



# friendship force

L I N C O L N

**A World of Friends is a World of Peace**

**Hosting and Traveling with FFL**

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# 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 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 diverse ways of thinking, living, and eating. Always assume the best intentions. Remember: A World of Friends is a World of Friends.

Expect the unexpected. Changes in plans may occur so 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 new friends. Most problems work themselves out with time and tack. If you need help resolving a problem, call your Journey Coordinator.

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

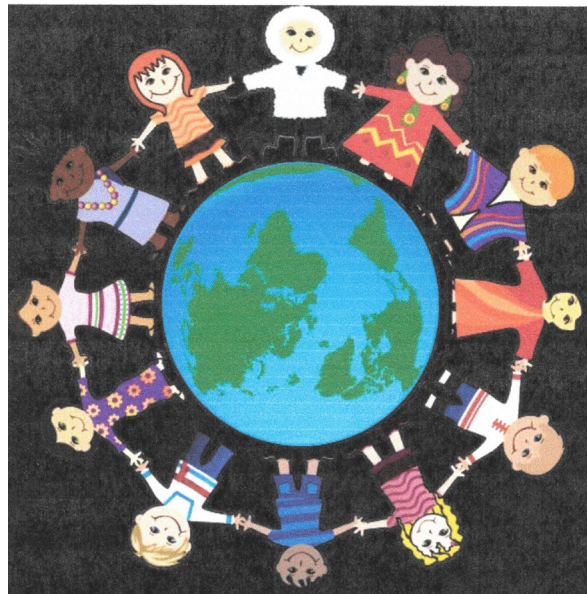
**Guest Accommodations:** Try the bed you are assigning the guest. Are there enough pillows and blankets? Would you find yourself groping in the dark for a clock, a radio, or the bed? Was there enough light to help you find the bathroom? Are there fresh towels, soap, and shampoo in the bathroom? Do the closets have hangers for your guests to use? Are all the surfaces in the bedroom, the tops of dressers, tables, or chests, free of your items or photos? Give your guest space for his/her things. An empty drawer would be helpful. Some helpful items to consider: flowers or a small plant, a few picture postcards and stamps to go with them, a pad and pen, a glass for water, a map of the area, which you can mark to show them where they will be going.

**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, at a picnic, local restaurant, or at the home of family, friends, or neighbors. If you cannot be with your guest, you can arrange or ask the Journey Coordinator 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, select a restaurant that will not strain their resources.

**Free Days:** A schedule usually includes a free day or half day. You might go to a place you have never been and share the new experience with your guest. Take into consideration the types of things your guest enjoys and plan a visit around that.

**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 an Urgent-Care type facility or a hospital emergency room. Remain with your guests since this can be a scary experience in a strange city. Depending on the severity of the situation, notify your Journey Coordinator.

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





## PREPARING FOR A DOMESTIC OR OUTBOUND JOURNEY

*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 the host's home. Items that relate to your city or state are always welcome.
3. Find out the 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 Journey Coordinator to write an autobiography, be sure to include your hobbies, interests, and occupation (current or retired); it will provide a better basis for matching you with a host.
8. Be sure the Journey Coordinator is aware of any physical condition you have particularly those that require special arrangements with your host, i.e. special diet, stair limitation, and bed needs.

9. Give someone in the group, your roommate, or the Journey Coordinator a list of your medications with the name of Rx, dosage, when it is taken, and reason for medication. Put it in a 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 to introduce yourself. Remember to thank them when you return for sharing their home.
12. During the journey and tour, put in your phone, 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 to become 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 host's lifestyle; join in and help with home activities i.e. setting/clearing the table and doing dishes.
18. Don't let shopping seem more important than making friends.
19. Do offer to pay for gasoline & extra entrance 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.
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. Notify your credit card company that you are traveling.

23. Protect yourself from being a victim by realizing a skilled pickpocket can get whatever you keep in your pockets or purse/wallet.
24. With your phone take a picture (front and back) of your credit cards and make a copy that you keep in your suitcase.
25. When packing, leave space in your bag for travel essentials: plastic bags for soiled garments, reading material, a small umbrella, and a travel alarm clock. Make sure your name, address, & phone are on the **inside** of each piece of your luggage.
- 26. Don't forget to wear your name badge each day of the journey.**

## **ADDITIONAL TIPS FOR PREPARING FOR AN INTERNATIONAL OUTBOUND JOURNEY**

1. Become familiar with the currency of the country and its equivalent in U.S. dollars.
2. Be sure to give your relative the name & phone number of the journey designated emergency contact.
3. Take your airline's Frequent Flyer number with you and check that it has been entered for all your flights.
4. Be considerate of limited resources; for example, your host's hot water & heat may be limited.
5. Review the Ambassador Agreement that gives details concerning the amount of money that is forfeited if you cancel your participation in the journey.
6. 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.
7. 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. You can fax it or give a copy to the Journey Coordinator.

