

Compendium of Information Friendship Force of Baton Rouge 2014

Compendium Revised 10/07/2013

(Definition: Compendium, from the Latin, to weigh together. Compendium, a collection of writings; a concise yet comprehensive compilation of a body of knowledge; Compilation, a collection of various items.)

I Organizational Structure

A. Atlanta/International

FFI-Atlanta coordinates activities for all clubs worldwide, sets policy, establishes and collects fees, and approves exchanges.

1. History
2. Mission
3. Staff

(Attachment I-A1)

(Attachment I-A2)

(Attachment I-A3)

- B. USA/Regional/Southwest Regional (Austin; Baton Rouge; Dallas; Fort Worth; Houston, Kansas, New Mexico, Rio Grande Valley). US clubs are divided into regions which are under the guidance of a regional representative. It is customary to invite the regional representative to speak at the Regional Conference on items of current interest. The regional conference occurs annually or semi-annually, unless the international conference is held in the US, and the location/host club rotates among all regional clubs.

C. Local/Friendship Force of Baton Rouge

1. FFBR Board and Officers
2. FFBR Club Profile
3. FFBR Membership Roster

(Attachment I-C1)

(Attachment I-C2)

(Attachment I-C3)

D. FFBR Articles of Incorporation, Bylaws/Standing Rules, Revised 10/20/2013

(Attachment I-D)

(Note: Parenthetical information added for descriptive purposes only; page numbers herein refer to this document only)

Article I Name, p.1

Article II Purposes, p.1

Article III Membership/Meetings, p.1

Article IV Board of Directors, p.2

Section 1 (Responsibility; Simple Majority Vote)

Section 2 (Voting Rights ; Quorum)

Section 3 (Duties of Board- Voting Members)

Article V Nominations and Elections, p.2

Section 1 Nominating Committees (Election and Duties)

Section 2 Election Procedures (Board and Officers), p.3

Section 3 Terms of Office

Article VI Duties of Officers, p.3

Section 1 President

Section 2 Vice President (president-elect)

Section 3 Past President /Parliamentarian, p.4

Section 4 Treasurer

Section 4 Secretary

Article VII Duties of Non-voting Board Members, p.4

Section 1 Exchange Directors

Article VIII Standing Committees, p.5

Section 1 Standing committee composition

Section 2 Publicity Committee

Section 3 Membership Committee

Section 4 Friendship Committee

Section 5 Historian

Section 6 Website Committee, p.6

Section 7 Budget Committee

Article IX Amendments, p. 6

Section 1

a. Bylaws, 2/3 members attending, after 10 days notice.

b. Standing Rules: Dues, simple majority of board only; other: simple majority of members attending after 10 days notice.

Article X Parliamentary Authority, p.6

Section 1

a. Unless otherwise specified, Roberts Rules of Order, Newly Revised, apply, if no conflict.

Authentication and Signatures, p. 6

Standing Rules (Revised 10/20/2013), immediately following By-Laws

1. Family Membership Dues

2. Single Membership Dues

3. Dues Discounted for New Members joining After 6/30

4. Required Check Signatures (Two signatures for checks \$250 and above)

5. Disposition of Excess Exchange Funds

6. Club Subsidy for International Outgoing ED

E. Documents

1. FFI Annual Charter Renewal. Due each January **by the President and the Treasurer** submits payment to FFI upon President's request. (Attachment I-E1)
2. Annual Registration with State of Louisiana due each January by Treasurer (Attachment I-E2)
3. Agenda Notification to Board by president. Agenda to be sent out 7 days prior to meeting. (Attachment I-E3)
4. Minutes from all meetings (board, general, special) are taken by the elected secretary or designee. Computer generated copies are available to all members on request. Printed copies are kept in a special binder. Originals (and in some cases, copies) of all presented reports, letters and documents are attached to the corresponding minutes and filed for future reference. All minutes are stored with the current secretary

5. Treasurers Report/budget update
6. FFBR Annual Report for the FFI Regional Conference- This is a short report written by the president highlighting our Club's activities and achievement during the past year and is sent to the Coordinator of the Regional Conference upon his request. Dates, times, and agenda of the regional conferences are determined by the regional club presidents and the FFI field representative of the region. (Attachment I-E6)

