



STEM Ambassadors: Logging activities

In order for us demonstrate the value and impact of the STEM Ambassadors programme it's important for us to capture as much as we can about your volunteering; all STEM Ambassador activity needs logging on the platform.

Any activity you take part in via the STEM Ambassador dashboard is recorded automatically so you don't need to do anything further.

However, if you arranged the activity outside the STEM Ambassador dashboard, such as through your company, or with a local school through your own networks, you will need to log it. This ensures you are credited for the number of hours you volunteer and allows us as a government funded initiative to evaluate the effectiveness and impact of the programme nationwide.

From your dashboard, click on the 'Activities' heading on the left menu to expand it, then click 'Add activity'. Only STEM Ambassadors with an approved DBS/PVG will be able to add a completed activity. If this option is missing from your menu, please contact us at stem-ambassadors@stem.org.uk.

The screenshot displays the 'Ambassador Dashboard' for a user named Megan Ambassador. The dashboard is divided into several sections:

- Header:** Includes the STEM Learning logo and navigation tabs for RESOURCES, CPD, STEM CLUBS, STEM AMBASSADORS (highlighted), and ENRICHMENT. A user notification states 'You are logged in as Megan Ambassador'.
- Left Sidebar:** Contains a menu with options: DASHBOARD, PROFILE, RESOURCES, GROUPS, MAGAZINE, STEM AMBASSADORS, ACTIVITIES (expanded), and TRAINING. Under 'ACTIVITIES', there are sub-options: Browse, My matches, Upcoming activities, Require feedback, Expressed interest, Add activity, and Completed activities.
- My Profile Section:** Features a profile picture placeholder, a name 'Megan Ambassador', and an email address 'megantestambassador@devnull.slcs.ac.uk'. An 'Edit my profile' button is located below the profile information.
- Profile Status Section:** Lists various status items: About me, My employment, and Preferences.
- Activities Section:** Displays a summary of activity statistics with corresponding buttons:
 - 39 matches: 'Your matches' button
 - 4 activities requiring feedback: 'Your feedback' button
 - 1 upcoming activity: 'View upcoming' button
 - 4 closed activities: 'View closed' button



Then fill out the activity form:

1. Provide an informative title and brief description of the activity that you carried out. Try to capture the activity type as closely as possible so your record is accurate.

2. Use the address lookup to add the venue for the activity. Once you have found the address, click 'Select Address' to populate the details. If the postcode is not picking up any addresses, please fill it in manually and select the relevant local authority from the presented list.

3. If you know which organisations or schools participated, add them here. Start typing the name and then click on the relevant details to add them. If the organisation is not in the list, please leave this section blank.

4. Tell us when the activity took place, how many hours it was and how long you spent preparing for the activity.

Add an activity that has already happened

About your activity

Activity name *



What type of activity did you participate in? *

Employability skills session e.g. mock intr ▼

Tell us about your activity *

(Please describe what your activity was about and the types of things you did with the people participating)

Where did the activity take place?

Add a new location by postcode *

YO10 5DD



Café Society, Law And Management, Unive
Graduate Students' Association (GSA), 12C
ShockSoc, Department Of Electronics, The
University of York, , York

Select Address

Address *

Town or city *

Participating schools/organisations

Which schools or organisations participated (if known)?

national stem

National STEM Centre
University of York, York, YO10 5DD

National STEM Learning Centre
University of York, York, YO10 5DD

When did the activity take place?

Date of activity *

dd/mm/YYYY



How long was the activity (hours)? *

How much time did you spend preparing for the activity (hours)? *



5. Tell us about the activity audience, who they were and the number of participants.

About the audience

Ages of participants *

4-5 years 5-7 years 7-11 years

11-14 years 14-16 years 16-19 years

19+ years Working with teachers

Expected number of participants *

Who were your participants? *

Governors Other Parents/carers

Students Teachers Technicians

Youth group

Once you're happy with the details, click 'Add this activity'. This will be added on your record, and your volunteer hours will be counted. To see a list of your completed activities, click on the 'Completed activities' section on your menu.

We are keen to reward active STEM Ambassadors, recognising their contribution to encouraging and inspiring young people in STEM subjects. There are a variety of ways we do this including giving awards throughout the year, and a digital badge initiative to celebrate your involvement in the programme.

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