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Selection of Journey Coordinators

Outbound Journeys will have an Ambassador Coordinator; Inbound Journeys will have a Host Coordinator. This applies to international as well as domestic journeys.

All Journey Coordinators will be approved by the FFCNC Board.

Duties of Journey Coordinators

Journey Coordinators have complete responsibility for planning, recruiting, and leading their journeys. They should refer to the FFI “Journey Guidelines for Ambassador and Host Coordinators” & “Policies and Guidelines for Clubs and Programs” (updated yearly) manuals found on the FFI website. These manuals provide guidance and a recommended schedule of tasks for planning purposes.

Journey Budget

Each Coordinator will develop a budget for their journey.

The budget should include the following items:

Outbound Journeys – both International & Domestic

Expenses per ambassador:

- a. **FFI fee.**
- b. **Host club program fee** plus any additional expenses mutually agreed upon by both clubs for special programs/activities.
- c. **Visa application fee** for US passport holders if applicable. Keep in mind that visa requirements and fees may vary for non-US passport holders.
- d. **Transportation** costs related to the hosting component such as ground transportation, airfare, train tickets, etc.
- e. **Local (FFCNC) club administrative fee** (also called the Ambassador Journey Committee Fee in some FFI documents and often referred to as an application fee.)
 - i. FFI Journey Guidelines suggest the Ambassador Coordinator collect up to \$25 per ambassador with the Ambassador Application. This fee is to be used for administrative expenses such as postage, copies, electronic funds transfer fees, refreshments for journey related meetings, honorariums for guest speakers, etc. If the ambassador's application is accepted, this fee is non-refundable.
- f. **Contribution toward a gift** for the hosting FF club.
- g. **Contingency fee** for unexpected expenses during the journey which affect all the ambassadors.

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- h. **Travel Insurance:** A note should be included with the budget stating that ambassadors must carry travel insurance; however, an amount cannot be included since the price per ambassador will vary based on age, state of residence, and benefits selected. The ambassador may waive this requirement on the Ambassador Application and Agreement.*
- i. **Contribution toward the “Earned Ambassador Coordinator Seat.”***

 - i. The Ambassador Coordinator will be compensated for his/her efforts by defraying his/her direct travel expenses for the basic FF hosting component. This includes all expenses listed above that would be incurred if the Ambassador Coordinator traveled from North Carolina to the hosting club and immediately returned to North Carolina. It does not include any expenses associated with side trips or extended travel. (Note that the inclusion of the Ambassador Coordinator’s visa fees is approved per FFCNC policy.)*
 - ii. FFCNC policy provides for the Coordinator to be compensated 100% for his/her travel expense regardless of the number of ambassadors travelling on the journey.*
 - iii. The Ambassador Coordinator should refer to current FFI policies related to possible discounts of the FFI fee for the Ambassador Coordinator.*
 - iv. As it relates to travel insurance, FFCNC policy provides for the Ambassador Coordinator’s travel insurance premium to be included in the “Earned Ambassador Coordinator Seat” up to a maximum of \$400.*
 - v. If a travel company offers a complimentary seat/ticket for an item/expense related to the home host week, the Ambassador Coordinator should accept it. The benefit accrued by the Ambassador Coordinator will reduce the cost of the “Earned Ambassador Coordinator Seat” and thereby benefit all ambassadors.*
 - vi. Based on these guidelines the Ambassador Coordinator will initially calculate the “Earned Ambassador Coordinator Seat” assuming the journey will be filled to the maximum capacity set by the host club and subsequently he/she will adjust this calculation once the number of ambassadors traveling is finalized.*
- j. **Extended travel:** If the journey includes extended travel before or after the FF hosting component, all expenses related to that such as hotels, pre-planned meals, guided tours, additional travel to reach non-hosting destinations, etc. will be included in the budget. This is the only budget item that is NOT included in the “Earned Ambassador Coordinator Seat.” If a travel company offers a complimentary seat/ticket for an item related to the extended travel, FFCNC policy provides that this benefit may be accepted fully by the Ambassador Coordinator as an additional reward for his efforts planning and leading the extended travel.*

