

Guidelines for Exchanges

Appointing an Exchange Director (ED) for Exchanges

- 1) The board will advertise the need for an ED via announcement at general meeting, email and US mail
- 2) All interested members need to fill out and submit to the President a ED application (see at bottom of the page)
- 3) The President will collect and submit to the board all eligible applicants.
- 4) The board will select the best match for leading the exchange

Incoming

The Exchange Director (ED) will have his or her entry fees and/or meal fees reimbursed through monies sent to the club by the incoming ambassadors. If the incoming exchange budget does not have enough money to cover these expenses, they will be paid out of the club's exchange account.

If there were co-EDs, each exchange director would get half of their entry fees and/or meal fees reimbursed.

Assistant ED(s) are considered in training and would not get entry fees and/or meals reimbursed.

Outbound

Process for filling outbound exchanges:

- 1) Develop list of interested people through announcements at meetings, newsletters, e-mails to members, public announcements etc.
- 2) Set deadline for applications to be received
- 3) Only members in good standing will be eligible to be an ambassador
- 4) Review applications
- 5) Conduct interviews (as needed)
- 6) Check with past exchange directors for experiences, particularly any problems, with potential ambassadors on previous incoming and out-going exchanges
- 7) Develop a list of selected ambassadors
- 8) Finalize list of ambassadors based on the order that applications were received.

Expenses

The Exchange Director (ED) is to determine their cost for the trip then assess each ambassador an equal share up to \$50 each. If the cost of the trip is over the cap of \$50 then the ED will pay the remaining costs. IFF fee should not be included since this is taken care of by the FFI office.

Co-ED

If there were co-EDs, each exchange director would get half of the reimbursement funds, based on the formula noted above.

Assistant ED(s) are considered in training and would not get any cost reimbursed.

Note: The Exchange Director is appointed and it is their decision if they would like to have a Co-ED or assistant(s).

Voted in September 2008 - takes effect January 2009