

Getting Started with your STEM Event: Planning & Communication Checklist

Expressions of Interest

An expression of interest is a notification that a STEM Ambassador could be available to support a request. It isn't a firm commitment, but the start of a conversation about the request. The teacher or youth group leader, as the activity organiser, is responsible for deciding if what the STEM Ambassador is offering is suited to this event. Activity organisers can send messages to volunteers and vice versa, please use this system to get to know each other a little bit and ask any relevant questions. From there the activity organiser will need to decide what to do next:

- **Withdraw the Ambassador** – If you don't feel like your Ambassador is suited to your request or the scheduling isn't working out, or if you have found support from more than one volunteer, then you can withdraw the Ambassador. This will send them a very polite email to let them know that they aren't needed on this occasion.
- **Offer the position to your volunteer** - this will confirm them on the Ambassador portal and cover them with our insurance for when they participate in your event. You should then swap direct contact information and arrange a time to have a chat, ideally over the phone or in-person, to discuss the logistical details of your event and agree on a plan together. You should discuss:



Roles & Responsibilities

- What does the activity organiser expect the role of the STEM Ambassador to be?
- Is there a preferred outcome or aim of the event?
- The activity organiser is responsible for safeguarding the young people & behaviour management, they must be present at all times during the event.
- Ambassadors won't have as much awareness of the curriculum & the school environment/policies as teachers, but they are experts in other areas. How can you work together to deliver your STEM event?

Risk assessments

It is the school or youth groups responsibility to risk assess any events they are hosting.

- Will the Ambassador be bringing any kit, materials or other resources?
- Will the Ambassador need to borrow any kit, materials or other resources from the school/youth group?
- What other information will be required to perform a risk assessment?

Please have these conversations well in advance of your event so there is enough time to complete any paperwork required by the school or youth group.

The Young People

- How old are they? What do they already know?
- Are there any special needs that should be considered?

These are important questions as they effect how the event should be delivered, Ambassadors will need support from the activity organiser to deliver their talk or activity at the right level for any group of young people.



The Logistical Details

- Where will the event take place, at what time and for how long?
- Will the Ambassador need to check in at Reception? Do they need to bring ID?
- Do you need to consider travel arrangements?
- What room will the event be in, how is this room set-up and what IT is available?
- Will the Ambassador need to use any resources from the school/youth group?

If you have any queries please contact **Graphic Science, STEM Ambassador Programme Partner (South West):** Ambassadors@graphicscience.co.uk



South West England