

Dear SSC Host/Hostess:

Thank you for offering to host an event at your home – we really appreciate your generosity in opening up your home to our members and guests.

In order to assure that you are properly reimbursed, and that our activity is within the policies of SSC, please note the following guidelines:

1. If you are taking the reservations for the activity, please either phone or e-mail each person who RSVPs to confirm their attendance.
2. The minimum charge for each activity where reimbursement is necessary is \$10.00 per person. Please try to plan the menu so that the charge per person covers all of your expenses. Keep all of your receipts. You will be reimbursed that evening for expenses incurred. If the funds collected at the activity do not cover your expenses, please submit receipts with reimbursement form to the Treasurer for reimbursement.
3. Assign one person to collect payment from attendees at the event. Have a list of all people who RSVP and give that list to the person who is collecting the money. Club Members and Guests who RSVP for an activity are responsible for paying the charge for the activity, unless they call and cancel forty-eight hours in advance of the activity. The Host/Hostess is to notify the President or Vice President of any no shows.
4. Serve non-alcoholic beverages. If you allow alcohol, the activity will be advertised as BYOB.
5. Set an RSVP deadline, so that you know how many people to plan for. If your activity has a capacity limit, please take reservations “first come, first serve”.

We look forward to this activity. Please call any member of the Board of Directors, if you have questions.

Sincerely,

SSC Board of Directors