

Setting up a Raleigh Ambassador Action Group

Raleigh Ambassador Action groups are a great way for you to keep the spirit of Raleigh alive once you've returned. Not only can you continue to make new friends and build on your skills, you can also play a vital role in helping raise awareness about international development efforts.

What do Ambassador Action Groups do?

All sorts! Groups can meet regularly to support and motivate each other to plan activities in their communities, be it from holding stalls, organising talks, to running events such as debates, gigs or film screenings.

We want our ambassadors to work together to share ideas and organise effective action, so we'll update you on other development focused events and talks in your area that you might want to attend as a group to help inspire you take action.

Getting started

Starting an action group can seem like a daunting task, but don't worry, help is at hand!

Shady Bajelvand is our Global Youth Coordinator at head office and she will help in anyway she can, from giving informal advice and answering any questions you may have, to attending meetings and promoting the work of your group.

Please don't hesitate to contact her on 020 7183 1280 or shady.bajelvand@raleigh.org.uk

Recruiting members

You may wish to begin with some key people and recruit more members at a later stage, or you could invite all previous volunteers in your area to the very first meeting. It's entirely up to you. However, every member of the group should have a role to play or a task to fulfil so they feel valued and stay motivated.

Here are some ideas on recruiting members to your group:

- Contact Shady Bajelvand at head office who can email departing and returning volunteers in your area to let them know about the group. We will also add your group's details to the Raleigh website
- Write an informal and friendly email to Raleigh alumni inviting them to attend your first meeting or social to get involved with the group
- Promote your group on social networking sites such as Facebook. Raleigh has over 4,000 fans on its Facebook page and there is also an Ambassador Facebook group.



Create your own webpage

We've set up a free site for all action groups to create their own web pages on. Once you've set up your page, you'll be able to add a host of functionalities that will help you communicate with your members. Examples of some of the functionalities include:

- Membership information
- Photos
- Forums for discussion
- Events calendar for your area

Check out the website at the address below and get in touch if you'd like to set up your group's page on the website

<http://sites.google.com/site/raleighambassadoractiongroups>

The first meeting

Before your first meeting you should consider what you'd like to achieve. You may want to produce an agenda to cover certain topics or you might want to begin more informally.

It may take some time for people to get to know each other and settle in. Why not try to capture the spirit of alpha groups on expedition? Remember, you have all come together to develop your skills, make new friends and inspire your local communities to take positive action.

Once you are up and running you can consider various roles within the group. You might like to allocate or elect people into the following roles:

- Support group co-ordinator/chair - overall responsibility for the group, main point of contact with head office, facilitates meetings
- Secretary - produces group newsletter and maintains online updates
- New members contact/s - encourages departing or returning volunteers to join the group
- Press officer/s – sends out press releases to the local media to support the group's projects and events

Group activities

There are many different activities your group can get involved with. You might want to begin by considering the interests and skills of your group members. There is a list of [actions on our website](#) that you could have a look at, but why not brainstorm to come up with as many ideas as possible?

Once you have a list of possible activities you can discuss them as a group and decide which idea you'd like to do first.



- Hold social evenings
- Give presentations to local schools, universities and other youth groups in your area on the developmental benefits of your expedition
- Fundraise for Raleigh and your group
- Generate stories and press releases for your local paper on the work of your group and of Raleigh

To get the most from your group you should communicate regularly, have an open mind with your activities and approaches and above all, have fun!

Nationwide network

Your group will be part of a nationwide network of other Raleigh groups who you can contact for ideas and advice. There are a number of ways in which you can contact other groups:

- Access the supporter groups' contact information from the Raleigh website
- Find the groups on the Ambassador Action Groups' website
- Contact Shady Bajelvand at Head Office who can help you find active groups and volunteers in your region

Registering your group

It is important you let us know when you set up your group so that we can support you. For insurance and legal reasons we also need to be aware of all groups fundraising in the Raleigh name.

When you set up your group you should elect one person to be the main contact for the group. Once elected, they should email Shady to let her know.

And finally...

We want to thank you for choosing to set up a Raleigh Ambassador Action group. Your efforts and dedication will enable us to inspire more people to be all they can be.

