

FRIENDSHIP FORCE OF THE NATIONAL CAPITAL AREA POLICIES
Adopted 12/11/16

POLICY FOR “ASSOCIATE” MEMBERS: If an individual is a dues-paying member of another Friendship Force club, and thus has paid the Friendship Force International annual dues through that membership, that person may also be an “associate” member of FFNCA by paying the local component of the FFNCA club dues, thus avoiding double payment of the FFI annual dues.

POLICY FOR REWARDING THE EXCHANGE DIRECTOR FOR AN INBOUND

INTERNATIONAL EXCHANGE: If an individual is the exchange director for an FFNCA inbound international exchange, the club shall reward that person by paying that person’s Friendship Force International fee for one FFNCA outbound exchange that takes place within five years of the inbound exchange.

The fee shall be paid from the club account, not recovered from others participating in the outbound exchange. If there are co-exchange directors for an inbound international exchange, or if another individual acts as an assistant exchange director for the exchange, then the reward – the Friendship Force International fee for one FFNCA outbound exchange – shall be shared by the two individuals in a fashion determined by the board.

POLICY FOR REWARDING THE EXCHANGE DIRECTOR FOR AN OUTBOUND

INTERNATIONAL EXCHANGE: If an individual is the exchange director for an FFNCA outbound international exchange, the club shall reward that person by paying that person's cost for the exchange and extension, based on the number of ambassadors on the exchange.

The cost is covered at a rate of 5% for each paying ambassador, up to 100% for 20 paying ambassadors. These costs will include Friendship Force fees, the fees imposed by the host club, transportation to and from the exchange, and extension charges.

These costs will not include optional and personal expenses, such as passport or visa fees, airport transportation, charges for optional activities that are not included in the base fees set by the hosting club, or charges for optional activities during the extension (such as a balloon ride), etc.

The costs of this reward shall be recovered from the other exchange ambassadors by including them in the calculation of the charges assessed on the other ambassadors. If there are co-exchange directors for an outbound international exchange, or if another individual acts as an assistant exchange director for the exchange, then the reward shall be shared by the two individuals in a fashion determined by the board.

POLICY FOR GATEWAY HOSTING: FFNCA generally does not provide home hosting or airport transportation for visiting clubs that stay in Washington, DC as a gateway to or from another Friendship Force exchange in North America.

POLICY FOR CHARGING FOR AND REIMBURSING AIRPORT PARKING FEES: FFNCA shall reimburse home hosts for airport parking fees incurred meeting their ambassadors at an

airport at the beginning of an inbound exchange. FFNCA shall incorporate an estimate of these airport parking fees in the budget for the inbound exchange and in the exchange fee charged to the ambassadors.

POLICY FOR REIMBURSEMENT OF CONFERENCE FEES: FFNCA shall reimburse the club president for conference fees, other than room, board, or travel expenses, at which the president is representing FFNCA.

If another board officer or board member is delegated to represent FFNCA at a conference in the president's stead, that board officer or board member shall be reimbursed for conference fees, other than room, board, or travel expenses.

The individual representing FFNCA at such conference must provide to the board a report on the conference before reimbursement will be made. This policy covers attendance at world conferences, national conferences, and regional conferences.