



friendship force
PERTH

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**GUIDE TO BEING A
FRIENDSHIP FORCE
HOST**

Friendship Force Mission

*To promote global understanding across
the barriers that separate people*

**CHANGING THE WAY YOU
SEE THE WORLD**

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This Booklet provides a comprehensive guide for the members of the Friendship Force Club of Perth.

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LETTER TO ALL HOSTS

You are about to begin one of the most exciting experiences of your lives. You will be sharing The Friendship Force experience — giving of yourselves and receiving in exchange the love and friendship of people from another country and culture. You will be helping to spread international peace and understanding between countries.

The Friendship Force of Perth encourages all members to be involved in Inbound Exchanges. You could be a Home host, a Day host or a Dinner Host. Even if you can't "Host" you might like to join in some of the week's programmed activities such as the Welcome Dinner or the Farewell dinner.

We all have different commitments in our lives as well as Friendship Force activities but by participating, even in a minor way, you will enjoy the experiences of an Inbound Exchange.

Thank you for being part of Friendship Force International, representing the Perth Club.

HOME HOSTS

This will be an opportunity to learn about differences and similarities in your life style, have a person- to- person exchange of ideas by hosting Ambassadors from your own or another country. Your Ambassador will be living in your home, taking part in your daily routine and meeting your family and friends.

Your responsibility will be to spread goodwill, be understanding, kind and friendly. Our hope for you is an experience that will be meaningful, comfortable and rewarding as you share your days with new friends.

THE ROLE OF DAY HOSTS OR CO-HOSTS

Day Hosting or Co-Hosting Shares the Workload

Our club is a community, and simply will not prosper with only individual effort, we must support each other.

Individually we cannot achieve a great deal, but as 'team members' we are incredible.

The concept of day hosting or co-hosting for the purpose of spreading the load, sharing the pleasure,

extending the friendship, expanding the opportunities and maximising the ability of our club to provide the very best possible hosting experience for visitors to our beautiful city, as well as a great event for each Perth member.

- Day Hosting means that every single member of the club has a part to play in an inbound exchange — even if they might live in a tiny apartment, with no space for home-hosting.
- Day Hosting is a privilege — the opportunity to fully share the friendship of and responsibility for, a Friendship Force ambassador to our Perth club.
- It's equal billing with a home-host in all but the actual sleeping accommodation!
- Day Hosting doubles the excitement and pleasure with many more of our members fully immersed in the exchange. It also enhances the ambassador's experience and they meet so many more local people.
- A day host should understand that they need to, at the very least, invite their home-host and guests for one meal. It should not end there...
- Day hosts must take full responsibility for what we used to call day-hosting on one day, they

should accompany their home-host and guests to planned events wherever possible and offer other help in special circumstances.

- All of this to be a friendly negotiation with the home-host.

Day hosting means making sure your home-host family has their load considerably reduced, both physically and economically.

Day hosting means collecting ambassadors and delivering them home again — not asking the home-host to deliver and recover them.

Day hosting means you are an integral part of the whole exercise. Equal billing. Equal responsibility in all but providing sleeping accommodation.

Day hosting means we actually get to know our fellow members on a whole new level. Day hosts will be appointed to every home-host in all inbound exchanges.

Everyone joining Friendship Force knows that our business is hosting — the essence of our enjoyment of the club is in the sharing.

DINNER HOSTS GUIDELINES

Hosting a dinner is an opportunity for members to participate in an exchange. It is recommended that all Perth Club participants in the dinner provide food to share including the dinner host. The dinner host will plan the menu and ask the guests to bring items like dessert or nibbles. Dinner hosts need to be aware that it may not be possible for the home-host or day host members to cook something before they attend as they may have been out and about all day.

The shared dinner is an important time in the exchange as it provides a relaxing way for the Ambassadors to mingle in an informal atmosphere and spend quality time with more members of the club.

HOME HOST INFORMATION

PRIOR TO THE EXCHANGE

Establish email contact as soon as you are informed of your Ambassador. This will help you get to know your Ambassador a little better, their interests and any special needs.

PREPARING THE ROOM

Items that may be provided for your guest's comfort.

