

Friendship Force of Baton Rouge

Guidelines for Final Journey Report

1. Title of the Journey and FFI Journey Number along with journey type and where the journey took place, the dates of the journey and who the Journey Coordinators were from both clubs. With Co-Journey Coordinators only one is the primary JC.
2. Preparation:
 - a. When JCs were appointed and who worked with the JC in preparing the journey.
 - b. How was the journey advertised and when were the last ambassadors selected.
What was the process in selecting the ambassadors such whether a request was made for FFI to advertise the journey?
 - c. What were the preparation challenges if any and how were they resolved?
 - d. List of ambassadors and the journeys and/or tours they participated in.
3. Name of Journey(s)/Tour(s) and date(s)
 - a. Itinerary
 - b. Summary of overall experiences/activities on the journey such as what worked well, what didn't work well, what was most enjoyable, unusual aspects of the journey, etc.
4. Overall Comments
 - a. Club Gifts
 - b. Accounting
 1. What the journey(s) and tour(s) costs and the costs for each person were.
 2. Final accounting statement balance.
 - c. Journey incidents (anything out of the ordinary) that warrant a write up.
 - d. Other comments including recommendations for future journeys/tours and other recommended changes.