



friendship force
INTERNATIONAL

Guidelines for Hosting Global Journeys

GENERAL INFORMATION

What are Global Journeys? How do they work?

Global Journeys are designed to allow clubs to invite ambassadors from around the world to visit their region with a focus on a specific theme. Participants make their own travel arrangements to and from the host community and the entire planning process is completed by the host club. Global Journey participants are recruited with assistance from Friendship Force International.

Each host club appoints a Journey Coordinator. The Journey Coordinator will be responsible for normal host duties as well as recruiting and preparing ambassadors for the Journey. Rather than recruiting exclusively from an ambassador club, Global Journeys are open to ambassador applications from anywhere in the world.

Why do we have this Journey format?

Global Journeys have developed over time and are a result of Friendship Force International addressing the needs of our members as well as an ever-changing economy and travel industry. This Journey format provides an opportunity for international ambassadors to come together and share the Friendship Force experience with a more diverse group of people than ever before. Global Journeys also help attract new members by adding to the wide variety of travel opportunities Friendship Force offers.

How many ambassadors can participate in Global Journeys?

Most Global Journeys will be designed for 20-35 ambassadors. Friendship Force International will work with the host club to determine the most appropriate ambassador goal.

What about language?

The common language for the Journey will be decided by the host club. This will mean that all ambassadors should expect the common language to be used during all group activities throughout the Journey. There is also the possibility for a Global Journey focused on language learning that will require knowledge of or the desire to learn another language.

Who from Friendship Force International will be working with us?

Your first contact should be with the Friendship Force International Planning Department. They will discuss your idea with you and make sure that there are no conflicts with the time suggested. The Planning Department will then forward your information on to your Program Coordinator who will help with determining the itinerary, cost, advertising, recruitment, and payment process. You may contact the Planning Department at planning@friendshipforce.org.

Can Global Journeys work with more than one host club?

Absolutely! Discussing how other clubs in your region can participate in the Journey is a fantastic idea. Including another club in your region can enhance your Global Journey by offering participants an even richer cultural experience of your region as well as offering another regional hosting opportunity (or opportunities).

TIMELINE

What is the planning timeline for Global Journeys?

While we would like to be able to propose most Global Journeys during the regular planning process, we know that isn't always possible. If you have an idea for a Global Journey, it can be brought to Friendship Force International at any time. We will work with you to develop your idea and set a date that will work out best with other Journeys being offered around the world.

THE ITINERARY

Who designs the itinerary for the Global Journey?

The host club(s) design the Global Journey itinerary. It is highly recommended to form an Journey committee to help share the workload and brainstorm ideas. Friendship Force International staff also has ideas to share that have been successful with other clubs. Be sure to communicate with your Regional Support Manager if you would like to get more information and suggestions.

What should be included in the itinerary?

The itinerary should include a homestay, time with the host family, attractive cultural activities, and the opportunity for ambassadors to spend time exploring on their own. If it is a multi-club Journey, the host clubs can decide how to split the time between themselves and how long the Journey should last. In general, the Journey should be 5-7 days but can be extended for multi-club Journeys. In addition, the Journey Coordinator can explore the possibility of a 1-3 day extension in the region of the host club(s) if this will make the itinerary more attractive. Remember that any touring outside the immediate region of the host club(s) should be optional.

How are travel plans coordinated if the ambassadors join from around the world?

The Journey begins and ends in the host city, or convenient location nearby. Each ambassador is responsible for his/her travel arrangements to and from the designated point. They are free to make their own plans before or after the Journey.

Journey PRICING

How do we set the price of a Global Journey?

Each Global Journey will have a comprehensive program fee that is developed by the Journey Coordinator(s) with the assistance of the Friendship Force International Regional Support Manager. It will include the following elements:

- **The Host Club Program Fee:** For touring or programs as agreed to by the Journey Coordinator and Friendship Force International.

- **The Friendship Force International Ambassador Program Fee:** Varies depending upon Journey length and FFI program support though is usually \$250 for the entire program regardless of duration.
- **The Ambassador Club Fee (if necessary):** To provide the Ambassador Coordinator with a small budget for planning and communication expenses needed for recruiting and preparing the ambassador delegation.

How is payment made?

All money can be sent to Friendship Force International through the [credit card and eCheck payment screen](#), paper check, or wire transfer. We will collect all the money and send it on to the host club. If a deposit to a vendor is required before the full amount is sent, we will forward it on to your club and then deduct that from the final amount sent later.

How do we handle deposits and cancellations for our Global Journey?

The deposit amount and deadline should be determined by the Journey Coordinator and Friendship Force International, keeping in mind any deposit deadlines to vendors involved in the Journey.

Below is an example of the deposit and refund schedule:

- **Journey Date:** May 10, 20XX
- **Journey Cost:** \$1,000 (\$750 host program fees, \$250 Friendship Force International fee)
- **Deposit Amount:** \$300 (Deposit is made to reserve an ambassador's place on the Journey and can be requested by the Journey Coordinator with acceptance onto the Journey or by a certain date).
- **Payment Deadlines:** Final payment is due 60 days before Journey date. If someone cancels before February 1 (90 days), they would get a full refund. If they cancel between February 1 (90 days) and March 10 (60 days), they would get a refund minus a \$50 cancellation fee. If they cancel after March 10, no money would be returned to them.

Journey PROMOTION

How will the Global Journeys be promoted?

The Journey Coordinator will work with Friendship Force International to actively promote the Journey through our catalog, Journey Coordinator invitations, social media, and other means of advertisement. To help ensure an international delegation, the Journey Coordinator can promote the Journey by inviting friends and clubs from around the world to participate.

APPLICANTS

How should applicants from other clubs or countries be screened?

There are a number of techniques used to make sure the applicant is a good candidate for the Journey even if you are unable to meet with the ambassador candidate in person:

- Before recruiting ambassadors, complete the [Health and Mobility Checklist](#) and save it to your computer. This can be included in the Journey promotion so that potential ambassadors are fully aware of the Health and Mobility requirements for the Journey.
- Carefully review the information on the application form, especially health and mobility, as well as reasons for applying.
- Contact a leader in the applicant's club, if applicable.
- Ask for references and check with them by telephone or email.
- Conduct a formal interview with the applicant by phone/internet as needed. Friendship Force has [Interview Guidelines](#) for you to follow.
- Employ as many methods as necessary to ensure that applicants will make excellent ambassadors.
- Please review the [Journey Guidelines for Ambassador and Host Coordinators](#).

How do potential ambassadors apply for the Global Journey?

1. People who are interested in the Journey will contact the Journey Coordinator. The Journey Coordinator then sends a blank application form with information about the Journey, including Health and Mobility checklist, dates, itinerary, cost and deadlines.
2. The applicant sends the completed application back to the Journey Coordinator. If the applicant is accepted as a participant on the Journey, the Journey Coordinator sends them notification that a space will be reserved upon receipt of a deposit, usually an amount up to 50% of the total cost.
3. The Journey Coordinator also sends a notification letter if the applicant is not accepted, for whatever reason. In some cases, the applicant may be put on a waiting list pending final decisions.

What about pre-Journey workshops?

Since ambassadors will be joining this Journey from all over the world, it would be very difficult to put on pre-Journey workshops that are common to many Friendship Force Journeys. In place of these workshops, Journey Coordinators should be in touch with the ambassadors often, sending them information about the region, the Journey and what they can expect while traveling in the area.