

EES LOCAL AMBASSADOR GUIDE



**EGYPT
EXPLORATION
SOCIETY**
FOUNDED IN 1882

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Image: Amr Aboufath

“Over a century ago Amelia Edwards publicised the urgent need to explore and preserve Egypt’s unique heritage, working tirelessly to promote these aims through her creation of the EES and its network of local Honorary Secretaries. And with her pioneering vision revived through the creation of the Local Ambassador Programme, the Society can now extend its message to as many people as possible, bringing together existing members with potential supporters the length and breadth of the country.

As an EES member for over 30 years, I am honoured to have been invited to lead this new initiative, building on the ongoing work with local societies, museums, universities and schools while inviting all those who share our passion to join us in preserving Egypt’s precious heritage.”

Professor Joann Fletcher, University of York
Head of the EES Local Ambassador Programme

Welcome to the Egypt Exploration Society’s Local Ambassador Programme. Thank you for offering your support for Egyptian heritage and contributing toward our mission.

This booklet outlines the Programme and what your role as a Local Ambassador will be. It gives some hint and tips to begin your outreach and fundraising journey with us and some resources to kick start your local events.

Fundraising can be an enjoyable and rewarding experience, and we’re really excited to start this Programme with you on board. We’re here to support your activities, so feel free to contact us if you have any questions or need some help.

Ultimately, working in teams is more fun, so get your friends and local communities involved and see how many ways you can help to support Egypt’s unique global heritage!

Good luck!



The Egypt Exploration Society was founded in 1882 by Amelia Edwards. Following a visit to Egypt in 1873, horrified by the damage being done to its ancient sites, she developed a passion for documenting, exploring, and preserving the country’s unique heritage. Her legacy, the EES, continues this mission today.

Such is the fate of every Egyptian monument, great or small... The work of destruction goes on apace. There is no one to prevent it; there is no one to discourage it. Every day, more inscriptions are mutilated – more tombs are rifled – more paintings and sculptures are defaced.

Amelia Edwards, 1877

Over the course of our history we have explored over 150 sites and monuments in Egypt and Sudan, including Egypt’s ancient capitals of Amarna and Memphis, discovered thousands of artefacts, and contributed to the scientific development of British archaeology in Egypt.

Today the Society supports archaeological research projects throughout Egypt and Sudan, and runs an extensive programme of publications and events to make the results publicly available. We work closely with the Egyptian government to continue our mission and are the only UK charity to combine archaeological fieldwork in Egypt with a busy publications programme and a unique archive and research library. At a time when heritage is more threatened than ever before, we are at the forefront: developing new ways of working with local communities, training scholars both in Egypt and the UK, undertaking our own excavation and survey, and supporting fieldwork projects of others through grants and awards. Through these activities we envisage a future where the cultural heritage of Egypt is preserved for posterity.

Our mission is to explore Egyptian sites and monuments and share a lasting record of the remains.

For more information about our history and our current charitable activities, please visit: www.ees.ac.uk

The EES Local Ambassador Programme was established in 2018 in order to help the Society reach broader audiences to:

- Communicate its impact more widely
- Raise awareness of its activities
- Increase donations and subscriptions
- Create more meaningful relationships with interested audiences

When the Society was founded in 1882 a network of Local Honorary Secretaries was established with representatives from locations across the globe working together to raise funds for the exploration and preservation of Egyptian heritage. This Programme represents a resurrection of that network.

You could be the next Marie Buckman (Local Honorary Secretary for the United States), Annie Barlow (Local Honorary Secretary for Bolton), Josiah Mullens (Vice-president of the Australian Branch), or William MacGregor (Local Honorary Secretary for the Midlands)!

You can make your own impact in Egyptology by becoming a Local Ambassador and supporting Egyptian heritage in aid of us!

How do I become an EES Local Ambassador?

Applying to become a Local Ambassador is easy, you just have to visit our website and send us an application form. We can only take on so many Ambassadors at any one time, but we will send regular updates when we are able to take on more.

Apply here: www.ees.ac.uk/local-ambassador-programme

Once your application is received, we may ask to have a phone or skype chat with you about the Programme and will ask that you have read this guide. Once your application is accepted then we will send you a link to purchase your Local Ambassador pack which costs £10.

