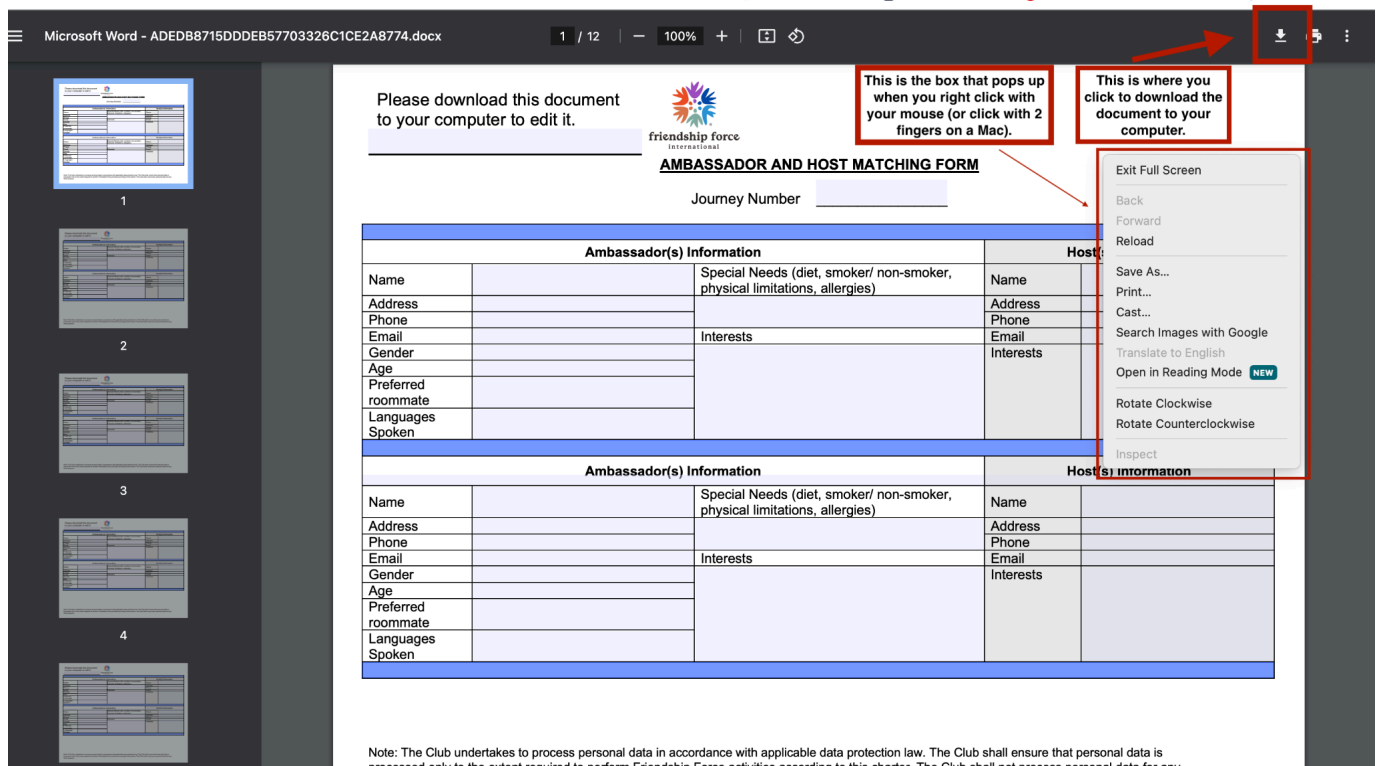


# Instructions for completing a Fillable PDF form

Please review the following instructions for successfully completing the fillable PDF form:

- **Important:** You need to save the document to your computer before filling it out. Do not complete the form online within your web browser, your data will NOT be saved. To save it, either right click with your mouse and click “Save As” and save it to your computer. Or click the download arrow in the top right hand corner and download the document to your computer.



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Please download this document to your computer to edit it.

friendship force international

**AMBASSADOR AND HOST MATCHING FORM**

Journey Number [ ]

Ambassador(s) Information		Host(s) Information	
Name	Special Needs (diet, smoker/ non-smoker, physical limitations, allergies)	Name	
Address		Address	
Phone		Phone	
Email	Interests	Email	
Gender		Interests	
Age			
Preferred roommate			
Languages Spoken			

Note: The Club undertakes to process personal data in accordance with applicable data protection law. The Club shall ensure that personal data is processed only to the extent required to perform Friendship Force activities according to this charter. The Club shall not process personal data for any

- Use only the latest version of Adobe Reader to complete fillable PDF forms. Macintosh and Windows versions of the free Adobe Reader are available from Adobe at <http://get.adobe.com/reader/>.
- Once you have saved the form to your computer, you are ready to complete the form.
- Open the form.
- After you have completed the form, save a final version of the file to your computer.
- You can then attach the document to an email message to send to the journey coordinator.



