

JOURNEY POLICIES

FRIENDSHIP FORCE KNOXVILLE

The purpose of the FFK journey policies is to give a broad overview of the fees and responsibilities of ambassadors and journey 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>

AMBASSADORS

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.

Ambassadors participating in a FFK domestic or international journey are required to be either:

- 1) A current member of FFK, or
- 2) A current member of a FFI club, or
- 3) Join FFK, prior to beginning of the journey

All ambassadors must meet the physical capabilities and limitations outlined for the exchange.

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.

JOURNEY REPORTS

- A written report of the journey and a financial report are due, from the Journey Coordinator (JC), within 30 days of the end of the journey.
- For international outgoing and incoming journeys these reports are sent to FFI in Atlanta and a copy to the FFK secretary.
- For domestic outgoing and incoming journeys a report and a financial report are sent to the FFK secretary.

FINANCES

- Journey 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

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journey fees, the payment of journey fees to Atlanta, payment to host club, and disbursement of funds to FFK journey coordinators.

- The journey coordinator must submit receipts for all expenses, with itemization, to receive reimbursement from the treasurer for expenses.
- It is the responsibility of the journey coordinator to work within the board-approved budget. Any remaining funds, following the journey, remain in the club's treasury.

OUTGOING AMBASSADOR JOURNEY FEES

There are three fees that ambassadors pay: 1) a non-refundable application fee to FFK which is applied to the journey costs, 2) an FFI fee to FFI, and 3) a fee paid to the host club to defray their costs.

- **Ambassador Application Fee** is a \$25 fee that will accompany the ambassador application submitted to the journey coordinator. This fee will be non refundable if the applicant withdraws from the journey. If the applicant completes the journey, the \$25 will be applied to their journey expenses.
- **FFI fees** are mandated by FFI to cover FFI expenses and are not negotiable. They are subject to change from year to year and the journey 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.

The *International club-to-club* fee for journeys of 5 to 7 nights is \$165 per person (2019) and \$170 (2020).

If two clubs are visited in successive weeks, the FFI fee is doubled.

The *domestic club-to-club* fee for journeys of 5 to 7 nights is \$10(2019) \$15(2020) per night per person.

- **Host Club/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.

International Ambassador Fee

- This payment goes to the host club to cover their costs of hosting.
- FFI recommends \$150 per person for international ambassador fees
- Other incidental costs related to activities with host club may necessitate additional fees.
- 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.

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.

Domestic Ambassador Fee

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- There is very little guidance on the FFI website with respect to domestic ambassador fees. FFI recommends that the two clubs “work it out”.
- 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.
- Other incidental costs related to activities with host club may necessitate additional fees.

Refer to FFI website <https://www.thefriendshipforce.org/> for a detailed discussion of ambassador fees

FRIENDSHIP FORCE KNOXVILLE INCOMING CLUB BUDGET

➤ **International Ambassador Club Budget**

This budget is:

- Prepared by the journey coordinator in consultation with his/her planning committee.
- Presented to the Knoxville Friendship Force board of directors for approval. (In advance of marketing the journey and collection of ambassador fees.)
- Ideally presented to the board at least four months prior to the journey

➤ **Domestic ambassador Club Budget**

This budget is:

- Prepared by the journey coordinator in consultation with his/her planning committee.
- Presented to the Knoxville Friendship Force board of directors for approval. (In advance of marketing the journey and collection of ambassador fees.)
- Ideally presented to the board at least two months prior to the journey departure.

JOURNEY COORDINATION CREDIT

\$100 CREDIT: For international and domestic journeys a \$100 credit will be given to the journey coordinator 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.

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.

This credit is held for the journey coordinator for two years and will expire, if not used, two years from the completion of the Knoxville FF journey. Any unused funds will remain in the Exchange Treasury.

In the case of co-Journey coordinators the \$100 credit will be divided between coordinators.