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INTERNATIONAL

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Hosting & Traveling with
The Friendship Force Lincoln
#3

Hosting and Traveling with The Friendship Force of Lincoln



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Being A Good Host

As a Friendship Force host your visitor's opinion of your club and your community will be based on you and the other club members with whom each comes in contact. Your mission is to make friends for us and for you. Get to know your fellow home hosts, day hosts, and committee members. Give them a chance to know what an interesting person you are. Be open to different ways of thinking, living, and eating. Always assume the best intentions. Expect the unexpected; you won't be disappointed. Changes in plans may have to be made; be flexible. Have a positive, open mind. Mishaps, accidental coffee spills, etc. occur from time to time; reassure your guest that it is no big deal. Relax and enjoy your time together with new friends; you'll remember the experience for a lifetime. Most problems work themselves out with time and tact. If you really need help resolving a problem, call on your Exchange Director.

It is our club's custom to give our guests a small remembrance of their stay in our city/state. We present each individual or couple with a medallion that depicts local scenes. You also might want to give your guest a small memento of their visit

❖❖**Guest Accommodations:** Try the bed you're assigning to your guest. Is it comfortable? Are there enough pillows and blankets? Did you find yourself groping in the dark for a clock, a radio, or a box of tissues, which weren't where you thought they'd be? You might provide a small flashlight near the bed. Was there enough light to help you find the bathroom? Where are the fresh towels, soap, and shampoo in the bathroom? Do the closets have hangers for your guest to use? Are all the surfaces in the bedroom, the tops of dressers, tables, or chests, free of your personal items or photos? Give your guest space for his/her own things. An empty drawer would be helpful. Flowers or a small plant would be nice; maybe a few picture postcards and stamps to go with them, and pad and pen, a glass for water nearby. Consider a map of the area, which you can mark to show them where you're going or where they've been.

❖❖**Host Responsibilities:** As a Friendship Force host you are expected to provide a room, usually one or two meals a day – lunch out is negotiable and some dinners will be part of the program. Meals can be simple, eaten in or out, a picnic, local restaurant, or at the home of family, friends or neighbors. You will also provide transportation to scheduled program activities. If you can't be with your guests, you can arrange or ask the Exchange Director to find a Day Host who will take your place. Your guest may or may not offer to take you out for a meal. If they do, choose a restaurant you know won't strain their resources.

❖❖**Free Days:** A schedule usually includes a free day or half day. You might go someplace you've never been and share the new experience with your guest rather than going to a place, which by now bores you. Take into consideration the types of things your guest enjoys and plan a visit around that interest. You might want to visit an "Open House"; let your guest see the floor plan and decorations of a new house in Lincoln. It should be fun for both of you!

❖❖**Health Issues That May Arise:** If your guest experiences some minor or significant health issues during their stay with you, offer over-the-counter medications, when appropriate. If necessary, drive your guest to a Linc-Care type facility or a hospital emergency room. Remain with your guest since this can be a scary experience in a strange city. Depending on the severity of the situation, notify your Exchange Director.

❖❖**Final Thoughts:** Above all, be yourself. We trust this experience proves to be fun for you and you will have gained a new friend. **Enjoy your time together; make it a time of fond memories and shared experiences.**



A Checklist of Suggestions:

- Place fruit, nuts or candy in guest room.
- Provide stationery and/or local picture postcards, pen, and stamps.
- Provide city and state maps along with assorted brochures of interest.
- Place a night light in an unobtrusive spot that will still provide enough light in the bedroom as well as in the bathroom.
- Place a small flashlight near your guest's bed.
- Provide an alarm clock and show your guest how to set it.
- Establish each evening what time your guest should arrive at the breakfast table in order to participate in the day's scheduled activities.
- Show guest where to find extra pillows, towels, bathroom supplies, etc.
- Have on hand a supply of plastic bags for "accumulation" of goodies.
- Provide a small TV and/or radio. Instruct guest on their use.
- Make sure the bedside clock keeps proper time!
- Offer to wash clothing during your guest's stay.
- Offer the use of a hairdryer and instructions on how to use it.
- Explain any idiosyncrasies of bathroom fixtures/shower/tub/toilet.
- Provide a variety of leisure reading material such as current magazines, book, and newspapers.
- Keep a small bouquet of fresh flowers in the bedroom – IF the guest isn't allergic to them!
- If you have a pet, make sure the Exchange Director has not assigned you a guest who is allergic to your particular pet. Tell the ED about your type of pet when you agree to host.
- Explain the appropriate time for arising, eating and going to bed; many of these will be dictated by the planned schedule of activities.
- In the bathroom, put soap and hangers for hand washables, tissues, drinking glass or plastic cups.
- **Relax** and enjoy making wonderful memories with your new friend(s)!