F. Meetings

1. Time-Sensitive Tasks - Calendar. The wording of the bylaws is such that dates must be anticipated and planned for in advance, e.g. 30 days before the third quarter general meeting. (Attachment I-F1)
2. Local
 - a) Board Meetings ; Quorum Requirement is 5
 - b) General Meetings ; Minimum Quarterly Meetings are Required
 - c) Social Activities
 - d) Reservations: The Board, newsletter, or email will advise if reservations are required for any event.
3. Regional
 - a) SW Regional Conference rotation and dates (Attachment I-F3a)
 - b) Limited Reimbursement for President - FFBR pays for registration fee for sitting president. All other expenses are at the board's discretion, as is sending another delegate in case the president cannot go.
 - c) Hosting the Southwest Regional Conference- Planning Suggestions
 - 1) The President with Board approval appoints a lead coordinator and steering committee.
 - 2) Work with local convention bureau for planning suggestions and venues. When you have developed your requirements, the Bureau can assist you in putting your proposal out for bid if you desire.
 - 3) Carefully review any contracts and do not hesitate to negotiate or decline any portion of it BEFORE you sign it.
 - 4) Form committees early, and provide guidelines. Do not wait for volunteers.
 - 5) Have meetings often.
 - 6) At conference, use nametags with LARGE letters; identify hosts.
 - 7) Use all members for committees, etc. Try to have 100% member participation.
 - 8) Use and adhere to a strict timetable leading up to the meeting.
 - 9) Use donated items in every way possible: goods, services, food, beverages, man hours
4. International Conferences
 - a) Limited Reimbursement for Vice-President - Reimbursement for registration fees is available to the current Vice President (incoming President) for the yearly International conference. All other expenses are at the board's discretion.

- b) In the event the current Vice-President cannot attend, the board may elect to send another member in his/her place. A representation should only include officers and board members.

G. Membership

1. Application Form - Once an application has been filled out, it should be submitted with check payment made out to FFBR and given to the treasurer who then passes it to the president and membership chairman for review and filing for future reference.
(Attachment I-G1)
2. Dues - Dues are remitted yearly in December in accordance with the amount stated in the standing rules. Dues for new members joining after June 30 will be half the annual dues.
3. Qualifying - Prospective members should meet the qualifications listed on the FFI website
(Attachment I-G3)
4. Responsibilities - To remain a member in good standing of FFBR, one must remit their yearly dues, participate in meetings, exchanges, activities and elections of FFBR as one is able.
5. Recruitment - All members should be active recruiters for FFBR as word of mouth is our best recruiting tool. In addition, holding special events to tell prospective members about FFBR is encouraged. Some examples include the Friendship Forest, Women's Week Celebration, International Heritage Festival, Fest For All, answering phones at Louisiana Public Broadcasting pledge drives, maintaining a speaker's bureau, Christmas in July for the LA War Veteran's Home, World Friendship Day, exposure during exchanges, publicity in newspapers, magazines, TV, and radio, and offering trial memberships.
6. New Member Orientation - New member orientation will be held as needed led by experienced members to help acquaint new members with our vision, values, and protocols.
7. On rare occasions, the sensitivity required for one to represent FFBR as a host or ambassador is not exhibited by a member. In such cases, the privilege to host or be an ambassador may be suspended. It is incumbent upon the member to avail themselves of further study of FFBR responsibilities, vision, values, and protocols, including attending a member orientation. It is our intent that exchanges are positive experiences for both hosts and ambassadors.

II. Finance

- A. Current Year's Budget, including Glossary .
(Attachment II-A)
- B. Restricted Fund for Use by EDs/ \$250 Maximum. Must first be approved by the Board and supported by receipts and exchange budget revision.
- C. Contracts (e.g., website, facilities) require Board Approval prior to signing and copies must be filed with the treasurer prior to payment
- D. Reimbursement of Approved Expenses - All requests for reimbursements must be made on the Request for Reimbursement Form with Receipts. This is a financially sound method and is necessary for audit and financial purposes. Reimbursements should not be requested the day the requests for payment are turned into the treasurer for reimbursement.

