

THE NINETY-NINES, INC.
STANDARD OPERATING PROCEDURES

Forest of Friendship

Duties and Responsibilities:

Send information to 99s publications and social media (*Straight & Level*, the *99 News*, Facebook, Twitter) on procedures and deadlines for submitting forms to honor candidates who have contributed significantly to the field of aviation.

Ensure the latest forms and celebration dates are displayed on the website, verifying the information with:

International Forest of Friendship

www.ifof.org

Atchison, Kansas

(913) 367-1419

Application requirements can be found on the International Forest of Friendship website.

Encourage participation and report on the celebration.

Provide periodic reports to the International Board, as requested.

Submit an annual report to Headquarters for the annual meeting packet.