Remember to treat your guest as you would want to be treated.



**To encourage members to apply as Exchange Directors (ED),
the following FFL policies are in effect:**



➤➤ Inbound Exchange Director ◀◀

Compensation for FFL incoming Domestic, International, and Open World Exchange Directors shall be at the rate of \$200 for up to & including 8 ambassadors/delegates and \$25 for each additional ambassador/delegate up to a maximum of \$400 at the 16 ambassador level. This compensation is a non-cash credit toward payment of a future International or Domestic FFL/FFI Exchange or activity. Compensation is to be used within four years. Compensation will be funded from the scholarship fund. In addition to this compensation, inbound Exchange Directors will be reimbursed, from their exchange budget, for the cost of participating in exchange activities up to \$100 (\$50 each if there are Co-Exchange Directors).

◀◀ Outbound Exchange Director ➤➤

If an outbound ED recruits 20 ambassadors, the cost of the exchange is covered for the ED by the ambassadors. If 20 fully paid ambassadors are not participating in the exchange, the ED pays the difference. Explain the appropriate time for arising, eating and going to bed; many of these will be dictated by the planned schedule of activities.

- In the bathroom, put soap and hangers for hand washables, tissues, drinking glass or plastic cups.
- **Relax** and enjoy making wonderful memories with your new friend(s)!

Updated 3/5/15



The Force of Friendship

When The Friendship Force was established in 1977, the name was carefully selected. Friendship, rather than peace, would be the primary concept. As individuals, we may not be able to create peace single handedly, but we certainly know how to make friends as stated by our organization's founder, Wayne Smith. One reason for using "force" in the name is to convey the power of friendship. An army or force for friendship whose goal is to use friendship as the means to achieve a better world. The following are examples of "The Force of Friendship" as described by members.

As you read these real life experiences, consider them as typical Friendship Force experiences that you are likely to encounter when you embark on a future exchange. Ask yourself, who would not want to be a part of a similar adventure?

In 2002 The Friendship Force of Lincoln was hosted in Taketa City and Matsuyama, Japan. One of my memorable experiences involved our hostess in Matsuyama, Yoshiko and her husband's parents, Hideo and Mitsuki. They were very new to Friendship Force and we were their first ambassadors. Our hosts' house was connected to that of the parents and often we spent mealtime together with the parents speaking very little English but, from the look on their faces, we knew they were taking pleasure in the experience. We all enjoyed our shared time and I distinctly remember the poignant goodbyes at breakfast our last morning with our hostess, host and his parents. Following our meal, the parents returned to their home next door and returned to meet us at the car as we were being driven to the airport. Each of us delayed departure as much as possible and finally, Hideo and Mitsuki, pressed items they had clutched inside the palms of their hands into my husband and my hands. As each of us waved our final goodbye while wiping tears from our eyes, we looked at the items presented by these wise elders. Our hostess explained that after breakfast the parents wanted to give us something of their own to show how much they appreciated our visit. They returned to their home and searched through their belongings and gave each of us two of their favorite things, two gold pins for me and a pair of cuff links and tie clasp for my husband. Each time I wear one of these pins, I never fail to remember the times shared with our Japanese friends. How else but through The Friendship Force would we have had the opportunity to get to know such fine and gentle people. Remembrances of places visited dim in time, but not the sharing of cultures and touching experiences.

