

Dear SSC Host/Hostess:

Thank you for offering to host an SSC event in your home. We really appreciate your generosity in opening up your home to our members and guests. In order to ensure 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 copies of your receipts along with the SSC Reimbursement form to the Treasurer for reimbursement. However, if you collect more than the total amount of your receipts, please send a check to the SSC Treasurer for the overage amount.
3. Provide an envelope and assign one person to collect payment from each attendee 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. The host/hostess has the right to limit the number of guests. If you choose to set a limit, please include that number in the write-up for the update. 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".
6. Home parties are publicized two weeks in advance in the Update. Please advise Dee or Chris as to what information you would like to include in the Update.
7. The host/hostess is required to have a household/homeowners insurance policy which includes liability coverage for guest medical protection for this event. This protects the host/hostess in the event of a guest accident which would require medical attention.

Please acknowledge that you have read this letter by signing a copy at the bottom of the letter where indicated. Return the signed copy at your earliest convenience, but **prior** to the date of your event, to:

Harv Self, President, Sports 'n Social Connections, 5762 W. Hoover Place, Littleton, CO 80123

We look forward to this event. Please call Dee or Chris if you have any questions.

Thank you,  
SSC Board of Directors

Please acknowledge below that you have read this information.

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Signature

Date