A time frame of 7-10 days for the treasurer to review the request and its documentation is recommended. Simple reimbursements for less than \$100 with clear and easily understood documentation could be done sooner at the treasurer's discretion.

(Attachment II-D)

- E. Memorials Honoring Deceased Active Members . FFBR normally makes a \$25.00 memorial contribution honoring a deceased active member. By virtue of membership in FFBR, he/she indicated a support for Friendship Force. It is therefore suggested that The FFI Legacy fund or Baton Rouge Green be considered as the recipient of the memorial.
- F. 501(c)(3) . Non Profit Status - FFBR is organized as a non-profit entity under FFBR Articles of Incorporation and has been recognized by the IRS as a 501(c) (3) organization as of September 2012. The club's EIN is 45-1340046.
- G. IRS Rule If we have revenue over \$50,000 we must file a long form. FFBR may fall into this category when Ambassadors' outgoing exchange fees or incoming hosting fees are processed through the FFBR budget. We are required to file a much simpler postcard 990 form if our total is under \$50,000. The Board moved in August 2013 that no more than \$49,500 should pass through the treasury each year.
- H. Fundraising - FFBR may from time to time engage in fundraising activities with Board approval, unless prohibited by state or federal rules.
- I. Grants - From time to time, FFBR may receive grants which have been applied for by members. If grant funds are dedicated for a particular use by either the grantor or the applicant(s), this must be honored. The individual(s) who procure the grant cannot benefit from the grant.
- J. Donations - Material donations obtained by members for club benefit should be acknowledged with gratitude. We may be required to list donations as Income-in-Kind due to our designation as a 501(c)(3) organization. No specific monetary value may be attached to an income-in-kind gift. Monetary donations are permissible and a receipt listing the amount of the donation will be provided to the individual. The individual(s) who donates cannot personally benefit from the donation.
- K. Annual Review - The FFBR Bylaws require that the Board approve an annual review of the past year's financial records.
- L. Cash . For the protection of all parties and for sound financial practice, each cash transaction must result in a written receipt from the receiving party.
- M. Checks - Separate checks are required for separate categories of payments; such as payments for dues, dinners, or exchange deposits. The treasurer has the authority to return a check made out for multiple payment categories.

rev 10/07/2013

III. Incoming Exchanges

FFI publishes an Exchange Director Manual that offers guidelines, planning schedules, etc. and these will not be repeated here. The ED Manual can be found on FFI's website, www.thefriendshipforce.org. The items listed are specific to our club.

A. General

1. Exchange Directors (Please also refer to www.thefriendshipforce.org. Club Resources/Documents).
 - a. Definition . Whether Incoming or Outgoing, EDs are in charge of, and have responsibility for a successful exchange.
 - b. Selection Process . EDs are appointed by the Board from members who have effectively hosted and who agree to be an Incoming Ed. The Board has a duty to choose as EDs those members who exhibit an understanding of FF values, give attention to detail, can work flexibly with both hosts and ambassadors, and who can resolve conflicts. A member must have been an incoming international ED before being appointed an outgoing international ED.

2. Incoming Exchange
 - a. Member Participation . Ambassadors may be staying in individual host homes under the guidance of EDs but they are guests of the entire club, one of our primary reasons for being. It is also how club members achieve shared experiences and bonding as a club. Therefore, club members should participate in, and show support for the exchange to the extent possible. In addition to hosting, one may participate by being a day host, a meal host, participate in event preparation or clean up, and by their attendance at events, etc.
 - b. Exchange Director - Every effort should be made by the board to encourage new members to become Incoming Exchange Directors. After contact with the Ambassador ED, the local designated Incoming ED develops the hosting arrangements, activities, itinerary, calendar schedule, budget and necessary paperwork for the exchange. The Budget and Exchange Plan should be shared with the Board 30-60 days prior to the Exchange. The Board, and experienced EDs are all available resources. The Incoming ED should consider including newer members of the club in the planning and implementation of the exchange.

