



JOURNEY PAYMENTS TO FRIENDSHIP FORCE INTERNATIONAL

Please submit this form to your Regional Support Manager at FFI at the same time you submit your payment.

Payment is due 60 days before the start date of the Journey.

To pay by credit card or online eCheck Journey Payments Please note, a 3% processing fee is applied for Journey payments made by credit card. Payments by eChecks online are not assessed a fee. Use the same payment link above for online check payments.	To pay by physical check: Send to: Friendship Force International 279 West Crogan Street Lawrenceville, GA 30046 Please allow 2-3 weeks for processing.
For other ways to pay, please reach out the Regional Support Manager (RSM) listed on the It's a Match Form.	
Your Club Name:	Journey Coordinator:
Journey Name:	
Journey Number:	RSM Name:
Hosting Capacity of Host Club:	Total number of Ambassadors:

Full payment is due 60 days before departure.**						
Phase 1	Name of host club:		FFI fee	# of nights	# of ambassadors	amount due
		Ambassador FFI fees	\$25			\$0
	Dates:	Ambassador Coordinator FFI fee	0			0
		*Host Program fee collected (if FFI will send host fees)				0
	*Only enter this information if FFI is sending the Host fees for your club.	*Host Program fee paid out (if FFI will send host fees)				0

2	Name of host club:		FFI fee	# of nights	# of ambassadors	amount due
		Ambassador FFI fees	\$25	0	0	\$0

Phase	Dates:	Ambassador Coordinator FFI fee					0
		*Host Program fee collected (if FFI will send host fees)					0
	*Only enter this information if FFI is sending the Host fees for your club.	*Host Program fee paid out (if FFI will send host fees)					0
Total amount due (USD):							\$0
Total amount of FFI fees:							\$0
Total amount of host fees to be paid out:							0
FFI Ambassador Coordinator Discount							
Ambassador Coordinator Discount	<p>The Ambassador Coordinator will receive a pro-rated discount of the FFI Fee. The percentage of discount is based upon the hosting capacity of the host club and the number of traveling ambassadors for each phase of the journey, and will be coordinated in cooperation with the RSM and the Fill the Seat Policy.</p> <p>100% of hosting capacity: coordinator receives a 100% credit of the FFI Ambassador Fee 95% of hosting capacity: coordinator receives a 95% credit of the FFI Ambassador Fee 90% of hosting capacity: coordinator receives a 90% credit of the FFI Ambassador Fee 85% of hosting capacity: coordinator receives an 85% credit of the FFI Ambassador Fee 80% of hosting capacity: coordinator receives an 80% credit of the FFI Ambassador Fee 75% of hosting capacity: coordinator receives a 75% credit of the FFI Ambassador Fee</p>						
**FFI Cancellation Policy:							
Cancellation Policy	<p>If an ambassador cancels more than 60 days before departure, FFI will refund all FFI Ambassador Program Fees and Host Club Program Fees. There is no refund of the FFI Ambassador Program Fees or Host Club Program Fees if an ambassador cancels less than 60 days before the Journey. Ambassadors are encouraged to file for a refund through their travel insurance; FFI will assist ambassadors with this process and provide any necessary documentation.</p>						

