Journey #\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ambassadors & Fees Checklist

Status as of \_\_\_\_\_\_\_\_\_\_\_

**Ambassador Check List**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last Name | First Name | Phone | Email | FF Club | $25  Admin Fee  due  mm/dd | $???  Host Club1  Fee  due  mm/dd | $???  Host Club2  Fee  due  mm/dd | $???  Pre  Journey  Fee  due  mm/dd | Pre Journey room mate | $???  Post Journey  Fee  due  mm/dd | Post Journey room mate | Flights sent to JC | Passport  Picture  Page  to JC |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Journey Income, Expenses & Payments**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Amount  chg’d ppn | Description | Paid by | Total for group | Status | Refund rules |
|  |  | FFGDM Administration fee | Ambassadors (#) |  |  | not refundable |
|  |  | Amb Coordinator fee | Ambassadors (#) |  |  | not refundable after mm/dd |
|  |  | FFI fees | Ambassadors (#) |  |  | not JC, not refundable after mm/dd |
|  |  | Donations to clubs | Ambassadors (#) |  |  | not refundable after mm/dd |
|  |  | Host Club 1 Program fee | Ambassadors (#) |  |  | not refundable after mm/dd |
|  |  | Host Club 2 Program fee | Ambassadors (#) |  |  | not refundable after mm/dd |
|  |  | Pre-Journey cost | Ambassadors (#) |  |  | not refundable after mm/dd |
|  |  | Post-Journey cost | Ambassadors (#) |  |  | not refundable after mm/dd |
|  |  | **Total Income** |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Administration costs |  |  |  | Expenses submitted by JC, bank charges |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Total |  |  |  |  |
|  |  | Amb Coordinator fee | Pay JC |  |  |  |
|  |  | FFI fees | Pay FFI |  |  |  |
|  |  | Host Club 1 Program fee | Pay Host Club 1 |  |  |  |
|  |  | Host Club 2 Program fee | Pay Host Club 2 |  |  |  |
|  |  | Pre-Journey cost | Pay ?? |  |  |  |
|  |  | Post-Journey cost | Pay ?? |  |  |  |
|  |  | **Total Expenses** |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | **Net** |  |  |  |  |