

## Logging your activities as a STEM Ambassador

If you take part in activities that you haven't found on the [STEM Ambassador platform](#), you will need to log the activity yourself. There are a few reasons to log activities:

- We ask all Ambassadors to do at least one activity per 12 months to remain active
  - Your account will not be archived
  - You can see activities on the platform
  - You will get a prompt to renew your DBS
- Logging them in advance means that, should the worst happen, you are insured
- The numbers from the platform feed into government, to show just how much volunteering to increase aspirations in young people is happening

If your activity involves a few ambassadors, [contact us](#) at the hub and we can help getting it logged for everyone.

### Hints and tips

The form is written as if your activity is in the past, don't worry about this. In the text box options, you don't need to provide too much detail, but there are a few boxes that are important:

- What type of activity did you participate in? – This helps us understand what things ambassadors are doing, which helps us make suggestions to schools
- Location – we try and encourage schools in regions where ambassadors are active to make requests
- Schools or organisations – “organisations” here are youth groups, e.g. Scouts, or museums, rather than businesses you've collaborated with
- Date of activity – if you're doing a series of events, contact us to log it for you
- Hours – please do include time for things like travel, gathering materials, etc.
- Expected number of participants – if you're not sure, assume a class is around 30
- Who are your participants? – “other” is ok for the general public

Once you click “Add this activity”, you cannot make any changes, but we can at the hub, so drop us a line if you need to update anything.

You can find your activity under “Completed activities”.

If you get stuck or have any questions other STEM questions, you can always [email us](#).

