

# THE FRIENDSHIP FORCE OF DALLAS CLUB POLICIES

Adopted on date listed

## Name Badges

Approved Mar 14, 2016

The club will provide new members of FF Dallas with one name badge without charge. Members may purchase an additional or replacement name badge for \$10.00 each or a price approved by the Board.

## Payment for Meetings

Approved Apr 11, 2016. <\* Revised Oct 10, 2022>

Unless otherwise stated in an event announcement, the following policies apply to all events requiring pre-payment. <\* "Events" is defined to include but is not limited to club meetings, club gatherings, and journey events (dinners, venues, paid activities). >

- 1) The club may charge an additional fee for any member who attends the event but who does not pre-pay by the stated deadline.
- 2) If a member or guest pre-pays for an event and then informs the event coordinator (within an appropriate time period before the event) that she/he will not attend the event, then the club will return or refund the amount pre-paid.
- 3) If a member or guest pre-pays for an event and then does not attend the event without informing the event coordinator (within an appropriate time period before the event), then the club will NOT be obligated to refund the amount pre-paid, except in extenuating circumstances at the discretion of the club.

## Journeys & Coordinators

- Outbound Journey Coordinators - Earned Seat fee

Approved Feb 15, 2016

The journey fee for an Ambassador participating in an Outbound Journey of five (5) or more days and to one or more hosting clubs may include an Earned Seat fee to cover all or part of the Journey Coordinator's (a) travel costs to and from the host community (including required visas or immigration fees), (b) travel and tour costs that are a required part of the journey, and (c) FF Host Club program fees. The Earned Seat fee will not be used to cover any part of the Journey Coordinator's FFI ambassador fee.

The total Earned Seat fee amount added to each Ambassador's fees for an International Outbound Journey shall not exceed the actual costs of the Earned Seat or \$100.00, whichever is less.

The total Earned Seat fee amount added to each Ambassador's fees for a Domestic Outbound Journey shall not exceed the actual costs of the Earned Seat or \$50.00, whichever is less.

- Inbound Journey Coordinators - Allowance

Approved Feb 15, 2016

The Club will allocate a Three Hundred Dollar (\$300.00) Inbound ED allowance to each Journey Coordinator who organizes and manages an inbound journey of five (5) or more days. The Journey Coordinator may use the allowance to cover any or all of her/his travel costs, FFI ambassador fee, or FF Host Club Program fees on an Outbound Journey assigned to or arranged by the Club. The Inbound ED allowance may not be used for journeys or travel assigned to, managed by, or arranged by another Friendship Force club or by FFI. Qualifying Journey Coordinators must use the allowance within 24 months after the conclusion of the Inbound Journey for which they served as Journey Coordinator. Any funds allocated as Inbound ED allowances and not used by the Journey Coordinator within that time period will revert to the Club's account. This policy will be effective for journeys concluding as of February 15, 2016.

## **Funding for Inbound Journeys**

Approved Apr 11, 2016

When an Inbound Journey Coordinator creates a journey budget for presentation to and approval of the board, if necessary, they may use up to \$300 of Club journey funds for budget activities and costs. In the event that budgeted revenues or expenses will require additional Club funds over the \$300 initially budgeted, the Journey Coordinator, as soon as practically possible, must revise the journey budget and present it to the board for review and approval.

## **Ambassador selection for Over-subscribed Journeys**

Approved Mar 14, 2016

For any Outbound Journey organized by the Club, once the application deadline has passed, if the journey is over-subscribed (the number of qualified applicants to be Ambassadors is greater than the capacity stated by the hosting club), the Journey Coordinator is encouraged to select Ambassadors as follows:

1. To encourage participation in journeys by new members and non-members, not more than twenty percent (20%) of the Ambassador positions will be selected from those applicants who have never been on an outbound journey (whether they are a member or a non-member). Should the number of applicants meeting these criteria be less than 20% of the available capacity, the remaining positions will be selected from other applicants as described below.
2. Eighty percent (80%) of the Ambassador positions will be selected from those applicants who have contributed to the club (whether they are a member or a non-member). The Journey Coordinator may give preference to an individual who has not contributed to the club but who wishes to travel with an individual meeting these criteria.

The Journey Coordinator's decision and selection of Ambassadors will be final.

Applicants must meet all other applicable FF Dallas & FFI Journey Policies (e.g., membership, references, Health & Mobility, etc.). An application does not guarantee selection as an ambassador.

## **Covid 19 Health Policy for Journeys**

Adopted May 17, 2021

The Friendship Force of Dallas adopts the following health policy for all of its journeys.

1. Friendship Force of Dallas will comply with all recommendations of the Center for Disease Control (CDC) related to Covid 19.
2. All participants on an outbound journey must be fully vaccinated against Covid 19 at current CDC standards. The journey coordinator will be responsible for verifying this for each participant.
3. All participants on an inbound journey must be fully vaccinated against Covid 19 at current CDC standards. The journey coordinator of the visiting club will be responsible for determining and verifying this to Friendship Force of Dallas for each participant.
4. All hosts, including all family members who live in the same house, must be fully vaccinated against Covid 19 at current CDC standards.
5. All members, guests or other persons who attend or participate in any event that is part of an inbound journey must be vaccinated against Covid 19 at current CDC standards or have a negative Covid 19 test taken within the prior 3 days.
6. Masks may be required at all group meetings, events and travel according to the current CDC guidelines, except when seated to eat. Hosts may determine the extent of mask use in their homes by themselves and their guests.