

Journey Policies Friendship Force of Knoxville

The purpose of the FFK journey policies is to give a broad overview of the fees and responsibilities of ambassador and host coordinators. Members are encouraged to visit the FFI website for further elaboration on FFI journey policies:

“2019/2020 Policies and Guidelines for Clubs and Programs”

<https://www.thefriendshipforce.org/wp-content/uploads/2019/04/Policies-and-Guidelines-for-Clubs-and-Programs-April-2019-Update.pdf>

“Journey Guidelines for Ambassador and Host Coordinators”

<https://www.thefriendshipforce.org/wp-content/uploads/2018/08/JourneyGuidelinesforAmbassadorandHostCoordinators.pdf>

I. DEFINITIONS

1. **Journey Coordinator** is the person(s) who coordinates and plans all the journeys, domestic and international, inbound and outbound. Refer to description in the FFK Policies and Procedures, Section III.
2. **Host Coordinator** is the person(s) who plans and executes an inbound journey, either domestic or international. The Coordinator organizes a committee which plans the program, finds hosts for the various activities and maintains the budget for that journey.
3. **Ambassador Coordinator** is the person(s) who plans and executes an outbound journey, either domestic or international. The Coordinator recruits club members to visit another club and plans activities surrounding that journey.

II. AMBASSADORS

1. Membership: According to FFI, ambassadors and hosts participating in international journeys are not required to be members of the international organization. However, the Friendship Force of Knoxville FFK requires membership for ambassadors.
2. Ambassadors participating in a FFK domestic or international journey are required to be either:
 - a. A current member of FFK, or
 - b. A current member of a FFI club, or
 - c. Join FFK, prior to beginning of the journey.
3. All ambassadors must meet the physical capabilities and limitations outlined for the exchange.
4. Number of Ambassadors: According to FFI’s Club Policies and Guidelines: The ambassador goal number is set by the host club and may be canceled if the number of ambassadors does not meet the minimum number.
5. FFI guidelines require that an international journey that is not filled to capacity by the ambassador club be advertised on the FFI website starting 100 days prior to the journey.

III. AMBASSADOR JOURNEY FEES

1. **Ambassador Application Fee** is a \$25 fee that will accompany the ambassador application submitted to the ambassador coordinator. This fee is non-refundable if the applicant withdraws

- from the journey. If the applicant completes payment for the journey, the \$25 will be applied to their journey fees.
2. **FFI fees** are mandated by FFI to cover its expenses and are not negotiable. They are subject to change from year to year and the ambassador coordinator should review the FFI website for the latest information. If an ambassador cancels more than 60 days before departure, FFI will refund all FFI Ambassador Program Fees and Host Club Program Fees. There is no refund of the FFI Ambassador Program Fees or Host Club Program Fees if an ambassador cancels less than 60 days before the journey.
 - a. The fee is \$25 USD per journey night regardless of accommodation type, ambassadors' origin, or the journey destination.
 - b. There is no distinction between international and domestic journeys.
 3. **Ambassador fees** are paid by outgoing journey members to the host club to cover their expenses, combined with any expenses incurred by the travelling club.
 - a. **International Ambassador Fee**
 - i. This payment goes to the host club to cover their costs of hosting.
 - ii. FFI recommends \$150 per person for international ambassador fees.
 - iii. Other incidental costs related to activities with host club may necessitate additional fees.
 - iv. The host club program budget should be agreed upon by the club coordinators early in the process to give the ambassador coordinator sufficient time to market the journey.
 - b. **Domestic Ambassador Fee**
 - i. There is little guidance on the FFI website with respect to domestic ambassador fees. FFI recommends that the two clubs "work it out."
 - ii. For simplicity, FFK recommends coordinators consider using \$150 for the domestic fee to be consistent with that recommended for the international fee assuming this amount covers expected costs.
 - iii. Other incidental costs related to activities with host club may necessitate additional fees.

IV. HOST CLUB BUDGET

1. A draft budget is prepared by the host coordinator in consultation with the journey coordinator, planning committee and Treasurer.
2. It is presented to the FFK board of directors for approval (in advance of marketing the journey and collection of ambassador fees).
3. Ideally it is presented to the board at least four months prior to the international journey or two months prior to the domestic journey.

V. FINANCES

1. Host and ambassador coordinators are to use the club's treasurer for all journey funds. The treasurer is the link between FF in Atlanta and the FFK club, for the deposit of journey fees, the payment of journey fees to Atlanta, payment to host club, and disbursement of funds to FFK coordinators.
2. The host coordinator must submit receipts for all expenses, with itemization, to receive reimbursement from the treasurer for expenses.
3. It is the responsibility of the host coordinator to work within the board-approved budget. Any remaining funds, following the journey, remain in the club's treasury.

VI. JOURNEY REPORTS

1. For all journeys, ambassadors and hosts complete an evaluation form found on the FFI website and submitted.
2. A written report of the journey and a financial report are due from the Host Coordinator within 30 days of the end of the journey.
3. For international journeys, the report is sent to FFI in Atlanta and a copy to the FFK secretary.
4. For domestic journeys, a report and a financial report are sent to the FFK secretary.

VII. JOURNEY COORDINATION CREDIT

The following policy has been removed from the Journey Policies effective 2023. Coordinators who completed journeys in 2019, 2020, 2021, and 2022 are still eligible for the credit.

1. In lieu of an earned seat as mentioned in the FFI Policy document, FFK has instituted a \$100 credit to be given to the host or ambassador coordinator of an international or domestic journey for use on a future FF journey, mission, or conference. This will be paid from the Exchange Treasury, once the Knoxville journey is completed and once the club member signs up for a future journey, mission, or conference.
2. It is understood that, for an incoming journey, as much work is done as for an outgoing journey. Therefore, the credit is not to be pro-rated.
3. This credit is held for the journey coordinator for two years and will expire, if not used, two years from the completion of the FFK journey. Any unused funds will remain in the Exchange Treasury.
4. In the case of co-coordinators, the \$100 credit will be divided between coordinators.
5. The request is initiated by the host or ambassador coordinator who wishes to use the credit by sending a written notification to the treasurer with a copy to the president and the journey coordinator.

Adopted by FFK Board of Directors 6/10/2019

Updated October 26, 2020 by vote of Board of Directors

Updated November 9, 2021 by vote of Board of Directors