3. Club Position on Host Reimbursements - Hosts are expected to provide meals, lodging and transportation to all planned events for Ambassadors. At present FFBR has no written policy of reimbursement of host expenses. The ED may include activity fees and/or meals for hosts as part of group arrangements if the budget allows. Non-hosting members must pay for their own activity fees and meals.

B. Planning

1. Establishing dates.

FFI provides clubs who have been approved for an exchange a suggested date for the exchange which is not binding on the clubs and may not correspond to the needs of either the host or ambassador clubs. Our ED needs to

communicate with the incoming ED as soon as possible to establish possible dates for the exchange. The agreed upon exchange date(s) might be based upon climate conditions, club activities in both locations, availability of ambassadors and hosts, when each club has incoming and outgoing exchanges, etc.

2. Communications

Communicate with Ambassador Club early and often.

Send information about Baton Rouge and Louisiana

Keep our contact person at FFI in the loop

If another U.S. club is also hosting our ambassadors contact the club to coordinate transportation between clubs and minimize duplication of activities.

3. Program Planning

Itinerary may include a welcome party, farewell party, Baton Rouge day with visit to mayor's office, tree planting in Friendship Forest and a day in New Orleans. Several clubs on past exchanges have made their own arrangements to spend several days in New Orleans, either before or after the exchange, which eliminates New Orleans from our itinerary.

4. Finances

The per person hosting fees are either sent to our club or brought with the ambassadors as arranged by the two clubs. The money is collected by the ED and then deposited in FFBR's bank account by the treasurer. As suggested by FFI, all payments should be paid 8 weeks prior to the exchange, and are non-refundable after this date. In case of cancelation, the ambassador should rely on travel insurance suggested by FFI for reimbursement. The ED will keep a complete accounting of monies dispersed and will provide the Board with appropriate documentation at the end of the exchange. All reimbursements including tips and gratuities must have valid receipts or other party documentation for reimbursement. Expenses and income are expected to be about the same. The treasurer maintains records on disbursements from the club bank account in furtherance of the exchange. However, if the exchange goes over budget the club treasury may expend up to \$250 to cover the shortfall subject in advance to Board approval.

Excess funds from the incoming exchange are deposited in the club's general fund. Excess funds collected on an outgoing exchange may be refunded to the Ambassadors.

The hosting fees are to be used to provide activities and meals for only the Ambassadors. Additional expenses related to Ambassador costs may include the printing of booklets, photo processing, special items for the goody bags, etc.

For outgoing exchanges the individual fee to FFI will be paid by the Ambassador directly to FFI via their website. The individual host fees will be collected by the Exchange Director and deposited by the treasurer into the club's account. All other fees associated with the exchange(s) will be collected by the Exchange Director and deposited by the treasurer into the club's account. The ED will keep a complete accounting of monies dispersed and will provide the Board with appropriate documentation at the end of the exchange. All reimbursements including tips and gratuities must have valid receipts or other party documentation.

5. Non-voting Board Member

Exchange Directors are non-voting members of the Board during the time of the exchange planning, execution, and for one meeting after the exchange. This keeps the Board informed of plans for exchange activities and finances. The final report is made to the Board before being submitted to Atlanta. The president, club secretary, and the historian shall be provided with copies of the report.

(Attachment III. B. 5.)

6. Committees and Day Chairpersons

Committees can lighten the burden of the ED or fill in the places where the ED needs additional support. Some suggestions for committees are: itinerary planning, host finding, welcoming party, farewell party, booklet preparation, goody bags, planning dinner parties, etc. A person can be designated to organize a day or part of a day.

7. Ambassador Applications

Copies of the Ambassador application help us know more about special needs an ambassador might have. Ask for photos of each ambassador if you plan to use them in the booklet.

8. AmbassadorsqSpecial Requests

If the Ambassador group requests some special activity for which there is a cost above what is covered by the host fee(for example, the water park, a cruise on Mississippi River, transportation cost to New Orleans) they must pay an additional fee to cover the cost. The ED will decide on whether to honor such a request, and when, and how best to collect the additional host fee.