- Place light treats or snacks in the room (eg fruit, nuts, candy, cheese and crackers accompanied by appropriate cutlery).
- Place a small laundry basket or hamper in the room or bathroom for their use.
- Provide stationery and/or local postcards, pen and stamps.

- Brochures and books on local sights or attractions; city and state maps; leisure reading materials, magazines, newspapers.
- Extra pillows and blankets.
- Night light.
- Arrange for drawer and closet space. Provide several empty hangers.
- A small TV and/or radio is nice and a clock with an alarm. You may need to acquaint your guests with how to work these appliances.
- If toddlers are present, encourage guests and other household members to keep things out of reach - things such as razors, medicines, edibles etc.
- Hair dryer. If you plan to loan your hair dryer to your guests, instruct them how to use it. If they bring their own, check to see they have the appropriate adaptors and converters.

- A small bouquet of flowers is a nice touch. Be aware though that the colour, number and species of flowers mean different things in different cultures.
- Soap, linens, towels, facial tissues etc.

WELCOMING GUESTS INTO YOUR HOME

When your guests arrive, they will probably be tired and will appreciate a quiet time — perhaps even a nap. After showing them their room and helping get their things in, you could offer refreshments in keeping with the time of day and suggest they get settled and rested.

Remember, they've done lots of travelling by the time they arrive and everyone will be 'running on borrowed energy', brought on by the pleasure and excitement of a new experience in your home.

When you communicate speak slowly, use simple words. But don't forget to LISTEN.

Thoroughly familiarize your new friends with their living quarters, including bathroom facilities (pointing out clean towels etc). If your guest room is temporary (ie, child's room, multi-purpose room etc) clear it ahead of time so it can be as private for the guest as possible. Point out wardrobe hanging space and instruct family members not to enter the room unless they ask permission of your guest. Keep such interruptions to a minimum.

Offer a tour of the house — including linen closets. Answer questions about where your water comes from, how taxes are applied etc, so things can be compared between here and in their home country.

Demonstrate the operation of windows and any heating/cooling appliances as well as any home security devices fitted.

At the earliest opportunity, introduce your guest/s to your entire family — including children and pets! Make time to talk and take time to clarify such things as the use of a refrigerator, availability of house keys (if appropriate), meal times and laundry procedures. Negotiate Internet usage and consider taking them to the library if your home has restricted Internet access.

Ask about religious practice. They might want to attend a service, however honour their wishes.

Ask about their home, their furnishings, car, politics, culture, television and music etc. It may prompt a question they may want to ask you about your culture.

Make it easy for your guests to be alone at times should they indicate in the slightest way that they need a break. Translating can be a strain — so can unusual surroundings. Share books.

FOOD

Your guests expect to share your lifestyle, so prepare the same foods for them that you do for yourself and family. Introduce them to how you eat and drink and ask them about their typical meals. Recognize that attitudes concerning guests vary. For example, some are not accustomed to the informality of other cultures and may not respond quickly to expressions such as 'make yourself at home; or 'help yourself to the refrigerator'. You may want to discuss your guest's eating habits and any special needs they may have.

It is the responsibility of the host family to provide breakfast each day and other meals that you may want to offer your guests. Let them know of your interest in sharing meals with them. When dealing with foreign ambassadors on issues of food, the best rule is:

Discuss, compromise and adjust! Have fun! The guest may even want to cook for you.

HELPING IN THE HOME

Your guest is not in your home to be waited on at all times, but to participate as much as possible in the daily activities of the family. While some will be hesitant about helping with household tasks, others will be eager to be helpful. Don't be shy about household duties; let your guests know they are welcome to participate in any of your activities. At the same time give them the opportunity to decline graciously if they wish.

Accept any offers of help when you can as this often helps a guest feel comfortable and 'at home'. If he/she perhaps feels shy about entering your kitchen invite him/her to watch you prepare food and explain how your household appliances work.

TELEPHONE, COMPUTER and INTERNET USE

Most guests have their own Mobile/Cell Phones and are able to communicate with family and friends whenever they want. However should a telephone be installed in the guest room, remove it prior to your ambassador arriving if you are concerned about unauthorized usage.

