

THE FRIENDSHIP FORCE OF LETHBRIDGE CLUB GUIDELINES

Responsibilities of Host Coordinator for Inbound Journey

All journeys must be organized according to Friendship Force International policies and guidelines

FFI Journey documents and form are found through my.friendshipforce.org: Scroll down below the Help Centre box to locate Journeys

Preliminaries

Once the "It's a Match" letter confirming the journey has been received from FFI, begin planning right away (as early as 9 to 12 months prior to the journey) by doing the following:

- The President/ Club Journey Coordinator makes initial contact with the president of the Ambassador club
- The Board will appoint a Host Coordinator from applications using the Ambassador and Host Coordinator Application Form; Selection to be ratified at general meeting

The Ambassador Coordinator will:

- Contact FFI regional support manager for assistance in planning if required. FFI Support personnel name and contact information can be found through a search in the Help Centre ("Who do I Contact?")
- Become familiar with Friendship Force International Journey documents and forms. **FFI Journey documents and form are found through my.friendshipforce.org: Scroll down below the Help Centre box to locate Journeys** Frequently used forms:
 - **Policies and Guidelines for Journeys**
 - **Health and Mobility Checklist**
 - Send to Ambassador club along with local **Health and Travel Journey Guidelines**
 - **Journey Budget Builder Template**
 - **Club to Club Journey Evaluation**
 - Complete this form after the journey
 - **Host Application and Agreement Form**
 - Members who wish to host are to complete this form and give to the Host Coordinator

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- **Ambassador and Host Matching Form**
 - Once the Host Coordinator has received the **Ambassador and Host Matching form** from the visiting club, the ambassadors will be matched with the hosts by the Host Coordinator, the Deputy Coordinator and/or the Club Journey Coordinator. The form will then be sent back to the visiting Ambassador Coordinator
- **Incident Report Forms**
 - To be used in case of an emergency or any incident such as inappropriate behavior – copy to FFI, and both club presidents
- Become familiar with Lethbridge FF Journey Documents
 - **Health and Travel Journey Guidelines**
 - Send to Ambassador Club
 - **Hosting Journey Program Suggestions**
 - **Inbound Journey Evaluation**
 - To be completed by Ambassadors

Communication

- Communication between the Host Coordinator and the ambassador coordinator should commence as soon as possible
- Provide information to the visiting Ambassador Coordinator about our area. This can be done by sending a link to our webpage which has links to Tourism sites as well as a power point presentation on Lethbridge and area
- Provide a copy of the **Health and Travel Journey Guidelines** and the **Health and Mobility Checklist** to the Ambassador Coordinator
- Progress should be reported to the Board and to the members of the Club
The following should be ascertained:
 - Dates of the Journey to be negotiated in consultation with the Board and the ambassador coordinator
 - Maximum and minimum numbers of ambassadors should be determined
 - Ambassador club is responsible for recruiting sufficient people to fill the journey, screening them and monitoring during the journey

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Inbound Journey Committee

- Host Coordinator should form a committee. There should be a deputy coordinator and a Journey Treasurer. Meetings of the committee should be called regularly to determine the schedule of events in planning
- Prepare a journey program suitable for the incoming group
- It is helpful to prepare an information booklet for ambassadors and hosts. Translations can be provided where appropriate. The information booklet will be given to all Ambassadors, Host and Day Hosts. Send a copy to the Webmaster to be placed on the website

Budget and Fee Structure

- Host Club Program Fee is determined by the host club and used by the hosting club to cover expenses associated with the Journey such as the welcome and farewell parties/dinners, group activities and at the host club's discretion, to enable the hosts to participate in these activities. Any additional costs will be agreed upon with the visiting club
- The Host Coordinator and his/her committee should consider the multiple opportunities of Southern Alberta, review past journeys and decide on a program that gives good value and meets the ideals of Friendship Force
- The Journey Treasurer will use the "Treasurers Financial Transaction Journey Account" to record the Journey Transactions. A copy of the transactions will be given to the Club Treasurer after the journey - see form on Club Website under Club Resources
- The Host Coordinator and committee should prepare a budget based on projected costs for proposed and planned activities
- A journey budget should not project a loss
- The Club will provide \$15.00 per ambassador up to a maximum of \$300.00 for each inbound group (maximum of 2 inbound groups per year). This is a way for all members to contribute to the journey through their membership fees
- Deposits for renting facilities will be paid out of the Club's General account #24 and returned to Club's account #24
- The Journey Treasurer shall work with the club treasurer to ensure sound accounting practices are followed
- The host program fee does not include the cost of transporting ambassadors from their arrival site to the host community and returning to their departure site

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- Host club program fees are may be transferred directly from the ambassador club to the host club in a mutually acceptable manner at least 1 month prior to arrival. Discuss with Treasurer the best method for transfer.
- If an ambassador must cancel, no refund will be given for any of the prepaid activities (i.e, catered meals). Refund for other activities will be at the discretion of the club.

Host Recruitment

- At regular meetings or on website all club members should be encouraged to host
- A list of volunteers for hosting should be prepared including Day Hosts as well as volunteers to help with preparing set up for meals, purchasing food etc
- Prospective hosts must complete the Host Application and Agreement
- If appropriate, prepare and present a cultural workshop for hosts and club members
- Conduct a host meeting or orientation

Problem Resolution

- It is the responsibility of the two coordinators to resolve any problems arising during the journey through mutual consultation

Evaluation

- Encourage each Ambassador to complete the Inbound Journey Evaluation
- Present a written overall evaluation of what went well, what didn't go so well and suggestions for future journeys at the next general meeting Send a copy of the program booklet, evaluation summary and suggestions for improvement to the Webmaster to be placed on the Lethbridge website for future reference. (Members only, Archives, Journey booklets and evaluations)