On our exchange to Szekesfehervar, Hungary in October of 2000, we were hosted by Kati and Tony. Kati met us upon our arrival in their second hand car they had had for 21 years. We were told that it is driven only for special occasions; our visit was considered one! Other times the family walked or rode bicycles to work. Our first impression of Kati was one of smiles and helpfulness as she stored our luggage in the trunk/boot of their 2 cylinder car from East Germany.

Tony and Kati gave us their bedroom, a very comfortable sofa bed in the living room/office of their concrete block Communist built apartment building very near the center of town. Anyone familiar with this construction is aware of the compact accommodations. Unbeknownst to us, each night Tony would walk to his in-laws to sleep while Kati slept in their daughter's bedroom while she attended the University in Budapest. When Judit came home for the long weekend, Peter joined his father for the walk to his grandparent's home. I wonder how many Americans would do something similar?

Kati prepared a number of typical Hungarian dishes during our stay. She wanted to share her Hungarian heritage with us while we spoke of the United States and home. She felt they would never be able to make the trip to visit but hosting Americans brought our world to her and her family.

One evening we all took the car to the town of Mor for their Wine Festival. Tony had managed to get an invitation to a private cellar and wine tasting along with plates of wild boar. We sat at long tables, tasted various wines and enjoyed accordion music and rousing songs. Before our departure from Szekesfehervar, Tony returned to Mor to pick up four bottles of the wine that we particular enjoyed. "The Girl from Mor" was bottled and labeled as he arrived and was a gift from the owners of the wine cellar. We suggested that Kati and Tony keep two of the bottles and we would email them the date we would drink ours and we could toast each other across the ocean that separated us in miles but not in thought and spirit.

Our last evening found the four of us sitting around the tiny kitchen table discussing Hungarian history as portrayed in a series of postage stamps that commemorated Hungary's millennium presented to us by our hosts. What a joy to listen to Kati describe her three hour English class that day as the best she had ever taught and it all centered around books we had given her of one-line wisdom by various individuals. It pleased us to know that she had found helpful our specially prepared booklet on Nebraska history. A huge bag of home-grown paprika obtained from family members and given to us will be used lovingly and will rekindle fond memories of this extraordinary week. The times we shared will long be remembered!

On Monday, June 18, 2001, I was the Exchange Director for The Friendship Force of Lincoln to Helsingborg, Sweden. After an awesome experience with the members of the Helsingborg Club, the ambassadors participated in an 11 day bus tour of Sweden, Norway and Denmark. At the end of our bus tour we boarded a sea going ferry in Oslo on route to Copenhagen. On the morning of July 4, the ferry docked at Helsingborg just to let off passengers and supplies; however, all of us had to stay on board. Of course we had to watch what was happening and to our wondrous eyes, on the dock stood Tex, the ED from Helsingborg, his wife and one other club member. Tex was waving a Swedish flag, his wife, Ethel, was waving an enormous American flag and the other member was taking pictures. Friday, July 6 was our departure from Copenhagen. As we were in line to check our baggage & tickets at the airport counter, another surprise took place. Tex and Ethel were there. Yes, all the way from Helsingborg, bicycling, car rental and ferry to say a final farewell!

The final big surprise was the appearance of Tex and Ethel at The Friendship Force of Lincoln's 20th Anniversary dinner and gala at the Nebraska Club on September 22, 2001. They arrived the day before and stayed at the home of Don Crosier (an ambassador on the exchange to Sweden). He was the only one that knew they were stopping by on their way to Texas. I was speechless, to say the least, when they walked into the room with Don. Our friendship has continued to this day, 2005, and Tex and I talk to one another on the phone at least once a month. Here is Friendship Force in action. As George Washington stated: ***"Actions, not words, are the true criteria of the attachment of friends."***

As the saying goes, "All of us are better than any of us." Inter-group cooperation has resulted in six families in Russia and a poor Maya village of the Yucatan in Mexico receiving long needed wheelchairs and crutches at no cost to them. Friendship, appreciation of one another's cultures, and dreams for continuing to help the economically disadvantaged with physical disabilities have emerged. What a force is unleashed when we reach out in friendship!

