

# Kids in Action Teacher Information checklist



## TO BE INVOLVED:

- Complete the Expression of Interest form online at: [sunshinecoast.qld.gov.au/kidsinaction](http://sunshinecoast.qld.gov.au/kidsinaction) - *Get Involved*.
- The Kids in Action (KIA) team will send you a Registration / Welcome Pack.
- Recruit your student delegate team.
- Attend the Teacher Information Session on **15 February**.
- Complete your Registration Form and submit by **31 March**.
- Discuss this year's theme, *biosHEROES - connecting, caring and co-creating the future*, with your student delegates. Explore curriculum links, projects ideas and a mind map created for this year's theme online at: [sunshinecoast.qld.gov.au/kidsinaction - Resources for teachers](http://sunshinecoast.qld.gov.au/kidsinaction-Resources-for-teachers).
- Book in a visit with the KIA team.

## GETTING READY FOR THE ENVIRONMENTAL PROJECTS DAY (EPD):

- The KIA team will send you EPD program information and forms to complete.
- Complete all details regarding student and adult delegates attending the EPD event, i.e. delegates names, medical information, emergency mobile contact number for teacher attending, Council media permission forms for attending delegates.
- Send delegate information to the KIA team before **Wednesday 26 April**.
- Complete your necessary internal variation to school routine paperwork.
- Organise transport to the EPD event site, i.e. individual or family cars or school bus.

## FOR ENVIRONMENTAL PROJECTS DAY Friday 5 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 TEACHING KIDS CONFERENCE:

- 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.
- 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 Teaching Kids 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 **Friday 3 August**.
- Send delegate information to the KIA team before **Monday 28 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 last date to submit invoices for the funding scheme is **Friday 20 October**.

## FOR KIDS TEACHING KIDS CONFERENCE Wednesday 6 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:

- 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.

Proudly supported by



Your Environment  
Levy in action

