)

NO-SHOWS

A "no-show" is defined as a Sister who has signed up on the website to attend an event but either fails to show up or fails to cancel her booking on the website at least 48 hours prior to the first day of the event.

- A Sister will receive one (1) no-show point for each time she is a no-show.
- No-shows will be verified using both the SOTF website and the attendance report submitted by the hostess.
- A Sister may accrue up to three (3) no-show points before it affects her ability to register for future events.
- Once a Sister reaches three points, she will automatically be placed on the waitlist* for any new event registrations (even if the event is not full). It will then be at the hostess's discretion whether to invite her from the waitlist to attend the event.
- A no-show point will be applied upon the event's start date and removed upon its one-year anniversary.

*****WAITLIST PROCEDURES****: Sisters with (4) cancellation points or three (3) no-show points are automatically waitlisted, even if space is available. Hostesses must invite in order and may not skip Sisters with no points, but may pass over those waitlisted due to points.*

GUEST RELEASE AND WAIVER OF LIABILITY AGREEMENT

My undersigned hereby acknowledges that I am voluntarily participating in all **Sisters on the Fly™** (SOTF) activities and in exchange:

I HEREBY FREELY AND WILLINGLY ASSUME ALL OF THE RISKS OF PARTICIPATING AND/OR VOLUNTEERING IN ALL SOTF ACTIVITIES, including but not limited to, any risks that may arise from negligence or carelessness on the part of SOTF or because of their possible liability without fault, or from dangerous or defective equipment or property owned, maintained, or controlled by them, or caused by terrain, facilities, location issues, temperature, weather, condition of participants, equipment, vehicular traffic, actions of other people including, but not limited to, participants, volunteers, and activity officials, as well as exposure to an illness from infectious diseases including but not limited to bacteria such as MRSA or viruses such as influenza, SARS including COVID-19 and acknowledge that although adherence to particular guidance, rules and personal discipline by myself and SOTF may reduce such risk, serious illness and death may nevertheless result.

I CERTIFY THAT I am physically fit and have sufficiently prepared or trained for participation in SOTF activities. I am not currently experiencing any health-related reasons or problems that would preclude my participation in these activities. I acknowledge that my safety and the safety of those around me is primarily my responsibility and attest that I shall:

1. Participate in a safe manner in accordance with all applicable rules and practices that minimize risk of injury; and
2. Cease participating and seek assistance if I cannot safely continue. I understand that it is not the responsibility of other participants to provide aid if I have misjudged my capabilities.

I ACKNOWLEDGE THAT this Release and Waiver of Liability is between myself and SOTF and that it will govern my actions and responsibilities at activities, and it shall be construed broadly to provide release and waiver to the maximum extent permissible under applicable law.

In consideration of my registration and permission, as a **Guest** of SOTF I hereby act for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of SOTF or its affiliates, volunteers, wranglers, or hostesses, for my death, disability, personal injury, property damage, property theft, monetary loss or actions of any kind which may hereafter occur to me, including my traveling to and from SOTF activities.

B) I INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE SOTF from/for any and all liabilities or claims made as a result of participation in SOTF activities, whether caused by the negligence of SOTF or parties acting on their behalf or otherwise.

I ACKNOWLEDGE THAT SOTF, its directors, officers, volunteers, staff, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific activity on behalf of SOTF.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during SOTF activities.

I UNDERSTAND THAT:

1. I may be photographed at SOTF activities, and I AGREE to allow use of my photo, video, or film for any legitimate purpose by SOTF or its assigns.
2. If the activity occurs in a foreign country, current insurance may not cover me or my assets and that I may choose to purchase additional insurance.
3. SOTF makes no guarantee or warranty as to the actual execution of any activity and I agree to hold SOTF harmless for any failure to meet my expectations.

I FURTHER UNDERSTAND THAT SOTF IS NOT RESPONSIBLE FOR FUNDS COLLECTED BY HOSTESSES and is therefore not responsible for any refunds of such amounts.

I UNDERSTAND THAT if I choose to drink during a SOTF activity or event and then drive myself and/or others in my vehicle, I am solely responsible for any damage and/or injury caused by that decision.

□ I ATTEST THAT I HAVE READ THE **PET POLICY** and shall comply, if applicable (attached).

□ I ATTEST THAT I HAVE READ THE **ATTENDEE AGREEMENT** and shall comply (attached).