It all began with The Friendship Force of Cedar Rapids/Iowa City providing the opportunity to host a group of young professionals from Russia. Among the guests was a lovely English teacher from Ryazan, Natasha Ermolina. In addition to teaching English for over twenty years, Natasha had developed an agency in her city to assist individuals needing assistance due to disabilities. Hundreds of people have registered their needs with her and she attempts to pair them with someone in her area to provide what they need, such as wheelchairs or crutches. The needs far exceed the resources available. Those on disability or retirement pension receive only \$30 per month.

Not to be defeated, Natasha pursued getting wheelchairs in the United States through Joni and Friends' "Wheels for the World" (WFTW) project www.joniandfriends.org. This Christian based organization provides refurbished wheelchairs without cost to anywhere in the world but cannot pay for transportation of them. Normally they send containers of wheelchairs to a country with support staff and Christian literature to the countries they serve. However, in some countries such as Russia and Mexico it is difficult to accomplish this due to trade barriers imposed by one or both countries.

With the help of Friendship Force members and WFTW, Natasha was able to return to Russia with one wheelchair for one child as part of her luggage. This was the beginning of a series of remarkable events. A few months later, her host family from Friendship Force, returned the visit to Natasha's city taking along two additional wheel chairs fitted for children there. The local TV station interviewed these Americans who came to a far-away city bearing these unusual gifts. People who had never met nor talked to an American warmly welcomed them. The wheelchairs were a symbolic, yet real, gesture of the friendships that blossomed.



Helpful Tips

Exchange Travel Helpful Tips



1. If you experience ear pain when your plane lands, as I do, I have found a product that reduces or eliminates the pain. I use “earplanes” which I insert prior to landing. Recently I purchased a pair at Walgreen; I also bought one of the Walgreen’s brand “Flight Earplugs”.
2. I take a larger gift bag and coordinating tissue to use when I give my gifts to my hostess. I don’t wrap them since airlines have a problem with wrapped items. The items I will be giving each home host consists of the following: one of the FF gift bags that has the dove of peace on it, a mini book, travel size hand/body lotion from Bath & Body Works, a Nebraska ornament “From Nebraska” store in the Haymarket; I got mine from the Nebraska History Museum. Hallmark store decorative pins; mine says on the package “The only think better than having a friend is having a fun friend like you.” There are two pins – one a smiling worm and the other a smiling butterfly. A pin from the state of NE and a FFL pin; a FF luggage tag. Include other items if you know your hostess has a particular hobby or interest.
3. I give my hostess this bag of items when we have a quiet night at home.
4. On the day I depart, I leave a “Thank You” note and a very small ornament for their Christmas tree. I ask them to think of me when they look at it.
5. For my small group dinner hostess I will use a small gift bag that I had bought at Hobby Lobby when they were regularly priced 3/\$1.00; size is 4 1/2 X 5 1/2 inches. I will put some chocolates from Baker’s Chocolates in the bag and probably some Lindor’s Truffles. I plan to use blue wrapped dark chocolates from Baker’s and a holiday wrapped Milk and White Chocolate truffle from Lindor.
6. We are expected to wear are FFL name badge to all activities including the small group dinners. There is usually only one small group dinner during each host club’s exchange. Give it to the small group dinner hosts when you arrive.
7. I take a list of my medications and doctors’ names and phone numbers. I didn’t need to do this when Art was alive because he had a copy in his wallet. I will give it to my hostess in a sealed envelope to be opened if needed. Be sure to take your health insurance cards as well. We never think we will need these items but it is best to be prepared. I remove all unnecessary items from my billfold like my library card and other credit cards I am not planning to use.
8. I phone my credit card companies that I will be using (I always take 2 cards). I tell them in what cities I will be using the cards and the dates I will be in each. Discover Card asked me for the phone number where I can be reached. You will probably use your card for meals out & maybe gifts.
9. I always set timers for several lights in the house. A dark house in the evening could tell a potential intruder that no one is home. Set them to go “on” and “off” at different times. I put one on the under-counter light in the kitchen, one in the living room and one in the bedroom. I use some of them all year long (one in the front hall and in the living room). It is cheerful to come home to a lighted room.
10. I set the furnace for a lower temperature while I am gone.
11. I cancel my newspaper to be stopped the day before I leave in case they make a mistake I can call them again. Naturally, I have my mail held while I am gone.
12. I clean out my refrigerator of any items that might spoil while I am gone.
13. I have a typed list of items I always want to take on a trip; I update it prior to every trip. I check off each item as I put it in my suitcase.



