

STEM AMBASSADOR REQUEST FORM

A FREE SUPPORT SERVICE TO ALL SCHOOLS

Thank you for your request for a STEM Ambassador. Please complete the information below and send to ambassadors@staffs.ac.uk or fax to 01785 353363

Please read the following terms;

- The event is to take place no less than 6 weeks from the date of the STEM Centre receiving this request
- Approval for the request has been sought from the Head of Department/Line Manager
- Communication links will be maintained between the school/college requesting the activity, the Ambassador and the STEM Centre to ensure the Ambassador is adequately briefed and supported throughout the process.
- The school/college will confirm with the STEM Centre which Ambassador is taking part in the activity
- Provide appropriate reception on the Ambassador's arrival at the school/college.
- Ensure the Ambassador is not left alone with any students.
- Feedback on the activity will be provided by teachers and pupils to the STEM Centre

Please mark the box to confirm you have read, understood and agree to the terms above.

SCHOOL/COLLEGE NAME AND ADDRESS (including postcode)	
DATE & TIME OF ACTIVITY	
LOCATION OF ACTIVITY	
DESCRIPTION OF ACTIVITY (Please state format require e.g presentation, practical, mentoring, number and type of Ambassadors to attend, and any other additional information)	
AGE AND YEAR GROUP OF YOUNG PEOPLE	
GROUP SIZE	
NAME AND CONTACT DETAILS (telephone number and email please) for the person requesting the STEM Ambassador(s)	