



Friendship Force Club of Calgary Region

MEMBER INFORMATION FOR AN OUTBOUND JOURNEY

General Information

1. There will be an Ambassador Coordinator (AC) assigned for each Outbound Journey.
2. The AC will give an overview of the Journey at a General Meeting.
3. The AC will inform all Members when Registration is open for the Journey. This will usually be a minimum of 6 months prior to a Journey.
4. The AC will email all club members:
 - the Journey number
 - FF Calgary Region “Membership Information for an Outbound Journey”
 - the Friendship Force International (FFI) form “Ambassador Application and Agreement Form”
 - the Registration window for application submissions
5. If the Journey is more than one week, preference will be given to members who wish to go on all weeks of the Journey.
6. Applications may be submitted for single persons, or for couples or traveling companions who wish to travel together.
7. The AC will inform club members of the date when the “Ambassador Application and Agreement Form” is due. At this time, the Local Registration Fee is also due. There will be one week to submit the form and the fee. S/he will inform club members that they are successful; that the Journey is undersubscribed, or oversubscribed.

Information on Under and Over Subscribed Journeys

The Registration Closing Date will be used to determine if the Journey is Undersubscribed or Oversubscribed.

1. Undersubscribed
 - if there are still openings once registrations have been received by the AC, the Journey will be advertised on the Friendship Force Canada website.
 - if there are still openings 100 days prior to the Journey, it will be advertised on the FFI website as per FFI policy.
2. Oversubscribed
 - Once the AC has reviewed the applications received, s/he will inform members if the Journey is oversubscribed.
 - The Journey Coordinator/s are guaranteed as well as their partner/companion.
 - Partner/travel companions who wish to share accommodation or plan to travel only if both persons are selected shall be treated as a couple for the purposes of the draw.
 - If the Journey is oversubscribed, there will be a 2-step lottery to determine who will go on the Journey.
 - Step 1- a lottery for members who did not participate in the most recent Domestic/International Outbound Journey.
 - Step 2- a second lottery of the other names will occur. This will be used for the remaining vacancies and for any subsequent vacancies that may occur due to cancellations.
 - Once a Club member has been notified of acceptance for the Journey, they will be given 3 days (72 hours) to accept or decline. If they decline, the AC will move on to the next person on the list.
 - the lottery will be held in the presence of the members who have submitted the FFI form “Ambassador Application and Agreement Form”. The AC will keep the record of the lottery and if any cancellations occur, the spaces will be offered in the order they were drawn.

Health, Safety and Mobility

1. The level of physical activity required for a Friendship Force Journey varies according to the hosting situation and the program itinerary. The AC will discuss the physical activity required for the Journey. The AC shall have the authority to accept only those candidates who can meet the physical requirements of the Journey.
2. Applicants with special requirements can be accepted only if the Host Club agrees in advance that they can meet the special requirements. This is to protect the safety and comfort of the ambassador as well as the Host Club.
3. For health and safety reasons, each ambassador must fill out the FF Calgary Health Emergency form and carry it with them at all times. Each ambassador will also be required to provide the AC with their travel and medical insurance providers.

Outbound Journey Fees and Policies

Outbound Journey Fees	Policy	Amount
Local Registration Fee (for the complete trip)	This fee is non-refundable if an ambassador cancels AFTER acceptance on the Journey unless the Journey is cancelled (less expenses already incurred). This fee is due on the date determined by the AC. It covers such things as printing, postage, telephone charges, a SIM card for the AC, costs related to promoting the Journey, and a club group gift (usually to a charity). Any extra money may also be used to cover Journey contingencies. Any unspent money will go back to the Club.	\$25 CAD for the first week plus \$15 CAD for each additional week
FFI Ambassador Journey Fee Schedule	This fee covers the cost of administering and supporting the journey. It is due in US currency 60 days prior to departure and is paid directly to FFI. The fee is non-refundable 60 days prior to departure unless the Journey is cancelled.	US \$25/night
Host Club Program Fee	This fee is non-refundable 60 days prior to the departure date unless the Journey is cancelled. It is used by the hosting club to cover expenses associated with the Journey such as the welcome and farewell dinners, and the planned activities. Host club fees are transferred to the Host Club in a mutually acceptable manner. This fee does not cover the transportation of ambassadors on arrival or departure. The AC will inform ambassadors of the date it is due.	Determined by the Host Club and approved by the Ambassador Club
The AC will discuss how all fees will be paid and whether they are paid in CAD, USD, or the Host Club's Currency.		
The Outbound Registration Fee is non-refundable once you have been accepted on the Journey. The FF Journey Fee and the Host Club Program Fee are non-refundable 60 days prior to the Journey. FF Club of Calgary Region will not refund any Outbound Journey fees or deposits for health or other reasons normally covered by travel and medical insurance.		