The Friendship Force of Lincoln

PREPARING FOR A DOMESTIC OUTBOUND EXCHANGE

Revised 6/3/15

Since you are staying in a home with a family who is a member of the local Friendship Force Club, your out-of-pocket expenses are limited. Your meals and housing with each family are provided at no additional cost to you. You will participate in group events as well as those with just your family. In other words, you are welcomed as a member of the family.

1. Be prepared to treat all members of your host family to dinner one night during your stay. Invite them to be your guests soon after you have settled in; ask them to pick the day and the restaurant.
2. Select gifts for each member of your host family. Consider items related to a hobby or interest of your hosts; remember to include children who share your hosts' home. Items that relate to your city or state are always welcome; consider local authors.
3. Find out weather conditions and temperatures expected during your visit for appropriate clothing.
4. Be sure you have adequate insurance to handle any medical emergency that might arise
5. Make sure your luggage does not exceed the baggage allowance for the airline and tour bus carrier.
6. If team captains have been appointed for your exchange, report when you leave the group at all airport layovers and during bus tours. Report on time to your captain after all stops.
7. If requested by the Exchange Director to write an autobiography, be sure to include your hobbies, interest, occupation (current or retired); it will provide a better basis for matching you with a host.
8. Be sure the Exchange Director is aware of any physical condition you have and particularly those that require special arrangements with your host, i.e. – special diet, stair limitation, bed needs.
9. Give someone in the group, your roommate, or Exchange Director a list of your medications with name of Rx, dosage, when it is taken and reason for medication. Put in sealed envelope.
10. Take photos of your home, family, pets, and city to share with your hosts.
11. Write to your hosts when you receive their contact information thanking them for sharing their home.
12. During the exchange and tour, put in your pocket or wallet the phone number and address of your host/hotel in case you become separated from the group.
13. Spend as much time as possible becoming acquainted with your host.
14. Enjoy the activities your hosts have planned for you.
15. Do not ask for special places to see that require driving long distances; if you do, pay for the gasoline.
16. Do not ask your host if you can stay an extra night; this could be awkward for your host.
17. Share your hosts' life-style; join in and help with home activities i.e. setting/clearing table, doing dishes.
18. Don't let shopping seem more important than making friends.
19. Do offer to pay for gasoline & extra entrances fees.
20. Be adaptable; be open to new foods, a new daily schedule, and unfamiliar habits.
21. Treat others as you would like to be treated; the next time the shoe may be on the other foot.
22. Before you leave home remove all unnecessary items from your purse or wallet. Carry two credit cards but only use one (save the second one in case a problem develops with the first or it is stolen or lost. You may want to use a credit card that is **not** the one you use for regular purchases at home.

23. Protect yourself from being a victim by accepting a very simple premise: a skilled pickpocket can get whatever you keep in your pockets or purse/wallet.
24. **Credit cards** – write the card numbers on a paper you keep in your suitcase along with the phone numbers to notify of their loss. **Visa (calling within the U.S. or Canada) 1-800-847-2911; MasterCard (calling within the U.S.) 1-800-627-8372. You will need the name of the bank/company that issued the credit card.**
25. Packing – leave space in your bag for travel essentials: plastic bags for soiled garments, reading material, small umbrella, and travel alarm clock. Make sure your name, address, & phone are on the **inside** of each piece of your luggage.
26. **Don't forget your Friendship Force name badge; plan to wear it each day of the exchange.**



The Friendship Force of Lincoln

PREPARING FOR AN INTERNATIONAL OUTBOUND EXCHANGE

Revised 5/18/15

Since you are staying in a home with a family who is a member of the local Friendship Force Club, your out-of-pocket expenses are limited. Your meals and housing with each family are provided at no additional cost to you. You will participate in group events as well as those with just your family. In other words, you are welcomed as a member of the family.