This includes leaflets, sign-up forms, a copy of this guide, and some merchandise. More resources will be available on the website and you will be given access to an exclusive Local Ambassador Zone on the website where you can download more materials that will help kickstart your journey with us.

How can you help?

Being an active EES Local Ambassador can be helpful to the Society in many ways and we hope that the following suggestions get you started on planning your campaigns, fundraising, and events!

Your role

As our Local Ambassador you can choose how you want to raise funds for the Egypt Exploration Society. Below are some ideas you might like to use to bring teams together to help raise more money and increase awareness of the need to protect Egyptian heritage for future generations.

You will be the lead liaison between your team and the Society as well as becoming part of an international network of other Local Ambassadors working in aid of the Society. You might organise small lectures, or give talks about Egypt in your local schools, organise mass-participation events, or hold raffles and sponsored challenges. However you choose to help us, let us know and if you need any advice then we're always happy to help. We can suggest speakers for lectures or create EES-branded templates for your posters and sign-up forms (some of which are available via our website).

Whether you choose to raise funds or awareness, please make sure that it is legal. We have provided some advice about this on pages 12–15 of this guide. Keep checking our website for content that you can use at your events, but make sure you register each event with us so that we can tell our current supporters where you are!

Here are some ways you can help us:

As a membership recruiter

A significant proportion of our income is derived from annual subscriptions. Membership is a mutually beneficial way for individuals to support the work of the Egypt Exploration Society, while also receiving some exclusive discounts and magazines in return for their contributions.

Membership recruitment forms can be found on our website, where they can also sign up. We'll include some forms and leaflets in your Ambassador packs which you can order via the website.

If people would rather not join as a member, but still wish to contribute toward our work then you can suggest our giving circles to them. 'Patron' or 'Amelia Edwards Circle' are available for £500 or £2000 per year respectively. Visit our website for information about the benefits of joining these groups or ask these individuals to contact the London office for further details: contact@ees.ac.uk.

Liaise with local societies

Is there a local Egyptology society already operating in your area? You can find an extensive list of these local societies from the Electronic Egyptology Forum here:

www.egyptologyforum.org/EEFinst.html

You could liaise with the organisers of these local societies to see how the Egypt Exploration Society can be of any help for them, or enquire as to whether they might help you with fundraising in aid of the EES.

Egyptian heritage is interesting and exciting to many groups, so you might want to explore other local organisations to see if they would like to know more too. Consider approaching your local Women's Institute, local history group, University of the Third Age (U3A), archaeological societies, and even book clubs! Take along some leaflets – but make sure you ask permission from the organisers before distributing them.

As an event organiser

Many of our supporters enjoy the events we organise, though it is very difficult for us to organise regional events from our London office. Could you be the local event organiser we need? If you know venues, caterers, and people willing to attend then why not try organising an event in your area for the EES. We can suggest speakers and maybe even send staff or Board members along to help in the running of your events.

Contact the London office to discuss your events and ways in which we can help advertise for you.

As a local schools outreach coordinator

We're passionate about preserving Egypt's unique cultural heritage for future generations. So what better way than to pass on that passion to the next generation of scholars? You could liaise with your local schools, academies, or parent groups to give short 90-minute introductory sessions about a selection of topics. We have five suggested lesson plans that you could use ranging from investigating the history of Egyptology to the exploration of ancient Egyptian death and burial. Visit our website to download the plans and find more resources that you can use during these sessions.

Though many schools will be unable to donate to the Society regularly, they may be able to offer a donation to the Society in the region of £100-£150 for your 90-minute session. Talk to those in charge to see whether they want to repeat the session annually, but make sure you have checked all of their legal requirements before you begin.

Suggested lesson plans available online:

- Egyptology and exploration
- Pharaohs and Tutankhamun
- Death and burial in Ancient Egypt
- Gods and religion
- Daily life and hieroglyphs

Other resources available online:

- School letter of introduction template
- Activities resources
- Hieroglyph alphabets and cartouches
- Funerary mask and pectoral colouring-in sheet
- Archive image packs for each topic

In local museums

Throughout the Society's long history we have explored over 150 sites in Egypt and Sudan and excavated countless artefacts which are now preserved in museums around the world. A full list of institutions that received artefacts from EES excavations between 1882 and 1980 can be found on the Artefacts of Excavation website (www.egyptartefacts.griffith.ox.ac.uk). If your local museum has any EES connections then why not have a chat with the curators to see whether they would be interested in running events or handling sessions? Use our online archive resources to see whether we have any images or items relating to the collections and explore Egypt from a new perspective!

