

Quick Checklist for Outbound Journey for Ambassador Coordinator

9-12 months

- Receive It's A Match
- Contact Host President/Coordinator
- Establish dates for journey
- Establish number of ambassadors
- Receive Health & Mobility form
- Gather information about area
- Write article for newsletter to create interest, discuss at meetings
- Establish costs including airfare and optional tours to use for recruiting

6-9 months

- Recruit ambassadors
- Receive Ambassador Application and Agreement forms with deposits
- Decide on type of travel – Individual, group with optional touring, or required touring
- Work with Program chair to include a program on area at regular meeting
- Check US State Department for Travel Requirements, visas and vaccinations for specific countries
- Check travel insurance

3-6 months

- Finalize recruitment and selection of ambassadors
- Report final details and ambassador numbers to FFI
- Confirm final details and payment schedule with host coordinator
- Confirm if gifts are necessary, meeting with officials, etc.
- If ambassador numbers are not complete, contact FFI for assistance in advertising

0-3 months

- Pay FFI fees for number of participants before 60 days
- Send money to host club before 60 days

Gather emergency information from each ambassador (emergency contacts, copies of passports, insurance info, name of primary care physician, list of meds & allergies, flight itinerary with confirmation #)

Gather contact information for contact while traveling (phone numbers, email, What's App for ambassadors, hosts, coordinators)

Gather location and contact info for American Embassy or Consulate in country

Confirm airline reservations, all travel, travel insurance, visas, passports, vaccinations, currency, emergency contact

Hold program on area in preparation of journey

After Journey

Complete evaluation form for FFI and encourage all Ambassadors to do likewise

Prepare the financial report for club and FFI

Stay in touch

More detailed information can be found in the Journey Guidelines for Ambassador and Host Coordinators on the FFI website.