



## Ambassador Capacity Checklist for Friendship Force Ottawa

The Friendship Force International Board of Directors adopted a new Health and Mobility policy and Checklist in 2012 that emphasizes the need for Ambassador and Host Coordinators to communicate about the level of physical activity required during the journey and the ability of ambassadors to meet those requirements. The policy states:

*The Host ED shall provide the Visiting 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 2012 Club and Exchange Policies, Section B5, page 3)*

**Host Journey Coordinator:** Completes the Health and Mobility Checklist and gives it to the Ambassador Coordinator. Providing this information well in advance of the journey allows the Ambassador Coordinator to recruit well-qualified ambassadors to participate in the journey.

**Ambassador Coordinator:** Receives the completed form from the Host Coordinator and shares this information with applicants who are then asked to complete the Ambassador Capacity Checklist – this information is then used when screening and accepting ambassadors to a journey.

*Check all that apply.*

**Transportation** - I am able to use the following transportation during the journey:

- Rented tour bus
- Private cars
- Public transportation

**Walking** - I am able to manage the following walking activities during the journey:

- Indoor walking over an hour (e.g. 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

**Physical Activities** - I am able to manage **most** strenuous activities on this journey such as:

- Walking for longer distances (e.g. over 1 km)
- Low energy physical activities such as all-day picnics, bus tours, evening events (endurance)
- High energy physical activities (e.g. hiking, cycling, kayaking, canoeing, swimming, skiing)

**Journey level of activity** - I am able to manage days that include:

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

**Stairs** – I am able to manage climbing stairs in homes with:

- No stairs
- Only a few stairs
- One flight of stairs
- Multiple flights of stairs
- an elevator

**Bathroom** – I am able to manage a home with a bathroom:

- On the same floor as the guest bedroom(s)
- On a different floor as the guest bedroom(s)

**Sleeping Arrangements (a)** – I am able to manage sleeping on:

- A bed with a mattress
- A pull-out sofa bed or roll-away bed
- A sofa
- A mattress on the floor

**Sleeping Arrangements (b)** – I am able to manage:

- Sharing a bedroom with my traveling companion
- Sleeping in an individual bedroom
- Sharing a bedroom with members of the host family
- Sleeping in a living room or other shared room

**Dietary restrictions, pet allergies, smoking:**

- I have special dietary needs
- I am allergic to pets
- I am a smoker and will need a space for that activity
- I am allergic to smoke and will require a smoke-free environment

**Luggage handling - I can lift and carry my luggage independently:**

- on and off buses
- on and off trains
- up stairs
- in my host home
- at the airport on the aircraft and luggage carousel

**(All ambassadors are expected to lift and carry their own luggage throughout the airport, in and out of cars or buses, and inside the host home.)**

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*Ambassadors: Do you have particular needs or questions about this journey? Please share them with your Ambassador Coordinator, who will communicate with your hosts and share their response with you.*

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