Be familiar with how to make a collect call in order to assist your guest with making calls. If you expect your guest to pay for long distance calls he/she makes, learn how to request call costs from your telephone service provider so that payment might be requested immediately following the call.

Negotiate the use of the computer and the Internet. If your Internet usage is restricted check out local facilities (the local library) where your guest may download messages and access the Internet.

SAFETY

Don't forget to tell your guests about the voltage of our electricity as being 240 volts. Some countries have power supplied to homes at a different voltage. Ensure extension cords are suitably placed (if they need to be used) and plugs and sockets are fitted properly. Some information about smoke alarms and the method of calling emergency services would be helpful too. Smokers should be asked not to smoke in the home and particularly not in bed.

THE PROGRAM OF ACTIVITIES

PLANNED PROGRAM

The local FF club has some planned activities about which you will be aware. The program will outline some meals and entertainment which have been arranged. Familiarize yourself ahead of time with the costs, which will be advised in the program. Talk with your guest/s about the program of activities that the Exchange Committee has planned. Providing a written version of the program with information about departure times and meal arrangements will help guests to be more comfortable and involved.

It is your responsibility to ensure that your Ambassadors attend all these activities.

Otherwise, hosts and guests are free to do as they wish. Guests will be interested in participating in your regular family activities. It is usual for your Ambassador to take their Host/s out for a meal. Keep a time free for this to happen. Please ensure that you suggest an affordable place to eat.

OTHER ACTIVITIES

Discuss various options or any special event with your guests. Reviewing this early during their stay may help plan meals and time around activities.

It is also desirable to discuss potential activities related to your guest's occupation or hobbies. For example, on a free day a journalist may like to visit a local newspaper etc. If your guests are going on to a second week of hosting, you may wish to contact their next hosts to minimize duplication of activities.

Discuss things your Ambassador may like to do in the Free Time spaces of the Planned Program. Try to do what your Ambassador would most like to do but remember no one has time to do everything. The simplest things can sometimes make the best memories — a visit to a grocery store, chatting with a neighbour, learning slang language or what a toy is and how to use it.

Ask if other Ambassador friends are staying in another host home close by. Perhaps they would like to share some activities with them.

If you attend a particular religious congregation, invite your guests along. They may go, or may rather attend a congregation of their own choosing. If you go regularly and they choose not to, let them entertain themselves while you go.

Many guests will enjoy the opportunity to shop. Discuss whether they would like to go alone or prefer to go with you. If they choose to go alone, be sure to discuss transport and time details and make sure they have your address and telephone number. Explain how to use Public Telephones, if necessary, in the event that they are delayed or become lost.

Some Hosts give their Ambassador a small gift. This is an entirely personal choice and is not a requirement. If you do want to provide your guests with some souvenirs, choose something small to make it easy to take back to their home.

IF A PROBLEM ARISES

Before you panic in any situation remember that Friendship Force Hosts are expected to possess and exercise a great deal of TACT and DIPLOMACY in solving problems which may arise between Ambassador and Host. Please think about this and call for help only when serious problems occur.

Do try to communicate with your Ambassador about problems, which may be resolved with minor alterations and still respect your guest's situation. When all else fails, THEN TELEPHONE QUIETLY FOR HELP in a manner which is respectful of your guest. Don't cause them to 'LOSE FACE'.

For some hosts, this will be their first Friendship Force experience. You are not only acting as a host but as a salesperson for The Friendship Force. It would be sad if your guest/s chose never to be involved again because of your actions or lack of appreciation.

Remember that many problems will work themselves out with time or tact and it is only for 7 days. Many 'problem situations' can be attributed to jet lag or culture shock

and are often the basis for amusing stories when your guests depart and you are a bit more relaxed.

Friendship Force Perth appreciates your efforts to host Ambassadors and we hope you enjoy the whole experience of Hosting. Your experience as a host will be so valuable for when you in turn become an Ambassador in someone else's home.

Friendship Force Pledge

As a member of the Friendship Force I recognise that I can make a difference. I recognise that I have a mission. That mission is to be a friend to the people of the world. As I embark upon this adventure, I know that others will be watching me. I know that through my example to my own fellow citizens and people of other nations, the cause of friendship, love and peace, will be furthered. I can make a difference.