**friendship force**  
international

## Health and Mobility Checklist for Journey # \_\_\_\_\_

Friendship Force Journeys are intended to be inclusive, welcoming people of all ages and backgrounds to participate. This includes children, adolescents, elderly participants and those with disabilities. However, applicants with special requirements can be accepted only if the Host Coordinator agrees in advance that the host club can meet those special requirements. This is to protect the safety and comfort of the ambassador as well as the host club.

**Host Journey Coordinator:** Complete this checklist and give it to your Ambassador Journey Coordinator. Providing this information well in advance of the journey allows the Ambassador Journey Coordinator to recruit well-qualified ambassadors to participate in the exchange.

**Ambassador Journey Coordinator:** You should receive this completed form from your Host Journey Coordinator. Share this information with your applicants and use it when screening and accepting ambassadors.

Check all that apply.

### Transportation

**Transportation during the journey will include:**

- ☐ Rented tour bus
- ☐ Private cars
- ☐ Public transportation

### Walking

**Walking during the journey will include:**

- ☐ Indoor walking over an hour (Ex: museums or historic buildings)
- ☐ Outdoor walking on smooth, paved sidewalks
- ☐ Outdoor walking on uneven pavement or cobblestones
- ☐ Outdoor walking on unpaved trails
- ☐ Climbing hills or hiking

### Activities

**The most strenuous activities on this journey will include:**

- ☐ Walking (less than 1 mile in total)
- ☐ Low energy physical activities (may include walking more than 1 mile in total with breaks)
- ☐ High energy physical activities (Ex: Hiking, swimming, skiing)
- ☐ Ambassadors will have the option to choose between high energy or low energy activities

### Home Hosting

**Stairs - Our hosts include homes with:**

- ☐ No stairs
- ☐ Only a few stairs
- ☐ One flight of stairs
- ☐ Multiple flights of stairs
- ☐ Elevator

**Most of our guests will:**

- ☐ Share a bathroom with their hosts
- ☐ Have access to a guest bathroom

**The bathrooms our guests will use are mostly located:**

- ☐ On the same floor as the guest bedroom(s)
- ☐ On a different floor as the guest bedroom(s)

**Sleeping Arrangements - Most of our guests will be offered:**

- ☐ A bed with a mattress
- ☐ A pull-out sofa bed or roll-away bed
- ☐ A sofa
- ☐ A mattress on the floor
- ☐ Futon
- ☐ Other: \_\_\_\_\_



## Health and Mobility Checklist for Friendship Force Journeys, Continued

### Our journey program itinerary will be:

- ☐ Highly structured: Most days will include a full schedule of activities
- ☐ Moderately structured: Several days will include unscheduled free time
- ☐ Loosely structured: Most days will include unscheduled free time.

### Dietary Restrictions and Allergies

*Please note: any special diet restriction or food or pet allergies MUST be disclosed **prior** to the start date of the journey.*

#### **Hosts can accommodate guests with dietary restrictions or pet allergies:**

- ☐ Most of our hosts
- ☐ Some of our hosts
- ☐ None of our hosts

### Covid Vaccination Requirements

*Each club is expected to have their own policy regarding requirements of vaccination status of incoming ambassadors.*

- ☐ Hosts will all be vaccinated
- ☐ Hosts will not be required to be vaccinated
- ☐ Ambassadors are required to be fully vaccinated
- ☐ Ambassadors are not required to be vaccinated
- ☐ Other

### Other:

### Notes:

- All ambassadors are expected to lift and carry their own luggage throughout the airport, in and out of cars or buses, and inside the host home. If you will need personal assistance during the journey, for example with dressing, bathing, eating, or wheelchair assistance, it is strongly recommended you travel with a companion or caregiver who can do so.
- Ambassadors: Please share any particular needs or questions about this Journey Program with your Ambassador Journey Coordinator, who will communicate with your hosts and share their response with you.

### Most of our hosts:

- ☐ Allow smoking in the home
- ☐ Do not allow smoking in the home
- ☐ Have a place where smoking is allowed

### Most of our guests will:

- ☐ Share a bedroom with his/her traveling companion
- ☐ Be offered an individual bedroom
- ☐ Sleep in a living room or other shared room

### Hotel accommodations

*(Fill in this section if your journey includes an optional tour with hotel accommodations)*

#### **Guests will stay in one or more hotels that:**

- ☐ Require climbing stairs (no elevator)
- ☐ Include a working elevator
- ☐ Include handicap-accessible bathrooms
- ☐ Offer a smoking or nonsmoking preference
- ☐ Do not offer a smoking or nonsmoking preference
- ☐ Offer in-room bathrooms
- ☐ Include only shared/public bathrooms
- ☐ Require several guests to share one room (Ex: hostels)

**IMPORTANT:** The Ambassador Coordinator shall remind all applicants to take seriously the questions on the ambassador application regarding their health. These questions are for their own safety and must be completed honestly. If a Coordinator discovers that an ambassador did not provide full and truthful information, that person may be removed from the journey **at his/her own expense**.