As a fundraiser

Ultimately, we hope that you will be able to use your new role to help us raise funds for expanding our fieldwork, education and training in Egypt and ensuring that our efforts to explore and protect Egyptian heritage continue. As well as those activities outlined above, you might like to run some events that can be fun, educational, engaging, and challenging! Here are some of our ideas, but feel free to tell us any other ideas you have and we can add them to our website.

Fundraising ideas

- **Mummies-the-word:** Hold a sponsored silence in your class or office – why not get your boss involved too?
- **A wrap battle:** Hold a local embalm-athon by asking willing volunteers to be wrapped in bandages. Offer prizes to the fastest pair! Hand out EES leaflets and ask for donations from spectators.
- **A true sponsor-SHIP challenge:** Did you know that it is almost 900km along the Nile from the granite quarries of Aswan to the Great Pyramid

at Giza? The Ancient Egyptians transported the 3 tonne sarcophagus of Pharaoh Khufu all that way by boat using the current and oars alone. Why not hire a rowing machine in your office and make up a team to take it in turns to see if you can cover that distance in under a month? Take sponsorship from family, friends, and colleagues that are too scared to give it a go! Can't find a rowing machine? You can always try cycling your way to Giza! If Aswan is too far, then don't forget that it is only 20km to take a single block of limestone from Tura to the pyramid site...

- **Hike for heritage:** Why not organise a massive local hike to raise money for Egyptian heritage? Walk like an Egyptian and raise vital funds to continue protecting Egyptian heritage across the world!
- **Ancient Egyptian games night:** Settle down to games of senet, mehen, or hounds and jackals (templates and games rules are available on our website). Or make up some modern twists like pin the uraeus on the Pharaoh!
- **Sponsored sprint:** Re-establish ma'at and your dominion over the lands of Ancient Egypt by doing a sponsored heb-sed sprint (shendyt-kilt and fancy dress optional) to raise money for further exploration of Egypt's unique past.
- **Let's get quizzical:** Everybody loves showing off their general knowledge of Ancient Egypt so why not play quiz master and charge teams an entry fee to raise funds for our sites in Egypt.
- **Exotic goods from the land of Punt:** Gathered more trinkets on your trips to Egypt than your home (or family) can handle? Why not organise a sale of your unwanted items to raise funds for education and training in Egypt?
- **Offerings fit for the gods:** Everybody loves a bake sale, and while the Ancient Egyptian bread and beer diet might sound appealing, we recommend selling a selection of sweet and savoury treats. See our website for some recipes inspired by Ancient Egypt as well as a few modern twists!
- **Your own Library of Alexandria:** We all love books but, being honest, we probably have too many. Other people might love them as much as we do and perhaps a book sale would help them to build their own libraries too. Why not hold a local book sale alongside an event to raise some extra funds for the Society's work?

- **Movie nights:** There are plenty of documentaries about Ancient Egypt, and even some pretty entertaining Hollywood movies on the topic too. Why not get a group together to watch something? Even better – why not ask someone to come and talk about the movie or the presenter to discuss the documentary? You may need permission to show some things – but feel free to ask us if you have any ideas!
- **Expedition leader:** Why not organise your own Egyptian expedition? Send teams off to find objects or pictures in return for prizes. Talk to local businesses to see if they can donate any prizes such as free meals or gifts for the quickest team, or the one that collects the most items. If you can't organise a full scale expedition, then you could use a grid map and sell off the squares until somebody chooses the winning coordinates. An A3 grid template is available to download on our website.

The legal stuff

We hope that you will have lots of fun when fundraising for the Egypt Exploration Society, but it is important that all of your activities are safe and legal. Here are some pointers to ensure that you can plan ahead.

Authority

Being a Local Ambassador for the Egypt Exploration Society is a voluntary position and, as such, Local Ambassadors are covered by the Society's Volunteer Policy and Agreement and should read and sign a copy at the start of their placement.

