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Journey Coordinator Agreement

Journey # and Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Journey Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Journey Coordinator(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Journey Coordinator should be familiar with the latest version of FFI's Journey Manual and FFGDM’s Journey Policies and templates.

The Journey Coordinator is expected to keep the Board of Directors informed of the Journey progress at regular board meetings either in person or by submitting a report to the President or Journey Director prior to the board meeting.

The Journey Director or a former Journey Coordinator will serve as advisor to the current Journey Coordinator and the Journey Committee. The role shall be one of support and encouragement and the Journey Coordinator should feel free to consult with the advisor.

The Journey Coordinator shall provide to the Board of Directors a Journey Report for inclusion in the permanent records within 30 days of the completion of the Journey. The report should include a financial report, ambassador- host matching information, significant committee minutes, workshop materials, program booklet, and other material the Journey Coordinator deems important.

The Journey Coordinator is encouraged to appoint an assistant to serve as Journey Coordinator in the event the Journey Coordinator is unable to lead the Journey.

The Journey Coordinator will confirm that all ambassadors are members of FFGDM or another FF club and will vet the ambassadors.

The Journey Coordinator is responsible for educating the ambassadors or hosts about the customs, history, and culture of the journey country by organizing at least one cultural workshop.

An inbound Journey Coordinator will receive $250 to offset expenses for participating in the journey and organizing the journey. This renumeration comes from the general fund and not from the ambassador fees.

An outbound Journey Coordinator may incorporate into the ambassador’s fees only his/her direct costs for transportation to and from the host city or cities, international or domestic, as sanctioned by FFI. See the FFGDM Policies & Procedures for the pro-ration of the amount. The amount shall not exceed $100 per ambassador (exceptions need justification to and approval by the Board).

An outbound Journey Coordinator is encouraged to advertise in the community for potential ambassadors. This allows the Journey Coordinator an opportunity to select ambassadors who will best represent the club and the community and will also promotes the club within the community.

This form shall be signed by each Journey Coordinator nominated and appointed.

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*Journey Coordinator sign and date Journey Coordinator sign and date (if co-EDs)*