1. Be prepared to treat all members of your host family to dinner one night during your stay. Invite them to be your guests soon after you have settled in; ask them to pick the day and the restaurant.
2. Select gifts for each member of your host family. Consider items related to a hobby or interest of your hosts; remember to include children who share your hosts' home. Items that relate to your city or state are always welcome; consider local authors.
3. Find out weather conditions and temperatures expected during your visit for appropriate clothing.
4. Become familiar with the currency of the country and its equivalent in U.S. dollars.
5. Be sure you have adequate insurance to handle any medical emergency that might arise (required for international exchanges). Leave a copy of the "Confirmation of Coverage" plus a copy of the policy with your emergency contact person PLUS take the same with you.
6. Be sure to give your relative the name & phone number of the exchange designated emergency contact.
7. Make sure your luggage does not exceed the baggage allowance for the airline and tour bus carrier.
8. Take the airline's Frequent Flyer number with you and check that it has been entered for all your flights.
9. If team captains have been appointed for your exchange, report when you leave the group at all airport layovers and during bus tours. Report on time to your captain after all stops.
10. If requested by the Exchange Director to write an autobiography, be sure to include your hobbies, interest, occupation (current or retired); it will provide a better basis for matching you with a host.

11. Be sure the Exchange Director is aware of any physical condition you have and particularly those that require special arrangements with your host, i.e. – special diet, stair limitation, bed needs.
12. Give some someone in the group, your roommate, or Exchange Director a list of your medications with name of Rx, dosage, when it is taken and reason for medication. Put in sealed envelope to be opened only in case of an emergency.
13. Take photos of your home, family, pets, and city to share with your hosts.
14. Write to your hosts when you receive their contact information thanking them for sharing their home.
15. During the exchange and tour, put in your pocket or wallet the phone number and address of your host/hotel in case you become separated from the group.
16. Spend as much time as possible becoming acquainted with your host. Forget about your favorite pastimes such as reading newspapers except when you are alone. Your host wants to know about you.
17. Enjoy the activities your hosts have planned for you.
18. Do not ask for special activities or places to see that require driving long distances without considering the ability of your hosts to provide/arrange it. Insist on paying for the gasoline for this trip.
19. Do not ask your host if you can stay an extra night; this could be awkward for your host.
20. Share your hosts' life-style; join in and help with home activities i.e. setting/clearing table, doing dishes.
21. Don't let shopping seem more important than making friends and learning about a different culture.
22. Be considerate of limited resources; for example, your hosts' hot water & heat may be limited.
23. Do offer to pay for gasoline, extra entrances fees; consider your hosts' economic situation.
24. Be adaptable; be open to new foods, a new daily schedule, and unfamiliar habits. Look forward to such differences. You may never pass this way again!
25. Treat others as you would like to be treated; the next time the shoe may be on the other foot.
26. Review the "Ambassador Agreement" that gives details concerning amount of money that is forfeited if you cancel your participation in the exchange.
27. Before you leave home remove all unnecessary items from your purse or wallet. Carry two credit cards but only use one (save the second one in case a problem develops with the first or it is stolen or lost. You may want to use a credit card that is **not** the one you use for regular purchases at home.
28. Protect yourself from being a victim by accepting a very simple premise: a skilled pickpocket can get whatever you keep in your pockets or purse/wallet.
29. Keep all your valuables (passport, credit cards, airline tickets and most of your cash) in a money belt. **Always!** Keep the money belt **inside** your clothing. Do not put valuables in a fanny pack. **Do not open your money belt in public.**
30. **Credit cards** – write the card numbers on a paper you keep in your suitcase along with the phone numbers to notify of their loss. **Visa (calling within the U.S. or Canada) 1-800-847-2911; MasterCard (calling within the U.S.) 1-800-627-8372. If traveling outside the U.S., before leaving home, check the credit card's website for the phone number to use for the particular country you are visiting.** Other recourse would be to leave your credit card numbers, Social Security number, and mother's maiden name with a close friend or relative. If cards are stolen or lost overseas, call that friend/relative and ask that they notify the credit card companies. **In either case, you will need the name of the bank/company that issued the credit card.**
31. Lost or stolen passport – make three copies of the first two pages of your passport before leaving home. Put one in your money belt, one inside a secure area of your carry-on luggage, and leave one with a friend/relative or can fax it to you or give a copy to the Exchange Director. Go to the nearest American Embassy or consulate and take along with you the copy of the first two pages of your passport.

