

## Sample Ambassador Master Calendar

### 9-12 Months Before Exchange Date

- Exchange assignment confirmed
- Contact FFI program services coordinator
- Contact the host ED(s) to establish the dates, maximum number of ambassadors and any extra host fees
- Informal discussion and information gathering with club
- Plan itinerary and tour options.
- Select travel agent or airline if traveling as a group
- Provide itinerary and pricing to FFI
- Establish exchange budget and financial procedures
- Develop recruiting flyer or brochure
- Plan recruiting strategy
- Hold first introduction/informational workshop

### 6-9 Months or More Before Exchange Date

- Begin recruiting ambassadors
- Implement promotional plan for exchange
- Hold additional informational workshop(s)
- Begin receiving Guest Application and Agreement forms with deposits
- Delegate certain jobs or committee responsibilities
- Select an assistant ED from ambassadors
- Establish cultural and pre-departure workshop dates, locations and content
- Continue communications with host ED
- Continue communications with FFI program services coordinator
- Use FFI Resources to help with recruitment if needed (contact your Coordinator)
- Check on visa and health requirements for host country

### 3-6 Months Before Exchange Date

- Finalize recruitment and selection of ambassadors
- Report final details and guest numbers to FFI
- Confirm final details and payment schedule with host ED
- Provide updated information to travel/airline agent to meet deadlines
- Finalize exchange program itinerary and payments with host ED
- Confirm from host ED what you need to take to officials in host city (letters, gifts, etc.)
- Hold cultural workshop(s) for ambassadors

### 1-3 Months Before Exchange Date

- Fill any unused positions from waiting list or final recruiting push
- Send guest information to host ED and FFI
- Finalize travel/tour arrangements with travel suppliers
- FFI fees due 45 days prior to departure
- Obtain travel itineraries from ambassadors who are making their own travel arrangements
- Report to FFI Program Coordinator on final status of exchange plans
- Hold pre-departure workshop(s)
- Prepare guest emergency contact list to take on exchange
- Prepare ED Information Checklist to take on exchange (see page 63)
- Prepare detailed exchange itinerary and contact information for local club contact and FFI

### Post Exchange

- Collect evaluation forms
- Submit ED evaluation to FFI
- Submit exchange and finance report to club