9. Items for Goody Bags

The ED is responsible for providing a welcoming bag of useful and informative items for the Ambassadors upon their arrival. Things for goody bags may include maps, brochures of places we will be going, brochures of things to do on a free day, coffee samples, pralines, t-shirts, pencils, etc. These may be distributed to hosts at orientation, at the airport upon arrival, or at the welcoming party. The exchange itinerary should also be given to the Ambassadors upon their arrival and is generally part of the FFBR Exchange Booklet for incoming Ambassadors.

10. Club and Exchange Director Gifts

Any gifts exchanged between clubs become the personal property of the ED. However, the two clubs may agree not to exchange gifts or to give a gift to a charity or project (FFI Legacy Fund, Baton Rouge Green, etc.). The ED must be sensitive to those cultures for which gift-giving has special significance (for ex. Asia and Latin America) and graciously give and receive gifts rather than support a chosen charity.

The policy of FFBR for incoming exchanges is to suggest a gift to either the FFI Legacy Fund or Baton Rouge Green to support the planting of a tree to honor the club's exchange.

For an Outgoing Exchange our club has a recommended limit of \$50 to the hosting club. The two EDs generally come to an agreement before the exchange as to where the gift is designated. The host ED generally makes the determination with past gifts going toward charities or toward special host club projects. This fee will come from the Ambassador fees.

A decision was reached by our club not to engage in ED gifts. Individually, an ED may present a gift to the host ED but that is an individual decision and individual cost.

11. FFBR Exchange Booklet for Hosts and Ambassadors

Exchange Booklets are prepared for both the hosts and the Ambassadors we are hosting and contain minimally the following:

- Greeting from the FFBR President
- Event Schedule/ Calendar
- Host Information
- Ambassador Information
- Addendum, e.g., maps, local info,

12. The final report of the Incoming Exchange is due to the Board at least 5 days prior to the Board meeting at which the report will be acted upon. Normally the final report is made at the next Board Meeting following the exchange.

C. Hosts

1. Recruitment

All potential hosts must complete a host application. First time hosts may expect a visit from the ED to discuss housing arrangements, FFBR's hosting expectations, and to provide the new host a chance to ask questions.

2. Responsibilities of a host

The host provides a bedroom, a welcoming atmosphere, and such meals as are not part of the week's itinerary. This usually includes daily breakfasts and in some situations may include dinner. The host should try to provide a friendly and open atmosphere for the Ambassadors to ask such questions about how things work or how to find items (especially in the bathroom or the kitchen). The hosts typically offer laundry services for Ambassadors.

The host will see that the Ambassador has transportation to all planned events and arrives at the designated time. The host will typically pay for his own meals, admission fees, and transportation costs associated with his personal vehicle.

3. Day Hosts

In order to give hosts a break or be free for a prior commitment, members who are not hosting for the week can serve as hosts for a day's activity. Hosts should arrange pickup and drop off sites with the day hosts.

4. Dinner Party Hosts

Members who are not hosting are encouraged to host a dinner party for the Ambassadors. This may be a simple meal or potluck. It gives the hosts a break and also gives other members opportunities to get to know our Ambassadors.

5. Host Orientation

Plan for at least one meeting before the ambassadors arrive.

- Provide a chance for host families to become acquainted.
- Review FF expectations of a host.
- Provide information about visiting country.
- Consider having a speaker from the visiting country.
- Review the week's program.
- Hand out list of hosts and their ambassadors.
- Exchange evaluations are sent to each ambassador and host from FFI and are completed online.
- Determine need for day hosts.
- Assess transportation needs.
- Provide greetings and useful phrases in ambassadors' language.
- Suggest a small gift (refrigerator magnet, jazz or Cajun CD, magnolia cup, hot sauce) you might give your ambassador.
- It is a FF custom, but not mandatory, for the ambassador to invite the host to a restaurant meal.
- Answer questions.

D. Contingency Planning

1. Non-exchange Visitor

FFBR is unable to host non-exchange visitors accompanying Ambassadors on an exchange. However, we will provide a list of hotels as near our host's community as possible for their convenience and at their own expense.

2. Health and Mobility Issues

As we communicate with the Ambassador ED we need to request full information about any health and mobility issues. If after we receive the Ambassador application or information we sense an issue, we need to ask for further clarification. See FFI policy. (See FFI's Health and Mobility Checklist for Friendship Force Exchanges and FFI's 2013 Club and Exchange Policies).

