Thank you for agreeing to host during a Friendship Force Inbound Journey.

You are about to meet someone who will become your friend, and wishes to learn about you, about your family, about our customs, and about your beautiful region.

You will be richly rewarded by taking part in this experience. To make this even more enjoyable, we have prepared some guidelines for you to follow. Please read these carefully.

**Part One: Being a Great Host**

Friendship Force was established in 1977 by Jimmy and Rosalynn Carter and Reverend Wayne Smith with certain aims and ideals in mind.

**The Friendship Force Mission** is to
- ‘Promote global understanding across the barriers the separate people’.

**The Friendship Force has Values of**
- ‘Mutual Respect – Cultural Diversity – Cultural Exploration – Service’

**The Friendship Force Vision** is that
- ‘Each individual will make a contribution to global goodwill using their network of clubs and individuals to overcome differences among people and nations, and by connecting the world, one friend at a time, this will create a world of friends that becomes a world of peace’.

In taking part in this hosting, you are representing the mission, values and vision of Friendship Force International. You are also a representative for your club, for your own community, and for your country.

Please do your best to make your guests welcome and by doing this, you will be richly rewarded by the experiences you have, and the friends you make.
Part Two: Privileges and Responsibilities of a Great Host.

1. The Host Coordinator is your club’s leader of this Journey, and in conjunction with the Ambassador Coordinator, has created a local programme with much of interest. He/she will be the point of contact in the event of difficulties.

2. Part of the hosting experience is for you to attend the pre-Journey planning workshop(s) where you will learn the programme and other details about the Journey, what you will experience, where you can assist, and many other things that will help you make this a memorable experience for you and your guests.

3. You will be advised the names and contact details of your guests. Please make early contact to find out about them so you can better be prepared for their visit. At the same time tell them about yourself.

4. When they arrive, meet them, greet them, take them home and offer them a welcome cuppa. Allow them time to rest if they are tired after a long journey.

5. Take time to explain that they are ‘family’ and to make themselves at home. Make sure they know they are welcome to help themselves to such things as tea, coffee, biscuits, and so on (people from some cultures may not be used to doing this).

6. Make sure that your house is warm. It is much harder to warm up in someone else’s house than in your own.

7. Take time to explain the bedroom and bathroom arrangements, and things like using the showers, hot water usage, electric blankets, and so on. Allow them to unpack and show them drawers and wardrobe space available to them. Place a container of water, a glass, a torch, a mirror and perhaps some fruit or snacks in their room. Also explain how they can have their laundry done.

8. Explain about safety and escape procedures – this particularly applies in high rise buildings.

9. Give your guests your WIFI password so they can stay connected with friends and family.

10. Your guests expect to share your lifestyle, so prepare the same food for them as you do for yourselves. At the same time you need to find out about any special needs they may have for health, religious or cultural reasons.

11. Make sure your ambassadors have your address and phone number with them at all times, in case they get separated from the group and need to find their own way home. This is particularly important if they speak little or no English.
12. You must ensure that your ambassadors are able to also take a full part in the programme by getting them to places in the programme – on time. You must not create a special programme outside the main one without your Coordinator’s permission.

13. Make yourself familiar with local places and sights that you could share with your ambassadors on free days. Discuss these free time activities with your guests, as they may have special interests they wish to pursue.

14. While it is important to allow time for your guests to get to know you, your family and friends, it is equally important to let them have time to rest and relax in the privacy of their room.

15. You are expected to pay your own way when out and about. Do not expect your guests to pay for fares or meals or anything else that is really your expense.

16. Your guests will probably take you out for a ‘thank you’ meal during the visit. Choose somewhere that is nice but not too expensive.

17. If you have a problem, please discuss this with the Host Coordinator.

18. Remember at all times that you are representing your club, your community, your country and Friendship Force.

19. A Friendship Force Journey is a unique opportunity for you to tell your guests about your family and about our NZ culture, customs and traditions, and for you to learn about theirs. No other organisation in the world offers this opportunity. Don’t waste it!

20. And finally: *Always be yourself, but be your best self.*