

Writing an effective STEM Ambassador activity request

Below you will find some tips on how to write an effective STEM Ambassador activity request and encourage volunteers to get involved.

- Ensure that activity requests are added to the platform with enough notice as possible, ideally at least 6 weeks.
- For your activity name: summarise what it is you would like the volunteer to do. For example, 'Careers talk linked to computing'.
- Make it clear what you are asking volunteer to do in the first sentence of your description. You could start with 'We are looking for volunteers to...'
- Give details on the age of the audience, how the activity will support them, and how it links to their learning and development.
- Share any specific aims you have for the activity so that the volunteer can use this to inform their planning and preparation.
- Flexibility: If you have some flexibility on date and/or time, add details of this in the description.
- Mention whether this is an in-person or online opportunity, and whether you would consider online if in-person was not possible due to location or other commitments.
- Include information on how they will be supported during their preparation and during the activity.
- When a STEM Ambassadors expresses interest, communicate clearly and promptly to confirm and maintain their support.

To inspire and support your activity requests, please see the examples we have shared [here](#).

Guidelines for using the STEM Ambassador Programme

The purpose of these guidelines is to provide STEM Ambassador requestors with clear guidelines as to their responsibilities when using the STEM Ambassadors programme. Anyone requesting support from STEM Ambassadors should ensure that they have read and comply with these guidelines.

If you would like to ask any questions about the content of these guidelines, please contact us by emailing stem-ambassadors@stem.org.uk

As a user of the STEM Ambassadors programme you should:

- Not expect STEM Ambassadors to volunteer their time where others are paid for the same role
- Make STEM Ambassadors aware if they are volunteering for a paid-for or commercial event. This must be listed on the activity description
- Not share personal details without permission. If a STEM Ambassador shares their personal details with you e.g. contact details, then these become your responsibility to protect under GDPR policies and should not be shared with 3rd parties without the STEM Ambassador's permission.



- Ensure that activities requesting STEM Ambassadors are as clear and informative as possible, giving the STEM Ambassador enough information to decide if the activity is a good fit for them
- Ensure that activity requests are added to the platform with enough notice as possible, ideally at least 6 weeks. This will give STEM Ambassadors time to plan for activities and organise time away from their workplace if needed
- Confirm plans with the STEM Ambassador(s) whose support you would like. An expression of interest sent by a STEM Ambassador is just the start of a conversation, please confirm that you would like their support by 'offering the position' via the platform and ensure you follow-up directly with further event details
- Communicate clearly and promptly with STEM Ambassadors about activities through the communication function on the platform, sharing all information that the STEM Ambassadors will require to carry out the activity
- Share any policies, procedures or rules with the STEM Ambassadors where required
- Ensure that appropriate support and supervision is available to the STEM Ambassador on the day of your event. There must be a responsible adult from your organisation in the room to manage student behaviour, supervise and to address any safeguarding concerns should they arise.
- Honour STEM Ambassador activity commitments as agreed, except in exceptional circumstances when, where possible, reasonable notice is provided.
- Not act fraudulently or dishonestly or do anything that brings, or is likely to bring, the STEM Ambassadors programme or STEM Learning into disrepute.
- Encourage equal access and fair treatment for all by actively supporting and respecting diversity, equality and inclusion.
- Provide STEM Ambassadors with adequate support to work with your organisation, be clear about your organisations' expectations and logistical details.
- Only request STEM Ambassadors for volunteering activities supporting young people between the ages of 5 and 19 (other age groups can also be included with these).
- Where required, your organisation may need to carry out a risk assessment for volunteer's planned activities. Please have these conversations with the STEM Ambassador well in advance
- Try to ensure that all volunteering activities are enjoyable.

STEM Ambassador volunteers are asked to adhere to a **Volunteers – Code of Conduct** which can be requested from stem-ambassadors@stem.org.uk if required.