I CERTIFY THAT I HAVE READ THIS DOCUMENT AND FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

Name: (printed): _____

Signature: _____Date:_____

Name of Minor, if applicable: (printed): _____

GUEST/SOTT POLICY

Members of **Sisters on the Fly™** (SOTF) can invite guests to events when it is deemed so by the Hostess on her event page. A "**Guest**" can include a **Sister on the Try** (SOTT), a Mister/Partner (which would be a Sister/Mister event), or sometimes family members. These guests are required to sign a "**Guest Release and Waiver of Liability Agreement**" before attending a SOTF event, read all event documentation supplied by the SOTF Sponsor/Hostess, and follow all SOTF policies.

We have a few guidelines for our guests:

1. **Sisters on the Try** (SOTT) may participate in **only one** event and cannot have been a previous member of SOTF. We hope that after attending an event as a SOTT they will consider joining **Sisters on the Fly** and ***"Have more fun than anyone!"***
2. A **current SOTF member** must sponsor the guest for the event, sign them up on the event page, and accompany them to the event or find someone that will. The SOTF sponsor is responsible for giving the guest information regarding the event, along with any required documentation. The guest must follow the rules set by the hostess of the event.
3. If the event is a "**Pets Allowed**" event and the guest is bringing a pet, the guest will need to follow the "**Pet Policy**" provided by their sponsor.
4. A Guest **must be 21 years old to participate**, unless the event is specifically set up with different parameters like; Grammas on the Loose, a Summer Picnic, Baseball Game, Lil Buckaroo's, etc.
5. All guests must sign the **Guest Release and Waiver of Liability Agreement** before attending the event. You can get this document on the website at Event Planning Guide - Sisters on the Fly or the hostess can email a copy to the sponsor. The sponsor is responsible for getting the guest to sign the document and then either send it to the hostess via email or hard copy at the event. No guest will be allowed to attend an event without a signed waiver.

If you have any questions regarding your "**Guest**" please contact the hostess of the event, your Wrangler, or the Director of Events.

HOSTESS AGREEMENT

This agreement is between Sisters on the Fly, Inc., 10231 N. 39th Street, Phoenix, Arizona, an Arizona corporation -“SOTF""- and the undersigned Event Hostess -"Hostess"- for the event listed within this agreement. This agreement is effective today, [date], and expires ten -10- days following the conclusion of the Event unless specifically extended in a writing signed by both parties.

The parties agree to the following Terms and Conditions:

Event. Hostess has met the requirements for an Independently Hosted Event as set forth in the SOTF Hostess Guide which is incorporated herein in its entirety. Hostess agrees to comply with the policies and procedures set forth therein and conduct the event in a manner that is agreeable to SOTF.

Licensing Agreement. Hostess understands that she has the use of the SOTF intellectual property in association with this event only and only for the period of this event. SOTF agrees to waive the any licensing fee for this event. This term does not apply to any Vendors that Hostess may engage for the event. Each Vendor seeking to use the SOTF Tradename or Trademark is required to execute a separate Licensing Agreement with SOTF. Pursuant to the Licensing Agreement, SOTF reserves all right, title and interest in and to the Trademarks for its own use. Hostess cannot pass or transfer permission to anyone.

Insurance. Hostess acknowledges SOTF"s Liability and Accident Insurance coverage as set forth in the Hostess Guide and that Hostess may, on her option, choose to acquire an additional Special Event or Umbrella policy. Hostess agrees to maintain a complete record of the names and liability waivers obtained from all registered participants.

Noncompliance. Should SOTF, in its sole discretion, determine that Hostess is not in compliance with these Terms and Conditions, it may provide notice to Hostess to cease and desist and require Hostess to refund all fees collected to the participants.

Assignment. This agreement cannot be assigned by either party and does not inure to party"s heirs, successors or assigns.

Entire Agreement and Modification. This agreement constitutes the entire agreement between the parties. No modification or amendment of this agreement shall be effective unless in writing and signed by both parties. This agreement replaces any and all prior agreements between the parties.

Governing Law and Venue. This Agreement shall be construed in accordance with the laws of the State of Arizona. By entering this agreement both parties agree that Jurisdiction over any dispute shall remain and venue shall be proper in Arizona. To that end, Licensee agrees to submit to such jurisdiction.

Dispute Resolution. Any dispute arising under this Agreement that cannot be resolved by the parties shall be subject first to mediation and, failing the success of mediation to an action in the superior court.

