

Vetting and Why?

How do we
select
ambassadors
and hosts?

Vetting – what does the word mean?

The word is mainly British and means:

“The act of making a prior examination and critical appraisal of -----

(person, document, scheme, etc...)”

GOAL

A high quality
exchange experience
for all!

How strenuous
will it be?





Health and Mobility Checklist for Friendship Force Exchanges

The Friendship Force Board of Directors adopted a new Health and Mobility policy in 2012 that emphasizes the need for ambassador and host EDs to communicate about the level of physical activity required during the exchange and the ability of ambassadors to meet those requirements. The policy states:

*The host ED shall provide the ambassador ED information describing the level of physical activity that will be required during the exchange, including the amount of walking as well as the living conditions and type of transportation that will be used during the exchange. (FFI will provide a checklist to assist in this process.)
FFI 2012 Club and Exchange Policies, Section 85, page 3*

Host Exchange Director: Complete this checklist and give it to your ambassador exchange director. Providing this information well in advance of the exchange allows the ambassador exchange director to recruit well-qualified ambassadors to participate in the exchange.

Ambassador Exchange Director: You should receive this completed form from your host exchange director. Share this information with your applicants and use it when screening and accepting ambassadors.

The host ED is not required to use this form. The host ED may develop his/her own guide, but the host ED must provide the ambassador ED with information describing the level of physical activity required by the exchange.

If you have any questions, please contact your Friendship Force Program Coordinator.

This form is completed by _____ of the Friendship Force of _____
Date: _____

Check all that apply.

Transportation

Transportation during the exchange will include:

- Rented tour bus
- Private cars
- Public transportation

Walking

Walking during the exchange will include:

- Indoor walking over an hour (Ex: museums or historic buildings)
- Outdoor walking on smooth, paved sidewalks
- Outdoor walking on uneven pavement or cobblestones
- Outdoor walking on unpaved trails
- Climbing hills or hiking

Activities

The most strenuous activities on this exchange will include:

- Walking
- Low energy physical activities
- High energy physical activities (Ex: Hiking, swimming, skiing)
- Ambassadors will have the option to choose between high energy or low energy activities

Our exchange itinerary will be:

- Highly structured: Most days will include a full schedule of activities
- Moderately structured: Several days will include unscheduled free time
- Loosely structured: Most days will include unscheduled free time.

Health and Mobility Checklist

Why do we
need a
screening
process?



So why the great success rate?

- Friendship Force Journeys are highly self-selecting
- 40 years of experience
- Excellent policies and procedures



**We must not get
complacent.**

The stakes are high!





FFI has many resources and policies to help with the selection process.

Ambassador and Host Application Agreements



AMBASSADOR APPLICATION AND AGREEMENT

A Friendship Force Exchange offers an opportunity for people from different parts of the world to share their lives with each other in the spirit of friendship. The success of the experience depends on the extent to which participants can build friendships, exercise flexibility, adapt to unforeseen difficulties, and promote understanding. The following information is needed to help Friendship Force International and Exchange Directors select Ambassadors who are representative of their community or region and is a sincere global citizen in the service of Friendship Force's mission to make the world a friendlier, more peaceful place. In the event the applicant is not able to meet in person with the exchange director, you will be asked to provide references and other supporting documentation. Detailed information also helps us match Ambassadors with host families and activities of interest designed to make the exchange experience a more enriching opportunity for you. Each applicant must complete and sign the Application and Agreement. Thank you for your cooperation.

AMBASSADOR INFORMATION					
Last name:	First:	Middle:	Marital status:		
Is this your legal name?	If not, what is your legal name? (as shown on passport)		Birth date: (mm/yyyy)	Age:	Gender:
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Address:					
Home phone no.:		Cell phone no.:		Email:	
Nationality:		Passport Number:		Passport Expiration Date:	
If traveling with someone else on this exchange, please complete below (each applicant should submit their own application).					
Name:		Relationship:		Age:	
Exchange number and/or Exchange name you are applying to:					
AMBASSADOR PERSONAL HISTORY					
Please note any languages you speak other than your own and your proficiency (Excellent, Good, Fair, Poor)					
I can speak/write:		Proficiency:		I can speak/write:	
Proficiency:				Proficiency:	
Are you currently working?		Occupation (previous if retired):			
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever participated in a homestay (or similar) before?			If yes, were you a: (Host, Visitor, Both)		
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you a member of the Friendship Force?		If yes, which club?		If no, how did you learn about FF?	
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Please describe your interests and hobbies relative to the exchange destination or theme you are applying for:					
Do you Smoke?		Do you mind if your host smokes inside the home?		Are you comfortable with pets living inside the host's home?	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	

FRIENDSHIP FORCE INTERNATIONAL HOST APPLICATION

A Friendship Force Exchange offers an opportunity for people from different parts of the world to share their lives with each other in the spirit of friendship. The success of the experience depends on the extent to which participants can build friendships, exercise flexibility, adapt to unforeseen difficulties, and promote understanding. The following information is needed to help Friendship Force International select hosts who are representative of their community or region. Detailed information also helps us match host families with ambassadors. Only one application and agreement is needed for each household. We appreciate your cooperation.

- Name of Head of Household: _____ (last) (first) (middle)
- Address: _____ (street address) (apartment number) _____ (city) (state) (zip / postal code) (country)
- Telephone: Home (_____) _____ 4. Work (_____) _____
- Cell (_____) _____ 6. Email _____
- Information on household members - including yourself:

Name	Relationship	Age	Sex	Occupation (previous job if retired)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- Please note any languages you speak other than your own and indicate your proficiency in that language.

Language	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

- Interests and Hobbies - Circle no more than three:

Outdoor Activities	Antiques	Sports-Spectator	Sports-Participant	Visiting Museums
_____	_____	_____	_____	_____
Theater/Movies	Cooking	Animals	Music-Spectator	Music-Participant
_____	_____	_____	_____	_____
Entertaining	Crafts	Volunteer Work	Dancing	Gardening/Farming
_____	_____	_____	_____	_____
Family Activities	Reading	Photography	Traveling	Collecting Stamps/Coins
_____	_____	_____	_____	_____
Art	Other _____			

- Please circle the type of pets you have: Dog Cat Bird Other _____
- Many International citizens smoke. Are you willing to host smokers? Yes No
- Does anyone in your household smoke? Yes No
- Number of ambassadors preferred: _____
- Please circle type of ambassadors preferred:

Couple	Family	Female	Male	No preference
_____	_____	_____	_____	_____

Special hosting requests _____

- Please circle the type of beds available: Single Double Other: _____
- Please circle if you have participated in a homestay (or similar) program: As a host As a visitor
- Are you currently a member of a Friendship Force Club: Yes No If yes, club name: _____

I have read the Host Agreement provided with this Application and accept its terms. I certify that I am 18 years of age or older and have completed this application to the best of my knowledge and believe it is true.

Signature of Head of Household

Date

Ambassador Selection Packet

- **Table of Contents:**
 - - Introduction
 - - Questions for Potential Ambassadors
 - - Questions for References
 - - Follow-Up Guidance
 - - Ambassador Pledge
 - - Being a Good Ambassador
 - - Special Note on Mobility and Health Limitations
 - - FFI Mission
 - - FFI 2017/18 Exchange Policies: Section F Excerpts
 - - Developing a Successful Recruiting Strategy
 - - Links to Online Documents

