

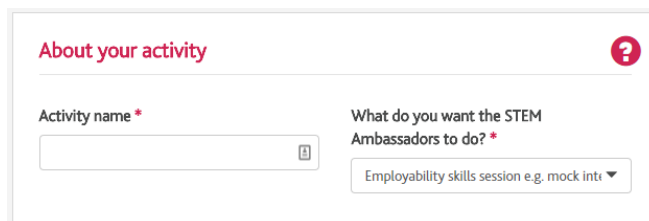
Guide to creating your BP Ultimate STEM Challenge STEM Ambassador activity

Visit <https://www.stem.org.uk/platform/opportunity/new> and login.

If you are not registered on the STEM website, please [contact your local hub](#).

Fill out the activity creation form:

1. Give your activity the title of 'BP Ultimate STEM Challenge' and select an activity type from the dropdown. The activity type will be used to match STEM Ambassadors with your activity

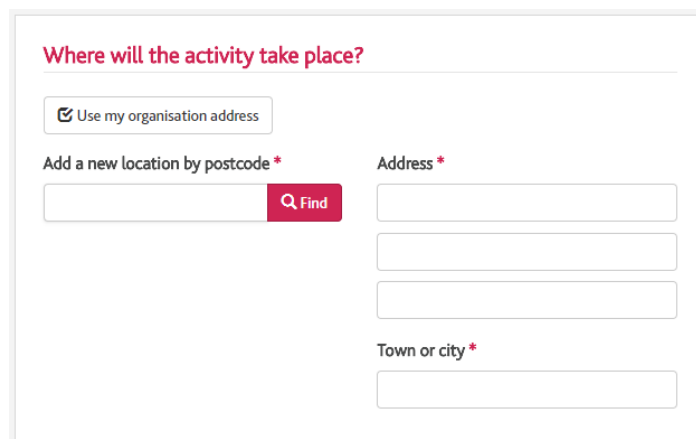


About your activity ?

Activity name *

What do you want the STEM Ambassadors to do? *
Employability skills session e.g. mock intr ▾

2. Fill in an activity venue. If the activity is taking place at your school, 'Use my organisation address' will populate the fields for you. Otherwise, the postcode lookup should be used



Where will the activity take place?

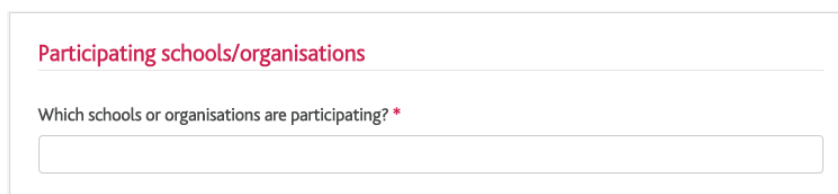
Use my organisation address

Add a new location by postcode *

Address *

Town or city *

3. Enter your school or organisation in the participating schools/organisations field



Participating schools/organisations

Which schools or organisations are participating? *

4. Enter the information about the knowledge the STEM Ambassador should have, and who the STEM Ambassador will be delivering the activity to. This information will be used to match STEM Ambassadors with your activity

About the STEM Ambassadors you require

How many STEM Ambassadors do you think will you need? *

What general area of expertise should your STEM Ambassador come from? *

Biology
 Chemistry
 Computing

Engineering
 Mathematics
 Physics

Technology

What specific area(s) of expertise should they have? *

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 are your participants? *

Governors
 Other
 Parents/carers
 Students

Teachers
 Technicians
 Youth group

- Provide the date and duration of your activity. If the activity is a series of activities taking place over a period of time, you should select 'This is a series of multiple activities'. Please ensure the duration is entered as the TOTAL for the series. EG if it is a series of 3 activities of 2 hours each, the total duration should be 6 hours.
- Fill in the aims and description for your activity. Provide as much relevant detail about your activity as you can. Include things like what the STEM Ambassador will be expected to do, how many people they will be interacting with at a time, and the time you expect the activity to take place. The STEM Ambassador will use this information to decide if that are able to deliver the activity
 *Please do not include personal contact details in your activity description.

Promote your activity to STEM Ambassadors

What is the overall aim of your activity? *

Short description of your activity *

(This will be used to advertise your activity to STEM Ambassadors, so please describe what the STEM Ambassadors will be required to do as clearly as possible)

- Select your answers to the impact questions. After your activity has taken place, you will be asked to provide feedback on how the activity has improved the areas you specified
- Click 'Add this activity'

Your activity has now been drafted. You should review the details on this page to make sure you are happy, and update any details you are not happy with.

Once you are happy with everything, hit the 'Publish' button. Congratulations, your activity has been published. STEM Ambassadors are now able to express an interest in delivering your activity.

If you need an support please contact your [local hub](#).