



Begin Your Journey

Friendship Force Clubs have been thriving around the world since 1977. Today, there are more than 300 Clubs in 60 countries; people willing to open their doors in the name of hospitality and friendship.

In 2012 there were 333 exchanges involving 5,443 Ambassadors. Join in and be a part of this growing fellowship.

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friendship force

RALEIGH

New Member Guide

CHANGING THE
WAY YOU SEE
THE WORLD

Welcome to Friendship Force

Glossary

Ambassadors – visitors from a Club visiting other communities

Hosts – Club members hosting visitors from other clubs as overnight or day hosts

Day Hosts - Club members who help with visitors for the day.

Exchange Director (ED) – Organizer of an exchange to or from other clubs.

Incoming exchanges – Visits from members of other clubs to the Raleigh area.

Outgoing exchanges - Visits by our club members to other clubs.

International Exchanges – Visits to clubs outside the USA.

Domestic Exchanges - Visits to clubs within the USA.

What is involved in Exchanges

Friendship Force International Resources

Friendship Force International in Atlanta

(<http://www.thefriendshipforce.org/>)

provides many resources including information on over 300 Clubs worldwide in over 60 countries.

See “Club Resources” here:

<http://thefriendshipforce.org/index.php/site/clubresources/>

Exchange Director’s Manual – Outlines info for exchange directors on organizing an exchange

Exchange matching information – Shows the capacity of clubs within each country

“World of Friends Catalog” – Lists trips worldwide and opportunities to travel with members of other clubs.

“Find a Club” listing – Lists clubs and shows web site info for all clubs worldwide

Numerous other resources can be found here on how to manage a local club and exchanges.

How Exchanges are determined

Friendship Force International (FFI) – Annual matching exchange process - Local clubs make known their priorities then FFI matches to available club opportunities

Different types of Exchanges – Club to Club, Regional, Global, Themed, Domestic

Individual Club members can travel with other clubs (see “World of Friends” catalog)

Organizing Exchanges and Exchange Director (ED) duties

EDs manage the outgoing or incoming exchange. They are volunteers. The ED is appointed by the club President. ED duties include the following:

Scheduling the exchange with FFI

Getting hosts and matching Ambassadors

Organizing activities and events and setting up a schedule for an exchange (incoming)

Estimating costs and doing a budget then collecting and paying fees

Managing the exchange timing and logistics

The Exchange Director is eligible for an “earned seat” for organizing an outgoing exchange with a minimum of 15 Ambassadors participating.

Fees are paid by Ambassadors to FFI and to host Club for outgoing exchange

International: \$165 to FFI and \$125 to Host Club

Domestic: \$50 to FFI and TBD by host club

An Exchange Director’s Manual with detailed instructions is available at (http://catalog.thefriendshipforce.org/index.php/site/tp_ed_manual/)

Board Membership

Nominating committee is appointed by the president

Nominating committee submits a slate of officers and board members

Club votes on the board and officers at the Annual Meeting

Responsibilities of board members

Attend bi-monthly meetings and conduct the business of the club

With the President, submits the club’s selection of possible exchanges to FFI

Sets a schedule of functions including the following:

Several ethnic dinners/lunches held throughout the year

A Holiday party

Annual meeting

Club-wide events during exchanges (Welcome and

Departure events)

New Member Opportunities

There are many opportunities for new members to participate by joining in the ethnic lunches and the exchange parties. Being a Day Host with an exchange allows you to get to know our visitors without the responsibilities of hosting. Many EDs will form a committee to help with planning on their exchange. Serving on these committees will give a new member a feel for the EDs job.

Come join in and meet some new friends.