Severability. If any portion of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would

HOSTESS AGREEMENT

become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

Termination. This agreement automatically terminates upon expiration or upon either party's filing of bankruptcy, becoming insolvent or having a receiver appointed.

Binding Agreement. Except as provided above, this agreement shall be binding upon the parties, their Boards of Directors, employees and their successors, assigns, heirs and executors.

Notices. All notices required under this Agreement shall be sent as follows: to SOTF: events@sistersonthefly.com; to Hostess: at the email address in the signature block below.

MEMBER GUIDELINES

We ask that you follow these seven simple rules:

1. Events and gatherings are for women only, unless the hostess specifically states men are invited. Same goes for children and pets.
2. Strive always to be nice, even though it can sometimes be difficult.
3. There is no tolerance for objectionable content or abusive users on our website, mobile app, or Facebook pages.
4. Please use discretion when posting pictures of our Sister fun on social media. Only post pictures of other Sisters on SOTF Facebook pages. Respect other Sisters' privacy.
5. The member's directory is the sole property of **Sisters on the Fly** and may not be reproduced, shared or utilized for personal or business use.
6. Members of SOTF have the ability to use the logo and name for personal use only. They may not be used to make items to sell.
7. Have more fun than anyone, it's the Sister Way!

Sisters on the Fly is an all-inclusive women's outdoor adventure group. We do not discriminate based on race, religion, nationality, color, sexual orientation, marital status, disability or age (must be over 21).

PET POLICY

Pets bring joy, companionship, and adventure to our lives. At Sisters on the Fly (SOTF), we recognize that pets are family for many members. However, we also respect that some members do not have pets or may have allergies or concerns. The purpose of this policy is to ensure the safety and well-being of all members and their pets while attending an event.

This policy applies to any event where the hostess has designated that pets are allowed as stated on the SOTF website at the time of event registration. Pets include reasonable domesticated animals such as dogs, cats, rabbits, and birds. Pet-related allowances may be made by the hostess for activities where pets would reasonably participate, such as hiking, kayaking, or swimming. If in doubt, please send an email to: **support@sistersonthefly.com**.

The SOTF Pet Policy does not apply to service animals covered under the Americans with Disabilities Act (ADA) but does apply to emotional support and therapy animals, which are not recognized as service animals under the ADA.

Pet Policy Guidelines:

1. **Restricted Areas**: Pets are not allowed in event gathering spaces, including campfires, craft areas, happy hours, meal areas, or any other location designated as a "no-pet area" by the hostess.
2. **Registration Requirement**: Members bringing pets must indicate "yes" when registering for an event on the SOTF website. If plans change after registration and a pet will be attending, the attendee must inform the hostess. A maximum of two pets per attendee is allowed.
3. **Pet Control & Identification**: Pets must be under control at all times. They must wear an identification collar and be leashed unless in designated, enclosed pet-friendly areas. There is no size restriction for pets.
4. **Health & Licensing**: Pets must be properly licensed and up to date on vaccinations as required by local, county, or state regulations.
5. **Venue Compliance**: All pet owners must adhere to the event venue's pet policy without exception. Any attendee who fails to follow venue rules will be required to either board their pet or leave the event.
6. **Emergency Care**: Each pet owner must provide the hostess with the name and contact information of a caretaker who can assume responsibility for their pet in the event of an emergency that prevents direct care.
7. **Cleanliness & Waste Management**: Pet owners must keep event spaces and surrounding areas clean and free of pet waste. Waste must be immediately removed in case of accidents.
8. **Pet Behavior & Supervision**: Pets must not become a nuisance. They must not be left unattended in a trailer, tent, vehicle, or other space for an unreasonable amount of time.
9. **Aggressive Animals**: Pets with a vicious or dangerous disposition are not permitted. Any pet deemed a nuisance or threat under state or local law must be removed immediately.
10. **Proper Care**: Pet owners must ensure their pets receive appropriate food, water, and overall care throughout the event.
11. **Consideration for Others**: Members should be mindful that others may have allergies, fears, or personal preferences regarding animals.
12. **Pet Owner Responsibility**: Sister pet owners are liable for injuries to a member(s) or pet(s) and/or property damage(s) resulting from actions of their pet (please consider Animal Liability Insurance).
13. **Policy Noncompliance**: Failure to comply with the SOTF Pet Policy may result in probation or termination of membership.