Payment per ambassador:

- a. Based on the expenses anticipated, the Ambassador Coordinator will estimate as accurately as possible a price for the journey.*
- b. The Ambassador Coordinator will also develop a payment schedule based on the demands of vendors providing services (for example, airlines and travel companies.)*

 - i. This payment schedule should include an initial minimal, non-refundable deposit due with the ambassador application. This initial payment will include the \$25 Local Club Administrative Fee and may include additional monies if the Ambassador Coordinator deems it necessary in order to make deposits or reservations with early deadlines.*
 - ii. The payment schedule should include a final payment for the journey 60 days prior to the departure date per the FFI Journey Guidelines.*

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Inbound Journeys – both International & Domestic

Expenses per ambassador:

- a. *Expenses related to welcome and farewell events, for example: food, supplies for serving a meal, rental for meeting location, decorations, etc.*
- b. *Expenses related to activities scheduled during the hosting period, for example admission tickets to museums and theater performances, transportation costs for chartered busses, etc.*

Payment per ambassador:

- a. *The Host Coordinator will refer to current FFI policy regarding the amount recommended to collect per ambassador as the FFCNC host club program fee.*
 - i. *At the discretion of the Host Coordinator and with the approval of the Ambassador Coordinator of the visiting club, the FFCNC host club program fee may be increased in order to cover the expenses for the activities planned.*
- b. *The Host Coordinator will establish a payment schedule and communicate this to the Ambassador Coordinator of the inbound club.*
 - i. *This payment schedule should be no more than two payments.*
 - ii. *The FFCNC host club program fee should be paid in full no later than 60 days prior to the arrival of the ambassador club per the FFI Journey Guidelines.*

Host Coordinator Credit:

- a. *FFCNC policy provides for a \$300 credit to be awarded to the Host Coordinator to be used toward any future FFI outbound journey. In the event an inbound journey has two co-coordinators, the credit will be shared equally. The credit will expire on December 31 of the third year following the year of the inbound journey.*

Approval of Journey Budgets and Administering Funds

FFCNC policy provides for the following:

The Coordinator's initial budget should be reviewed by the FFCNC Treasurer and Leadership Council Journey Coordinator.

All funds will be deposited in the FFCNC bank account and will be disbursed by the club Treasurer at the direction of the Journey Coordinator.

At the completion of the journey and after all expenses have been paid, the Coordinator will provide a final financial report of the journey to be reviewed by the FFCNC Treasurer and Leadership Council Journey Coordinator.

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FFI (Friendship Force International) policy states that any excess money remaining from the Local Club Administrative Fee (the \$25 referenced above) that was not needed for administrative expenses will become part of the FFCNC general operating funds.

With the exclusion of the Local Club Administrative Fee, FFCNC policy states that if an outbound journey ends with a surplus, that amount will be refunded to the ambassadors if the amount per ambassador is \$20 or more. The Ambassador Coordinator will not receive a refund. If the surplus is less than \$20, the remaining funds will become part of the FFCNC general operating funds.

FFI policy also states that:

If an inbound journey ends with a surplus, that amount will become part of the FFCNC general operating funds.

In the event that a journey fails to materialize, then all expenses will be borne by the FFCNC's general operating funds.

Open World Programs

Open World Programs will follow these policies as much as possible.

Exceptions are the following:

Open World policies will prevail over Friendship Force International and FFCNC policies

The revenue received for Open World programs is established by Open World and cannot be modified. If FFCNC's budgeted expenses for an Open World program will exceed its revenue, the Coordinator will ask the FFCNC board for approval to commit general operating funds to the Open World program.

If FFCNC's actual expenses for an OW program are less than the revenue received from OW, then the excess is to be returned to OW per their policy.

Per FFCNC policy, the Host Coordinator credit applies to these programs.

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**NOTE: In the event that any of these rules are found to be in conflict with the policies of Friendship Force International, the policies of Friendship Force International will prevail.**