

Logging your **STEM AMBASSADOR ACTIVITIES**



STEM Ambassador Hub Merseyside & Cheshire

It's essential that you log your STEM Ambassador volunteering activities so that the work that's done under the umbrella of the STEM Ambassador Programme can be measured, evaluated and reported back to government.



Activities advertised on the STEM Ambassador website

If you take part in an activity advertised on the STEM Ambassador website, by Expressing an Interest via the messaging facility, it will automatically be logged on your account once the activity is closed following the event.



Provide feedback

If you have taken part in an activity that was advertised on the STEM Ambassador website, you will receive an email asking for feedback.

Please do take the time to complete this as the information contributes to the evaluation of the programme as a whole. This will also give you the chance to record any activity preparation time which will be added to your volunteering hours log.



Activities organised by yourself or your employer

If you take part in an activity organised by yourself or your employer, you will need to log this yourself.

- **Sign in** to your STEM Ambassador account at www.stem.org.uk
- From your Dashboard, click the Activities Menu on the left-hand drop down
- Click 'Add activity' and complete the form which opens up, with the details of the activity you have done