This will speed up the process. In most cases, you will need to get a passport photo prior to your arrival at the consulate. If you have notified a relative or friend that your U.S. passport has been lost/stolen, that individual may wish to contact the Office of Overseas Citizens Services, U.S. Department of State in Washington, D.C, at 1-888-407-4747. That office will be able to help put your friend in touch with the closest U.S. embassy or consulate. You **must** apply in person for a new passport at the U.S. embassy or consulate. You might want to take one passport appropriate photo with you just in case this happens to you. You will also need your airline ticket and police report, if available. Keep in mind that U.S. embassies and consulates are closed on weekends and U.S. holidays.

32. Learn a few phrases of the language for the country you will be visiting; write them on a small card.
33. Packing – leave space in your bag for travel essentials: plastic bags for soiled garments, reading material, small umbrella, and travel alarm clock. Make sure your name, address, & phone are on the **inside** of each piece of your luggage.
34. **Don't forget your Friendship Force name badge; plan to wear it each day of the exchange.**
35. If you are planning to take an electrical item, remember to check to see if you need a converter and an adapter. You will likely need both; find out the configuration of the outlets in the foreign country.
36. Notify the emergency contact person you listed on your application and other necessary family members of the name and phone number of the **emergency contact person for your exchange as established by the E.D.** Someone may need to contact you should an emergency arise with your family.



Expenses Involved with Exchanges



◀◀ For an Outbound Exchange ▶▶

Generally, cost of an exchange consists of the following:

- Fee to Friendship Force International; staff assigns destinations and monitor clubs - \$165 per hosting (5 to 7 nights) for International Exchanges & \$50 per hosting for Domestic Exchanges (within US).
- Fee to EACH Host Club involved in the exchange - \$100 for activities arranged for the Ambassadors; additional fees for special activities when approved by the Ambassador Exchange Director. Does NOT include transportation between airport and hosting club.
- Ambassador's Club Fee - \$25 (**NOT REFUNDABLE**)
- Contingence Fee for unexpected expenses; normally, unused portion refunded – usually \$100.
- Cost of Transportation UNLESS advertised as “LAND ONLY;” varies with destination.
- Exchange Director's Expenses – 1/20th of total cost of exchange.
- Additional tour before or after exchange involving hotels, some/all meals, transportation, & activities. Cost varies with destination and number of days. Ambassadors may opt out of the tour at the discretion of the Exchange Director.
- **NOTE: All of the above fees are PER AMBASSADOR**
- The exchange fee does NOT include cost of a visa, if required, nor travel insurance that is required for international exchanges.

- If an ambassador cancels more than 60 days before departure, FFI will refund all FFI Ambassador Program Fees and Host Club Program Fees. There is no refund of the FFI Ambassador Program Fees or Host Club Program Fees if an ambassador cancels less than 60 days before the exchange.

➤➤ For an Inbound Exchange ‹‹

- Host provides bed, generally breakfast, plus possibly other meals.
- Host pays for exchange activities in which they participate.
- Ambassador's activity fees have been paid for through the total cost of the exchange.
- Usually, ambassador takes host family to dinner at a restaurant one evening.



Small Group Dinner Host During an Inbound Exchange

- A non-home host offers to provide dinner one evening for whatever number of guests they can accommodate. Some of these spaces can be used for a co-host, family/friends, or new/prospective members.
- Dinner host pays for the ingredients for the dinner. If you involve a co-host, your family/friends, or new/prospective member, you can ask them to prepare a portion of the meal. However, you should plan on hosting a minimum of two ambassadors and their hosts.
- **Remember to treat your guest as you would want to be treated.**





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If You Have Questions, Contact:

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Handbook.**

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*Graphics by Betty Starr
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