

## Helpful Hints for Host Coordinator From Previous Coordinators November 2019

### Definitions:

Journey Coordinators (JC): Persons responsible for planning and preparing a journey.

Host Coordinator (HC): Journey Coordinator from the host club

Ambassador Coordinator (AC): Journey Coordinator for the traveling club

1. Always work with a co-Host Coordinator.
2. Choose activities, set up schedule (itinerary) with a committee.
3. Assign each committee member one day to plan and be responsible for.
4. Assign someone to prepare bags for guests (water bottle, club pin, copy of itinerary, snack)
5. Develop budget with the Treasurer.
6. Email club members and ask for home hosts, dinner hosts, and day hosts. Include proposed itinerary. (Date the itinerary each time it is updated.) Try to involve new members.
7. Obtain list of guests from the Ambassador Coordinator.
8. Make host assignments with your co-Host Coordinator.
9. When home hosts have been assigned, email that information to the Ambassador Coordinator.
10. Assign dinner and day hosts and email home, dinner and day hosts the schedule and remind home hosts to contact their ambassadors.
11. Add contact information for guests and hosts and the itinerary to the booklet that is available in the Resource section of the website. Email to guests and hosts.
12. Send final itinerary to all club members. Ask people to let you know which events they intend to participate in. Give a deadline date of a week to ten days before the exchange so you have time to let the itinerary destinations know how many to expect.
13. Take an envelope to each event for collecting money from FFWM members attending.  
Or, collect money from our members in advance, but keep excellent records!
14. For itinerary events, pay by check or with FF credit card as much as possible. Be prepared to use your own funds if the treasurer is not available.
15. If ambassadors choose not to attend an event we do not reimburse them.