3. Handling Difficult Ambassador Situations

When an Ambassador behaves in a manner contrary to FF vision and values, the ED has the authority to handle the situation in the best interests of everyone concerned. It is the duty of the ED and the club to intervene on the host's behalf.

Working with the Ambassador ED, approach the Ambassador to resolve the situation with tact and firmness. If this does not work the ED has the authority to remove the Ambassador from a host home and place him/her in a hotel at the Ambassador's expense. It is suggested that before this point has been reached the FFBR president and FFI are notified, preferably your FFI Coordinator for the exchange. Examples of unacceptable behavior include treating the host home as an inexpensive place to stay as if the Ambassador is on a travel vacation, abuse of alcohol/drugs, or engaging in rude or obnoxious behavior.

4. Handling Difficult Host Situations

If Ambassadors complain about their hosting situation, it is the duty of the two EDs to intervene and try to resolve the circumstances of the complaint. If this does not work the Ambassador should be moved to a new host family.

5. Emergencies (Use FFI guidelines)

6. Incident Reports (Use FFI guidelines)

IV. Outgoing Exchanges

A. General

1. Exchange Director

a. FFBR Members Eligible to be considered for Outgoing ED

Club members who effectively perform as Incoming Exchange Directors are eligible for consideration by the Board as Outgoing Exchange Director. The club maintains a roster of members eligible for consideration as next-up Outgoing ED.

At the time of consideration, the Board has a duty to apply standards of suitability including physical, mental and medical factors, as they relate to the ability to successfully lead an exchange, appropriately represent FFBR/FFI, and interact positively with the host club in a situation that can be strenuous and stressful. As there may come a time when any of us may no longer be able to do this, the designated board member(s) will share the board's concern in a caring and candid manner with the proposed ED and with any pertinent family member(s), if indicated. If an eligible member is not accepted as ED in his/her turn, the Board will consider the next eligible member. (Attachment IV-A1a)

b. No allowances are made for an otherwise eligible member to decline one exchange for another; a declined exchange will result in being placed at the bottom of the roster, unless the reason for declining is of a serious nature and Board approved.

2. How FFI determines Outgoing Exchanges: (Attachment IV-A2, current year document)

Each fall, FFI distributes a request form to all FFI clubs for club priorities and requests for future Outgoing Exchanges. The decision of where we will request to travel on a future exchange is made by the FFBR Board with input from members. The club's request for future Outgoing Exchanges is usually due to FFI by November 1. As part of this process, the Board discusses the current factors regarding number of exchanges available, their location, scarcity, where we have been before, etc. A prior relationship with another club can be an advantage in arranging an exchange to that club, as are joint requests by both the incoming and outgoing clubs.

3. FFBR . Specific Policies and/or Procedures

- a) Exchanges involving two Clubs . FFBR members have found it to be disadvantageous for both clubs to jointly direct an Exchange and recommend that one club or the other direct the Exchange. This does not apply to members joining any Exchange of another Club.
- b) Club Gifts to Hosting Club . FFBR has established a preference for making a monetary donation to the Legacy Fund or favored Community Project of the host club as opposed to a personal-type gift. This should be discussed with the Host ED during the planning stage. In cultures where a more personal gift is expected, FFBR will present a gift suitable for use by the club or the designated recipient rather than a donation.
- c) Pre-exchange Meeting with FFBR Ambassadors - the Outgoing ED will conduct one or more meetings for FFBR Ambassadors to discuss arrangements and answer questions.
- d) Fees, both Paid and Unpaid - FFI policy waives FFI fees for a full exchange (normally 20 paying ambassadors) and prorates the fees for the ED according to number of paying ambassadors if the exchange is not filled. This applies only to outgoing international exchanges.
- e) Per Standing Rule, FFBR subsidizes \$250 of ED's expenses and an additional \$250 for his/her expenses is collected from Ambassadors' fees. This applies only to outgoing international exchanges.
- f) Add-on Trips and Tours . An outgoing exchange may include an optional tour at the ambassador's expense. These add-on trips and tours are not considered part of the exchange by either FFBR or FFI. The Club is not required to review revenues and expenditures associated as a result of non-exchange trips or tours.
- g) Selecting Ambassadors
There may be instances when the ED receives an application from a member who the ED feels will not be a good Ambassador. It is within the responsibility as an ED to reject that person. However, the ED should bring his concerns to the Board prior to making the final decision so that the Board

has a full understanding of the decision and has a chance to offer additional comments and information regarding the circumstances leading to the ED's decision.

