

Club Policies

Prospective members who are already active members of another Friendship Force club will be charged the current Club Membership dues less the current FFI Membership dues.

Club Membership dues consist of two parts: FFI dues and money collected for club expenses. Membership renewal drives typically take place at the end of the calendar year. Money collected in October, November, and December for both new members and renewing members should be considered payment for the upcoming calendar year. (Membership is effective from January 1st to December 31st of the upcoming year for all renewing members. New people are considered members the day the dues are paid. New members will also pay for a name badge.) The FFI portion of the dues should be forwarded to FFI by January 15th of the upcoming year. For example, if you collected membership dues in October, November and December of 2023, the dues collected would be for 2024.

New members joining during the current year, January – September 30, will pay the Club Membership dues for that year plus a name badge. The current year FFI dues for the new members are payable to FFI in the month of October.

Renewing members who did not pay their membership fees by the end of December of the previous year (or before the FFI dues are sent by Jan. 15) and new members who join during the months of January to September are considered active members in the current year and the current FFI dues will be paid to FFI in October. Those members will then renew their dues for the following year in the months of October to December.

A participant of any FFGO outgoing Journey must be a member of a Friendship Force club or an official FFI Affiliate Club. If the Ambassador Coordinator accepts a non-member of Friendship Force, that person must join their local club or pay the initial FFGO Club Membership dues including the cost of an FF club name badge. If that person already has a current badge the Club Membership dues will not include the cost for the badge.

Board-designated delegate to the FF International or Regional Conference: In the event that the Board designates a member of the club to represent us at the bi-annual international or regional conference, it is our policy to reimburse the delegate for the Registration Fee only, after the board is provided with a written report of the main conference themes or highlights. This may be changed at the discretion of the Board.

Earned seat for an outgoing Ambassador Coordinator: Because of the responsibility and the many hours of work involved in being outgoing Ambassador Coordinator, our policy is to follow the policy of Friendship Force International, which is to collect 5% of the trip airfare from each Ambassador. These monies will be awarded to the Ambassador Coordinator provided at least 10 ambassadors are going on the Journey.

If the Ambassador Coordinator decides to drive instead of fly, like most of the Ambassadors, then the Ambassador Coordinator should price out an airfare (but not pay for it) and the 5% would be calculated on this amount. If the destination of a Journey is within the state, where the majority of the Ambassadors would either drive or take the train, then the driving reimbursement would be to pay actual gasoline receipts, or 5% of the train fare.

The outgoing Ambassador Coordinators will also receive a pro-rated discount of the International Journey Fee and Special Journey Fee if there are at least fifteen fully paid ambassadors on the Journey. There will be a full waiver of the FFI fees for the Ambassador Coordinators if there are at least twenty fully paid ambassadors. In the event the host club has set a hosting limit below 20, the full fee waiver will be applied if the Journey is full.

Also, in recognition of the time and often unreimbursed expenses of our club's outgoing Ambassador Coordinator, the Ambassador Coordinator will be exempt from paying our club Admin fee required for all participating Ambassadors.

The Ambassador Coordinator has a fiduciary duty to all ambassadors on the Journey and as such will prepare a financial report following the end of the Journey which includes all revenue and expenses. To the extent that there is a surplus of funds, the Ambassador Coordinator will reimburse pro-rata all ambassadors on the Journey providing them with a copy of the report and also a copy to the Board.

Reimbursement for incoming Host Coordinators (HC): At the end of a Journey, in recognition of the many hours of work involved in planning and executing an incoming Journey, the FFGO Treasurer will provide a \$200 check to the HC after a final report is provided to the Board. This same policy will apply to the coordinator of an inbound program such as, but not limited to, Open World.

Selection Guidelines for Over-Subscribed Journeys: The following guidelines have been established by the club to assist Ambassador Coordinators (AC) in selecting ambassadors on outbound journeys that are over-subscribed. They are not meant to replace the decisions of the AC but only to promote decision-making that is in the best interest of the club as a whole. It is recognized that the AC is the person who best knows the ardors and requirements of the upcoming journey, as well as the risks that he/she is willing to be responsible for. The club asserts that the AC has the final decision in such selections.

It is understood that candidates for a journey will first be screened for suitability. This includes the physical ability to undertake the trip and planned activities, as well as a non-judgmental attitude towards other cultures.

In selecting Ambassadors for an over-subscribed journey, the club recommends that

- **Involvement in club activities should weigh favorably.** However, it is recommended that such involvement be limited to a two-year span previous to the selection of candidates. In addition, greater involvement should not automatically mean greater preference as this would lead to a situation where a select group is always given preferential treatment, to the exclusion of others. For the same reason, a weighted system of involvement is not recommended as the sole determining factor for inclusion.
- As a Friendship Force club, our mission is to promote understanding across the cultural barriers that separate people, and the more club members who have a chance to travel on an outbound journey, the more closely we adhere to our mission. **Consideration should be given to new members and members who have not yet been on an outbound journey, as opposed to others who have recently traveled with the club.**
- **Couples who apply together should be considered as a unit.** In recognition of the bond between couples and the assumption that one would not ordinarily travel without the other, we should not include one member of a couple and exclude the other if both are current club members and apply together for the same journey. For the purposes of selection, we consider "couples" to be members whom the club knows to be in a significant relationship with each other.
- **Selections should be guided by the club's purpose and principles and not by a lottery system.** A general lottery system could theoretically result in the same members frequently or never being included in a Journey, in new members never being selected, etc. However, in the absence of other differentiating criteria where members in a pool are on the same footing, such as in a pool of new members or a pool of current board members, a lottery system would be a valid tool for selection within a subgroup.

There is no mandate for applicants to be selected in the order of their applications. The AC should generally set a deadline for receiving applications before making his/her selections.