If your passport is lost or stolen, go to the nearest American Embassy or consulate or call +1 202-501-4444. They will direct you with the next steps. You will need a 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 before you arrive 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 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.

8. Learn a few phrases of the language of the country you will be visiting; write them on a small card.
- 8 Write the money exchange rate on a small card. Exchange money at a bank as airport exchange rates are very high.
9. 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.
10. 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 or the Journey Coordinator. Someone may need to contact you should an emergency arise with your family.



## Expenses Involved with Journeys

Generally, the cost of a journey consists of the following:

Fee to Friendship Force International; staff assigns destinations and monitors clubs - \$25 per night for Domestic (within the United States) and International Journeys.

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 Journey Coordinator. Does NOT include transportation between the airport and the host home.

Ambassador Club Fee - \$50 to \$100 (**NOT REFUNDABLE**)

Contingency Fee for unexpected expenses; normally, unused portion refunded - usually \$100.

Cost of Transportation UNLESS advertised a LAND ONLY; varies with destination.

Journey Coordinator's Expenses - 1/15 (based upon 15 ambassadors) of the total cost of the journey.

Additional tour before or after journey 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 Journey Coordinator.

**NOTE: All of the above fees are PER AMBASSADOR**

The journey fee does NOT include the cost of a visa, if required, nor travel insurance.



## **Policies to encourage members to apply as Journey Coordinators**

### **Be an Inbound Journey Coordinator**

Compensation for FFL incoming Domestic, International, and Open World (COIL) Journey Coordinators 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 12-ambassador level. This compensation is a non-cash credit toward payment of a future International or Domestic FFL/FFI Journey or local club activities. Compensation is to be used within four years. Compensation will be funded by the scholarship fund.

In addition to this compensation, inbound Journey Coordinators, at their discretion, will be reimbursed from their journey budget for the cost of participating in journey activities.

### **Be an Outbound Journey Coordinator**

If an outbound Journey Coordinator recruits 15 ambassadors, the cost of the journey is covered for the Journey Coordinator by the ambassadors. If 15 fully paid ambassadors are not participating in the exchange, the Journey Coordinator pays the difference.

**Relax** and enjoy making wonderful memories with your new friend(s)!

### **Be a Home Host for an Inbound Journey**

1. Host provides a bed, generally breakfast, plus possibly other meals. Hosts also provide transportation to planned activities.
2. The host pays for exchange activities in which they participate.
3. The ambassadors' activity fees and some meals will have been paid through the total cost of the Journey.
4. Usually, the ambassador takes the host family to dinner at a restaurant one evening.

## Be a Host a Small Group Dinner During

A non-home host may offer 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. The dinner host pays for the ingredients for the dinner. If you involve a co-host, your family/friends, or new/prospective members, you can ask them to prepare a portion of the meal. However, you should plan to host a minimum of two ambassadors and their hosts.



## A Checklist of Suggestions from Previous Ambassadors

- Place fruit, nuts or candy in the guest room.
- Provide stationery and/or local picture postcards, pens, 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 to participate in the day's scheduled activities.
- Show guests 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 radio. Instruct guests 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, books, 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 Journey Coordinator has not assigned you a guest who is allergic to your pet. Tell the Journey Coordinator 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 glasses 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.**



## Highlights from Previous Journeys

“At the Welcome Party in Hamburg, the pastor on our journey discovered he had officiated at one of the host’s mother’s wedding when he was posted in Germany after the war.”

“Our last evening found the four of us sitting around the kitchen table discussing Hungarian history as portrayed on a series of postage stamps that our hosts presented us as a going away present.”

“My host and I traveled to a nearby village. I discovered an address there while going through my deceased father’s belongings. The owner of the residence came out while we were standing outside. Turned out we had the same last names!”

“When FFL had its 20th Anniversary dinner at the Nebraska Club, the ambassadors who traveled to Sweden were surprised by the appearance of the Swedish ED who came to Lincoln for the event.”

“I hosted a woman from Hanoi when Lincoln hosted Vietnam. She had a local TV show and made her clothes. We spent the free day at the fabric store while she purchased reams of cloth. I gave her an old suitcase to take them home. When Lincoln had a journey to Vietnam, we didn’t know who our hosts would be until we arrived. Imagine my surprise when I found out I would be staying with my past guest!”

“The children in Kiev badly needed vitamins according to the Ukraine Women’s Club. Several groups purchased the vitamins but found the mail expensive and unreliable. Open World delegates took the vitamins back from Lincoln with them.”

“Our host met us at the airport in their second-hand car they had for 21 years. We were told it was only driven on special occasions and our visit was considered one. Other times the family walked or rode bicycles.”

**If You Have Questions, Contact:**  
**Pat Novak, Journey Resource Coordinator**  
**at**  
**Mutanu123@yahoo.com or 402-616-6269**

*Graphics by Betty Starr, FF Lincoln*

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