Being an Ambassador Coordinator for an Outward Domestic Journey

Congratulations, you have been selected by your club for this important task. Now comes the work!

First Steps

- Contact the Host Coordinator to ascertain which approximate dates are suitable.
- Find out the number of Ambassadors that they can host.
- Make yourself known to the FFI Services Coordinator for your area.

Planning

- Discuss the journey with interested club members and potential Ambassadors. Ideas will come forth, especially with optional ‘add-ons’ before, during or after the journey. Take care to not put very expensive ‘add-ons’ mid-journey that might prove too expensive for some.
- Plan itinerary.
- Contact your Travel Agent to find the best options available and in particular, get the costs for budget purposes.
- Communicate with the Host Ambassador
  - for suggestions and costs of travel - they know things you don’t.
  - make sure the dates you finally select are okay with your Host Clubs.
  - will there be any extra Club Host Fees for special visits?
- Prepare your budget – travel, accommodation, FFI fees, Club Host fees, entry fees, gifts, printing, and other sundry costs.

Recruiting Ambassadors

- You are now ready to promote your journey by using the club newsletter and give information at any club social occasions or meetings.
- Take into consideration Ambassador mobility
- Important - you are Ambassador Coordinator and you choose your Ambassadors
- Advise your Ambassadors of the travel itinerary so that they can make any personal bookings. These need to be coordinated with your plans.

Preparation

- If possible, hold a meeting to discuss:
  - appointing an Assistant from those going
  - delegate duties and responsibilities
  - discussing itinerary and the costs of the journey
  - being a good guest and Ambassador for your club
  - collect the remaining cost from Ambassadors.
● Now advise the Host Coordinator
  ● of Ambassadors’ names and interests so they can make the hosting pairings
  ● of your travel itinerary so they can prepare their programme and arrange to meet you on arrival.
● When pairings are received from the Host Coordinator, send these on to Ambassadors so that communication can begin.
● Obtain from Ambassadors their own travel plans outside the journey (if any).
● At least 60 days prior to departure, you must send the FFI fees to Atlanta and advise them

On Tour

● While on the journey, you will probably be hosted by the Host Coordinator.
● While they will run the journey and deal with local problems that may arise, you will deal with your Ambassadors and any detailed matters that affect them.
● Be patient, enjoy yourself and laugh a lot.

Reports and Evaluation

● After the journey
  ● Submit a written report (including finances) to your club
  ● Plan a reunion to exchange photos and stories.
  ● Congratulations on a successful journey.