



friendship force  
RALEIGH

# *Membership Guide*



friendship force  
INTERNATIONAL

Experience different views.  
Discover common ground.

## WHO WE ARE

Friendship Force is a non-profit cultural organization focused on promoting understanding, cultural education and citizen diplomacy through homestay journeys and personal friendships. We are based in more than **60 countries** and in **six continents**, with **15,000 active members** and over **300 Journeys** taking place each year.

## OUR MISSION

Our mission is to promote global understanding across the barriers that separate people. Each individual can make a contribution to global goodwill. The Friendship Force worldwide network of clubs and individuals seeks to overcome differences among people and nations.

## HISTORY

Founded in 1977 by Wayne Smith, introduced and supported by President Jimmy Carter; Rosalynn Carter served as honorary chair until 2002. They believed that if ordinary people get to know each other as friends, they discover that the values and experiences they share are more important than their differences.

The book "*The Other Side of the Mountain: Bridging the Great Divide*" tells the story of The Friendship Force.

*The Other Side of the Mountain: Bridging the Great Divide*

author: Charlene Terrell

ISBN: **1883793246** ISBN13: **9781883793241**

## FRIENDSHIP FORCE OF RALEIGH

Chartered in 1985

45 members

Dozens of journeys over the years plus many local activities

### Websites

<https://www.thefriendshipforce.org/>

<https://friendshipforceraleighnc.org/>

<https://www.facebook.com/friendshipforceraleigh/>

## OUR LINGO

<b><i>Journeys</i></b>	4-7 day travel experiences with other Friendship Force members <ul style="list-style-type: none"><li>• Club to Club Homestay Journeys<ul style="list-style-type: none"><li>○ International – between different countries</li><li>○ Domestic – within the same country</li></ul></li><li>• Global Journeys - Host Club with Ambassadors coming from around the world</li><li>• Discovery Journeys - Journeys to locales where there are no host clubs</li></ul>
<b><i>Incoming Journey</i></b>	visits from members of other clubs to our club
<b><i>Outgoing Journey</i></b>	visits by our club members to other clubs
<b><i>Ambassadors</i></b>	club members who travel together to promote goodwill & understanding
<b><i>Coordinators</i></b>	club members responsible for organizing and planning a journey <ul style="list-style-type: none"><li>• Host coordinator</li><li>• Ambassador coordinator</li></ul>
<b><i>Home Hosts</i></b>	– individuals/families who host ambassadors in their homes
<b><i>Day Hosts</i></b>	host club members who escort ambassadors for a day of sight-seeing and activities
<b><i>Dinner Hosts</i></b>	members of the host club who provide a dinner for a group of ambassadors and their hosts (home and/or day hosts)

## **How Journeys are determined**

***Friendship Force International (FFI)*** – Annually clubs inform FFI about their priorities; then FFI matches clubs to available club opportunities.

***Individual club members*** can travel with other clubs. Opportunities to join journeys sponsored by other clubs are advertised on the FFI website.

## **Organizing Journeys - Host Coordinator Duties**

The host coordinator(s) manages the incoming journey. They are volunteers and are appointed by the club president or club journey coordinator. Host coordinator duties include the following:

***Arranging for home hosts, day hosts, and dinner hosts*** and matching ambassadors to hosts.

***Organizing activities*** and events with a committee and setting the itinerary for the incoming journey.

***Estimating costs***, making a budget, collecting the club fees and paying local expenses.

## **Organizing Journeys – Ambassador Coordinator Duties**

The ambassador coordinators are volunteers who are appointed by the club president or club journey coordinator. They recruit members to travel on the outbound journey and coordinate with the host club. Ambassador coordinator duties also include the following:

***Collecting ambassador applications*** and providing information to the host club to aid in matching ambassadors with hosts.

***Collecting and submitting fees*** to the host club and FFI. Fees are paid by ambassadors to FFI and to the host club for outbound journeys. The FFI fee is \$25 per night per ambassador for both international and domestic journeys. The fee payable to the host club varies depending on activities planned, but will usually be between \$125 - \$350 for the journey.

**Detailed information** about all aspects of journey coordination and travel is available on the FFI Member Portal under the [Help Center](#). (Note: You need to be registered on the FFI Member Portal to access the link.)

## **New Member Opportunities**

There are many opportunities for new members to participate by joining in social events and assisting with journeys.

- Handle check-ins and name tags at social gatherings
- Organize a First Sunday at Five gathering
- Assist host coordinators with planning a journey itinerary
- Volunteer to home host, day host, or dinner host. The latter two allow you to ease into the responsibilities.
- Join one of the standing committees
- Jump right in and travel on an outbound journey

## **Club Membership**

- People interested in joining Friendship Force of Raleigh may attend our First Sunday gatherings to get to know us without paying the membership dues.
- You must become a member of Friendship Force International and Friendship Force Raleigh before participating in any journeys.
- You can join Friendship Force Raleigh (FFR) by submitting a membership application which is available on our website: <https://friendshipforceraleighnc.org/join> Dues for Friendship Force Raleigh are \$10/year. Instructions for payment are on the application/renewal form.
- After submitting your membership application to Friendship Force Raleigh, you should create a member account on the FFI member portal: [https://my.friendshipforce.org/en/users/sign\\_up](https://my.friendshipforce.org/en/users/sign_up). FFI will reach out to FFR to verify that you are a member of the club. After verification, you will receive a member number from FFI that you will use when signing up to go on journeys.
- Annual dues are \$100 to Friendship Force International and should be paid online through the Friendship Force International website.
- After joining FFR, you will be given access to our Google docs folder: [Friendship Force Raleigh Google Docs](#) where you can access:
  - Club member list and contacts
  - Board meeting minutes
  - Club Bylaws

- Club Policies & Procedures
- Instructions for obtaining a Friendship Force name badge are available on the FFI website:

<https://helpcenter.friendshipforce.org/help/can-i-order-a-friendship-force-name-badge/>

The link to the badge order form is not working. But you can download a copy of the club logo by following the link on that webpage and provide it to a local vendor to create a name badge. (Note: You need to be registered on the FFI Member Portal to access the links.)

### **Board of Directors**

- Friendship Force of Raleigh is led by a Board of Directors.
- Club members vote on nominees for the Board and Officers at the Annual Meeting which is held in the fall.
- A board member's elected term is 2 years, but board members often serve multiple terms.

### **Responsibilities of board members**

Complete details documented in the club *Policies and Procedures* document in the club Google docs folder.

- Attend bi-monthly meetings and conduct the business of the club.
- Decide on journey destination requests to submit to FFI.
- In conjunction with committees, schedule activities throughout the year.

### **Standing Committees**

Complete details documented in the club *Policies and Procedures* document in the club Google docs folder.

- Membership - Development and renewals
- Communications - Newsletter, website, Facebook
- Activities - Socials, field trips, mini-journeys