

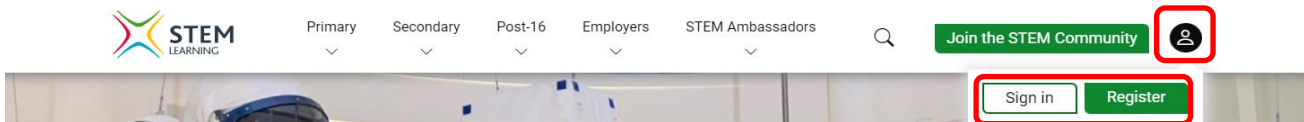


STEM Ambassadors - Advertise an Activity Guide

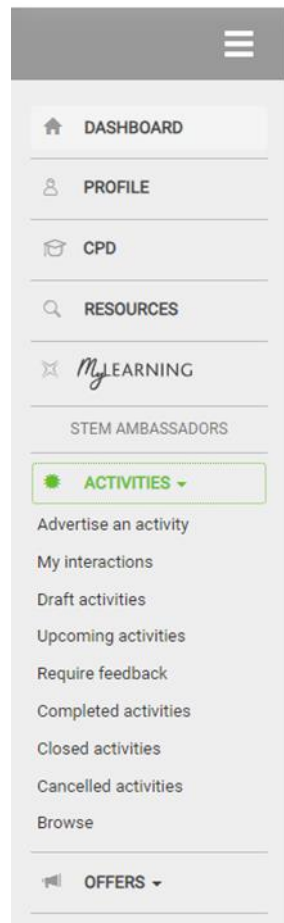
Activities are posts made by educators to share a volunteering opportunity and request support. Please do this as early as you can to increase your chances of success. Successful requests are usually placed **6-8 weeks** in advance.

Follow the steps below to post your activity:

1. You will need an educator account with us at www.stem.org.uk. Once here, select the black icon in the top right and the 'register' to create your account, or sign in if you already have an account.



2. Select 'activities' and then 'advertise an activity' in the left-hand menu.



3. You will then be taken to a page to fill in the details of your activity posting. There are a few things to keep in mind when creating your post:
 - a. Activity name: This is the first thing STEM Ambassadors will see. Summarising what it is you would like the volunteer to do is a good way to attract interest. For example, 'Careers talk linked to computing'.
 - b. Participating schools and organisations: Add your school(s) here to link the activity correctly.
 - c. Expected date of activity. If you have a specific date for your activity or event, add that here. If you have some flexibility, we recommend setting the date in the middle of the suitable time frame. You can add details of your flexibility in the description.



- d. Description: Start with the support you are looking for, then go on to mention details about the audience and their learning, as well as any flexibility and support you are able to offer. Good examples of activity postings are available to support you here: <https://www.stem.org.uk/cxj67f>

4. Selecting 'add this activity' will take you to a page to check the details of your activity before posting. Once checked, select 'publish' at the bottom of the page to make it visible to STEM Ambassadors.



5. STEM Ambassadors will browse activities and express interest in those they feel they can support. Message the STEM Ambassadors to discuss and make arrangements. If the Ambassador has a public profile, you will be able to find out some more about them by clicking their name. If they do not, use the chat to find out some more about them.
6. Once you have been able to make arrangements, you'll need to select 'offer position' by the STEM Ambassador's name to confirm and upload this to their upcoming activities and volunteering profile.



If you would like any further support, contact us at stem-ambassadors@stem.org.uk