Local Ambassadors do not have the authority to act on behalf of the Egypt Exploration Society, and may not take any action in the name of the Society, or commit the Society to doing things without it being approved by the London office in advance. Local Ambassadors work in aid of the EES, in order to raise awareness and funds for it to continue its mission. Further details of this relationship are available in the Local Ambassador Agreement which each Ambassador must sign before their position is confirmed.

Permission

If you're holding an event in a public place, you must get permission first, either from the local authority or the property owner.

Risk assessment

If you're holding an event then you should make sure you have a risk assessment for your venue(s) in place. Many venues will already have guidance for this and you should talk to your contacts about any potential issues they know of. Visit the HSE website for further guidance (www.hse.gov.uk). You could use the template we suggest below:

Potential hazard identified	Activity/ area of concern	Who is at risk?	Current risk factor	Action(s) taken to minimize the risk	New risk factor
What could cause harm?	What are you doing as part of your event that could cause harm?	Individual/ group at risk	High, medium, or low?	What have you done to lower the level of risk?	High, medium, or low?

You should send your completed risk assessment form to the London Office (contact@ees.ac.uk) at least three weeks before your event in order for it to be approved.

You do not need to fill in a risk assessment form for membership recruitment.

Photography

If you're taking any photographs during your event you should ensure that you have permission from those in the shot. Display posters around the venue warning people that images are being taken and may be used in marketing. If children are involved, then ensure that you have permission from their parent/guardian. Templates for photography posters and permission forms can be found on our website. Don't forget to send us your images for marketing and use social media to promote the event using them. See our website for guides to taking photographs and using social media.

First aid

Advice regarding first aid is available from St John Ambulance or the British Red Cross. You should have someone to help for smaller events. If you are unsure, then please contact us to discuss your event.

Insurance

Do you or the venue you're using have Public Liability Insurance in place? Many venues will already have this, so there is no need to worry. However, if you're holding an event at home or on private property, check your insurance covers this too.

Food hygiene

To keep everyone safe, check the Food Standards Agency guidelines on preparing, handling, cooking and storing food.

Public collections and lotteries

We do not encourage this kind of fundraising as you may need a license in order to run the events. However, if you would like to do this please contact the office to discuss your requirements.

Data protection

Only collect the information you need. Keep it safe, do not share it and only keep it for as long as you need. We do not require our Local Ambassadors to store the information of supporters and ask that you send any donations and sign-up forms to the London office within a week of the event. If you have any questions please contact us.

If you are under 18

You'll need to get permission from a parent or guardian to raise money for the Egypt Exploration Society. Make sure that they contact us.

Pay in your fundraising

Thank you for fundraising for us and showing your support for Egyptian heritage. The easiest way for you to pay in your fundraising is online. Alternatively you can also pay in by post, or over the phone.

Online

If you have set up a fundraiser page on our website then you don't need to do anything. Funds donated through your fundraising page will go straight to the Society and start making a difference immediately.

Visit our website for information about how to set up a fundraiser page and start raising money in minutes!

By post

Make your cheque payable to 'The Egypt Exploration Society' and send it to:

The Egypt Exploration Society
3 Doughty Mews
London WC1N 2PG

Include notice of who you are and what event you ran to raise the funds, including any sponsorship forms you used if necessary. You might like to send any new member sign up forms along with your cheque to save on postage.

Over the phone

You can pay in your sponsorship money over the phone using your debit or credit card by calling 020 7242 1880. Our lines are open Monday–Thursday, 10:30–16:30.

Visit our website www.ees.ac.uk for more resources, hints and tips for your fundraising.

If you have registered an account on the website then notify us on contact@ees.ac.uk in order to be given exclusive access to the Local Ambassador Zone. This zone includes a digital copy of this guide as well as poster templates, sponsor forms, risk assessment forms, leaflets, and further fundraising guidance and help.

If you have created documents that you think other Local Ambassadors would find helpful then contact us to make these available too.

Contacts

You can find much more about the Local Ambassador Programme on our website, but if you need to make a specific request then you can use the contact details below:

London office

The Egypt Exploration Society
3 Doughty Mews
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Phone: +44 (0)20 7242 1880
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