



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
- 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](https://friendshipforce.org/journey-payment-new/) 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