# Ambassador and Host Coordinator Checklist

9-12 Months Before Journey Date

## For Ambassador Coordinators

- ☐ Journey assignment confirmed, "It's a Match" received
- ☐ Establish contact with your FFI Regional Support Manager (listed on the It's a Match); communicate details as they are available (dates, hosting capacity, need for help in advertising the Journey)
- ☐ Contact the Host Coordinator(s) to establish:
  - ☐ Dates
  - ☐ maximum number of ambassadors
  - ☐ Host program itinerary and cost
  - ☐ Health and Mobility Checklist including Club Covid policies
- ☐ Plan itinerary and tour options
- ☐ Select a travel agent or airline if traveling as a group (Travel Insurance should be purchased as soon as deposits are made in order to get the most out of the policy.)
- ☐ Establish Journey budget and financial procedures. Note: $25/person/night is due to FFI 60 days prior to departure. Host fees and payment method are determined between host and ambassador coordinators.
- ☐ Develop recruiting flyer. Be sure to put your club's logo on any advertisements for the journey.
- ☐ Plan recruiting strategy
- ☐ Hold first introduction/informational workshop - communicate costs to potential ambassadors

## For Host Coordinators

- ☐ Journey assignment confirmed, "It's a Match" received
- ☐ Establish contact with FFI Regional Support Manager; communicate details as they are available
- ☐ Establish contact with Ambassador Coordinator to discuss:
  - ☐ Dates
  - ☐ maximum number of ambassadors
  - ☐ Host program itinerary and cost including any special requests that you can accommodate and any host program limitations
  - ☐ Communicate hosting maximum with the Ambassador Coordinator and FFI Regional Support Manager

- [ ] Share the Health and Mobility Checklist with the Ambassador Coordinator, including Club Covid policies

# Ambassador and Host Coordinator Checklist

## 6-9 Months Before Journey Date

### For Ambassador Coordinators

- [ ] Begin recruiting ambassadors; collect a signed Ambassador Application and Agreement from every applicant (ask your RSM to customize the application portion if desired). You can also download and print a blank application here: Blank Ambassador Application and Agreement
- [ ] Implement promotional plan for Journey
- [ ] Hold additional informational workshop(s)
- [ ] Begin receiving Ambassador Application and Agreement forms; collect deposits once the application has been accepted
- [ ] Delegate certain jobs or committee responsibilities
- [ ] Select an assistant Coordinator
- [ ] Establish cultural and pre-departure workshop dates, locations and content
- [ ] Continue communications with Host Coordinator, ambassadors and FFI Regional Support Manager
- [ ] Use FFI Resources to help with recruitment if needed (contact your Regional Support Manager)
- [ ] Check on visa and health requirements for host country
- [ ] Request copies of applicants passports; all passports need to be valid for at least 6 months past the travel date

### For Host Coordinators

- [ ] Establish a Journey committee, delegating as appropriate
- [ ] Decide if you wish to propose any added options to the Ambassador Coordinator communicating these ideas and costs for consideration
- [ ] Get written confirmation from Ambassador Coordinator if additional costs are involved
- [ ] Reconfirm your hosting capacity first with your club and then with the Ambassador Coordinator

# Ambassador and Host Coordinator Checklist

## 3-6 Months Before Journey Date

### For Ambassador Coordinators

- [ ] Finalize recruitment and selection of ambassadors
- [ ] Report final details and ambassador numbers to FFI
- [ ] Confirm final details and payment schedule of the host program fees with the Host Coordinator
- [ ] Provide updated information to travel/airline agent to meet deadlines
- [ ] Prepare the Ambassador Matching Form for the Host Coordinator.
- [ ] Purchase travel insurance if you haven't done so already
- [ ] Hold final workshop(s) for ambassadors
- [ ] Arrange for club presentations at Farewell party

### For Host Coordinators

- [ ] Reserve locations if needed for welcome and farewell parties
- [ ] Decide on how to handle your finances according to your club policy
- [ ] Prepare a preliminary program of activities for the Journey
- [ ] Communicate any choices within the program to the Ambassador Coordinator
- [ ] Recruit hosts among your membership or prospective members; collect a signed Host Application and Agreement form from each host family
- [ ] Obtain Ambassador Matching Form from the Ambassador Coordinator; Prepare host matching form portion and send to the Ambassador Coordinator
- [ ] Visit/evaluate host homes where appropriate
- [ ] Confirm final details with the Ambassador Coordinator
- [ ] Arrange for club presentations at Farewell party

# Ambassador and Host Coordinator Checklist

1-3 Months Before Journey Date

## For Ambassador Coordinators

- [ ] Finalize recruitment and selection of ambassador
- [ ] Report final details and ambassador numbers to FFI
- [ ] Arrange for payment of FFI fees to FFI. Use the Journey Payments to FFI to calculate the amount due. Payment is due 60 days before departure and can be made online: https://friendshipforce.org/journey-payment-new/
- [ ] Confirm final details and payment schedule of the host program fees with the Host Coordinator
- [ ] Provide updated information to travel/airline agent to meet deadlines
- [ ] Make sure everyone has travel insurance that will cover them in case of a medical emergency.
- [ ] Confirm from the Host Coordinator if any gifts are needed for officials in the host city (letters, small tokens
- [ ] Make copies, or store copies on-line, of all ambassadors' itineraries, passports, visas, travel insurance, contact info during the journey, and emergency contact info to carry with you throughout the Journey
- [ ] Prepare speaking points for welcome party, farewell party, and any official engagements

## For Host Coordinators

- [ ] Obtain Ambassador Matching Form from the Ambassador Coordinator; Prepare host matching form portion and send to the Ambassador Coordinator if this is not already done
- [ ] Reserve locations if needed for welcome and farewell parties
- [ ] Pay balance of any monies owed for tickets or reservations for program activities
- [ ] Inform Ambassador Coordinator and hosts of meeting point for the ambassadors' arrival
- [ ] Prepare speaking points for welcome party, farewell party, and any official engagements

## After the Journey…

- [ ] Ask ambassadors and hosts to fill out the Journey Evaluation Form
- [ ] Share pictures with the Regional Support Manager (RSM) for future Journey promotion
- [ ] Relay any highlights or difficulties to your RSM