



Kids in Action

Kids in Action 2026 Teacher Planning Checklist

Getting registered (T1):

- ☐ Complete the Expression of Interest form online at: [Get involved with Kids in Action | Sunshine Coast Council](#).
- ☐ The Kids in Action (KIA) team will send you a Registration / Welcome Pack.
- ☐ Recruit your student delegate team.
- ☐ Attend an online Teacher Information Session on either **12 or 18 February**.
- ☐ Complete your Registration Form and submit by 23 March.
- ☐ The KIA team will issue your participation fee invoice for payment (\$200 for 12 delegates. Supplementary invoicing for extra attending students will occur following the Field Day and Conference events. \$10 per extra student).
- ☐ Discuss this year's theme, ***From Dusk to Dawn – Stories of the Night*** with your student delegates. Explore curriculum links and project ideas for this year's theme online at: [Kids in Action - resources for teachers | Sunshine Coast Council](#).
- ☐ Book in a visit with the KIA team.

Getting ready for the Kids in Action Field Day event (T1/2):

- ☐ The KIA Team will send you Field Day program information and forms to complete.

- ☐ Complete all details regarding student and adult delegates attending the event, i.e. delegate names, medical information, emergency contact number for teacher attending, Council media permission forms for attending delegates.
- ☐ Send delegate information to the KIA Team before **Monday 20 April**.
- ☐ Organise transport to the Field Day event site, i.e. individual or family cars or school bus.

Kids in Action Field Day event (T2) – Wednesday 6 May:

- ☐ Students bring litter-free lunches, water, hats, sun-safe clothing and closed-in shoes.
- ☐ Bring a mat for your student delegate 'mob' to sit on.
- ☐ Bring your completed Council media permission forms for attending delegates.
- ☐ Have fun!

Getting ready for the Kids in Action Conference event (T2/3):

- ☐ Continue discussions with student delegates to make a final decision on your topic or project focus for the Conference.
- ☐ Consider strategies such as brainstorming, concept maps, de Bono's Six Thinking Hats, etc.
- ☐ Research and gather information on your topic or project.

ENVIRONMENT LEVY FUNDED

- ☐ Discuss with student delegates what type of presentation or activity they would like to deliver at the Conference, i.e. workshop, main stage performance, short film, or interactive display.
- ☐ Book in a visit with the KIA team and a community mentor related to your topic.
- ☐ Create a plan for your presentation or activity development, i.e. structure, activities, materials etc. What is your key “take-home” message for the audience?
- ☐ Practice your presentation or activity for peers and school community to get feedback and make improvements before the Conference.
- ☐ The KIA team will contact you to confirm if your school is eligible for the New School Attendance and / or Teacher Support Funding Schemes. Council will then email a Purchase Order Number for you to quote on an invoice to submit for payment.
- ☐ The KIA team will send you Kids in Action Conference program information and forms to complete.
- ☐ Complete all details regarding your Conference presentation or activity, i.e. presentation or activity title and type, equipment and room or space requirements, etc.
- ☐ Complete all details regarding student and adult delegates attending the Conference, i.e. delegate names, medical information, emergency mobile contact number for teacher attending, Council media permission forms for attending delegates.
- ☐ Send presentation or activity information to the KIA team before end of Term 2 or beginning Term 3.
- ☐ Send delegate information to the KIA Team before **Monday 4 August**.

- ☐ Complete your necessary internal variation to school routine paperwork.
- ☐ Organise transport to the Conference event site, i.e. individual or family cars or school bus.
- ☐ The KIA team will issue your supplementary participation invoice for extra attending students over the 12-delegate threshold (\$10 per extra student).
- ☐ The last date to submit invoices for the funding scheme is Thursday 29 October.

Kids in Action Conference event (T3) – Wednesday 9 September:

- ☐ Students bring litter-free lunches, water, hats, sun-safe clothing, and closed-in shoes.
- ☐ Bring a mat for your student delegate ‘mob’ to sit on.
- ☐ Bring your completed Council media permission forms for attending delegates.
- ☐ Have fun!

Getting ready for the Roadshow (T3/4):

- ☐ The KIA team will send you Roadshow program information when details of the event in October/November have been finalised.
- ☐ Advise KIA team of your participation in the Roadshow events.
- ☐ Complete your necessary internal variation to school routine paperwork.