If applicants are not club members but live in the Baton Rouge or surrounding area the ED shall interview the applicants to be sure they understand the mission of Friendship Force and exhibit the qualities of a good ambassador.

If the applicant is from another Friendship Force club the ED must contact the president of the applicant's club to determine the suitability of the applicant.

- h) Prioritizing Ambassador selections when space is limited.
If it should happen that an exchange cannot accommodate all interested members a system should be set up to address this problem. Some suggested solutions include (in no particular order): First come/pay basis; involvement in hosting, simple rotation, years/hours of service to club; years of membership. As of 10/2013, there is no written policy in place.
 - i) Privacy . In this age of Facebook, Twitter and other social media Exchange Directors and Ambassadors have a responsibility and duty to guard the dignity and personal privacy of accompanying Ambassadors and to promote a positive image of FFBR.
 - j) The final report of the Outgoing Exchange is due to the Board at least 5 days prior to the Board meeting at which the report will be acted upon. Normally the final report is made at the next Board Meeting following the exchange.
4. FFI Outbound Exchange Director Manual, Current Edition is available and is the guide to planning, setting fees, developing an itinerary, etc. The ED Manual is found on FFI's website under the Club Resources Page.

B. Other Exchange Options

1. Domestic Exchanges

Clubs interested in conducting exchanges should contact potential partner clubs directly. Once an agreement is reached between the clubs, both the ambassador and the host clubs should register the exchange with FFI. This will enable FFI to keep full records of all club's exchange activity. The Ambassador club is also responsible for paying the appropriate fee to FFI.

2. Themed

3. Global

4. Discover

5. Partnership and Contract Programs

Further explanations of these exchanges, their policies and fees, are found in FFI's publication: (Current Year, i.e. 2014) Club and Exchange Policies.

V Club Resources

A. Compendium of Friendship Force Information

B. Historian's List of files and memorabilia (maps, booklets, venues, price lists, ideas, etc.)

(Attachment V-B)

C. Communication Tools

- Website
- Monthly Bulletins
- FFBR Membership list
- Email
- US Postal Service

D. FFBR Speakers and Presenters FFBR has several experienced speakers familiar with FFBR. Please contact current president for further information.

E. Inventory of Club Property-

(Attachment V-E)

F. List of Past Presidents-

(Attachment V-F)

G. List of Past Exchanges-

(Attachment V-G)

H. Installation and Retirement of Officers -

Installation of newly elected officers for the coming year and recognition of retiring officers and board members should be performed at the Christmas party. The president should call the incoming president and board to the podium as he/she entrusts the nurturance and direction of the club to the incoming president, officers, and the board and obtains their promise to abide by FF principles. The new Board members assume their duties at the first meeting of the new year. A gift or memento of his/her presidency is presented. The newly elected board shall attend the December board meeting in order to facilitate transition.

(Attachment V-H)

If any of FFBR's Compendium items are in conflict with FFI policy, FFI policy takes precedence. Please see FFI's website for further information: www.thefriendshipforce.org

Origination by Compendium Committee, Date _____

Annual Review and Update

Date 12 / _____ / 2011 Vice President Signature _____

Date 12 / _____ / 2012 Vice President Signature _____

Date 10 / _07_ / 2013 Vice President Signature Thornton H. Cofield, Jr _____

Date 12 / _____ / 2014 Vice President Signature _____

Date 12 / _____ / 2015 Vice President Signature _____

Date 12 / _____ / 2016 Vice President Signature _____

Date 12 / _____ / 2017 Vice President Signature _____

Date 12 / _____ / 2018 Vice President Signature _____

Date 12 / _____ / 2019 Vice President Signature _____

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