

Sample Host Master Calendar

9-12 Months Before Exchange Date

- Exchange assignment confirmed
- Contact FFI program services coordinator
- Establish contact with Ambassador ED
- Confirm exchange dates
- Let ambassador ED know how many you can host

6-9 Months or More Before Exchange Date

- Establish an exchange committee, delegating as appropriate
- Decide if you wish to propose any added options to ambassador ED communicating these ideas and costs for consideration
- Get written confirmation if additional costs are involved

3-6 Months Before Exchange Date

- Decide on how to handle your finances according to your club policy
- Prepare a preliminary program of activities for the exchange
- Communicate any choices within the program to ambassador ED
- Recruit hosts among your membership or prospective members
- Visit/evaluate host homes where appropriate
- Confirm final details with ambassador ED
- Obtain Ambassador/Host matching form from ambassador ED
- Prepare host matching chart and send to ambassador ED
- Reserve locations if needed for welcome and farewell parties

1-3 Months Before Exchange Date

- Select day hosts and dinner hosts as desired
- Finalize activities program and budget and review with club treasurer or Board
- Hold Hosting and Cultural Workshops for all home hosts, day hosts, and dinner hosts
- Reserve facilities, guides, and tickets for programs as necessary
- Keep frequent communications with counterpart ED
- Finalize matching of home hosts and ambassadors
- Discuss with the Ambassador ED the club's gift policy requirements, if any, for civic receptions
- Prepare "goody bags" for ambassadors (optional)
- Prepare exchange program booklet.

During Last Month Before Exchange Date

- Purchase gifts for ambassador ED and club if that is your club policy
- Finalize details for arrival and departure details
- Verify arrangements regarding government officials
- Prepare agenda for arrivals, welcoming party, and farewell party
- Reconfirm if entertainment has been booked
- Hold final workshop with committee and/or hosts

Post Exchange

- Prepare ED evaluation form and final report for club and FFI
- Prepare financial report club, FFI and ambassador ED if extra fees were collected for optional activities
- Have a party to celebrate a job well done!