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Getting Approval

Getting your CAS / Service as Action initiative approved

For students engaging in CAS and Service as Action, many of the things that you will do are very straightforward and don't require special permission. Things like outside lessons, KIS's after school program, and service taking place through residential trips and some class initiatives merely need documentation and reflection. In these cases you are participating in initiatives and events that other people have organized. However, for initiatives that are organized by KIS students, special procedures must be followed to ensure that we are in compliance with the law, that all students are safe, and that student actions do not result in substantial debt or financial liabilities.

Distinguishing between KIS and non-KIS sponsored initiatives

Regardless of whether an initiative is KIS or non-KIS sponsored, students **MUST** receive prior approval from their Service as Action Coordinator / CAS Coordinator that the initiative meets the requirements of the MYP or DP programmes. Failure to seek prior approval will automatically result in no service or CAS credit be awarded.

If you or your group are engaging in an activity that is using KIS facilities it is by default a KIS sponsored activity and all KIS rules and regulations must be followed.

Non-KIS sponsored initiatives generally don't involve KIS supervisors or chaperons, and these initiatives cannot use the KIS name, logo, KIS email addresses for communication, and / or official KIS letterhead. If these requirements are met, the initiative can be non-KIS sponsored and result in CAS or service credit with prior approval. If these requirements will not be met, then the initiative must comply with all KIS policies and procedures, including the KIS trip policy. Student groups who violate this expectation will forfeit CAS and service credit, may face disciplinary consequences, and will be solely legally and financially responsible for any consequences of their actions.

Seeking Initial Approval

In seeking initial approval you should set an appointment with either the CAS Coordinator or MYP Service as Action Coordinator. For this meeting you should present

in writing a brief plan which would include your objective, the approximate number of students involved in organizing the initiative, the approximate number of students who will participate in the initiative (if appropriate), an [initial proposed budget](#), and an initial proposed date / timeline for the initiative. In this initial meeting some initiatives will be labeled as not feasible or allowable, and many will require additional research prior to approval. Students should **not** begin advertising initiatives or making agreements with [external service providers](#) at this time.

Seeking Formal Approval

After receiving initial approval students will need to prepare for additional meetings so that formal approval can be granted. In some cases where initiatives are not very complex initial and formal approval can occur in the same meeting, but many initiatives will be too complex for this. Formal approval will be granted by the CAS Coordinator or MYP Service as Action Coordinator after these requirements have been met:

FIRST:

- You have a staff member(s) who has agreed to be your [supervisor\(s\)](#). They have emailed the CAS Coordinator / Service as Action Coordinator to confirm that they have accepted the role, and communicated that they understand they will be responsible for taking you through the process of executing your initiative - not just merely [chaperoning](#) an event.

AFTER ARRANGING AND CONFIRMING YOUR SUPERVISOR

- If your event will require the use of wifi for non-KIS community members, or the use of KIS school computers or projectors, you have had an initial meeting with [IT](#) to get any possible concerns, requirements, and deadlines for booking the appropriate equipment. IT needs to email these details to your [supervisor\(s\)](#) and the CAS or Service as Action Coordinator after the meeting.
- You have consulted with [SEA](#) (if appropriate) and confirmed on a student to teacher ratio for supervision / [chaperoning](#) - you need the number, but don't need the names at this time. Students should prepare a basic [risk assessment](#) summary for this meeting with their supervisor to prepare for this meeting. SEA needs to email these details to your supervisor(s) and the CAS or Service as Action Coordinator after the meeting.
- If your initiative involves [travel or leaving campus](#) you have consulted with SEA and confirmed that the travel could be approved, and set up timelines for when permission and sign-up needs to occur by for students, when travel arrangements need to be booked by, and who will be responsible for overseeing booking transport and facilitating visas if necessary. Your supervisor(s) should

help you prepare for this meeting, and SEA needs to email these details to your supervisor(s) and the CAS or Service as Action Coordinator after the meeting.

- If your initiative involves using KIS facilities and/or using facilities on a Saturday or in the evening you need to have an initial consultation with SEA to discuss 1) possible dates, 2) possible time limitations in accessing KIS facilities, and 3) which facilities will need to be used and a basic idea of how much support will be required from the facilities team in terms of setting up furniture, etc. These details don't need to be finalized at this time, but SEA should have a basic understanding of the nature of support that they will need to provide. Your supervisor(s) should help you prepare for this meeting, and SEA needs to email these details to your supervisor(s) and the CAS or Service as Action Coordinator after the meeting.
- A first draft [budget](#) has been approved by your supervisor(s) including estimated facilities expenses if appropriate (electricity, overtime, etc,) and clarification for to what extent the student group will be responsible for facilities expenses or not.

After these requirements have been satisfactorily met, the CAS Coordinator / Service as Action Coordinator can give formal approval. At this time student groups may begin [advertising](#) and working with [external service providers](#).

Complexity

Students may not take on a lead role as a [core member](#) of a team that is running a highly complex event until having played a supporting role in a complex event first. Complex events include things like international trips, the international schools' chess tournament, running an MUN Conference, putting on a benefit concert, etc. Generally events with budgets of over 30,000 Baht or more than 50 participants would be considered complex. Some exceptions to this rule could include highly structured recurring events like Prom or Morp, although it is desirable that people taking the lead on an event like Prom would have played some role in organizing Morp or similar events. Events with budgets of over 30,000 Baht typically require 8 weeks notice. Most events with budgets of less than 30,000 Baht should be approved at least 30 days in advance.

Finances and Financial Planning

Budget Planning Form

Visit this [link](#) and save your own copy of the budget planning form. This document should be shared with the CAS Coordinator / Service as Action Coordinator and your [supervisor](#). Be careful to identify confirmed expenses and income sources versus predicted expenses and incomes, and be sure to discuss this with your supervisor.

Seed Money

Seed money, money that is fronted to a group to cover initial expenses, can be requested from the Secondary School Principal. Seed money is limited, there must be a valid reason for requesting it, and there must be a plan in place to repay the money back into the seed money account. Your Budget Planning Form **must** indicate that the seed money will count as both an income and an expense.

Storing Funds

Groups that are handling funds can be financially liable for the monies they handle - especially in the case of fundraising for a charity or event. If money that is in your care gets lost or stolen, you may be required to replace that lost money with your personal funds. Once you begin an initiative that will require fundraising and the use of money, you must set up an account with the [finance office](#). They will hold your money safely, and log all deposits and withdrawals. Accounts must be zeroed out at the end of each academic year. Policy states that you must request the Secondary School Principal release these funds, but the approval process is very straightforward.

Collecting Money for Events

Whenever possible collect money in advance, so that you budget correctly. In some cases you may be able to use the finance office to issue invoices to other schools or collect money through bank transfers. You must speak to finance about this in advance as in some cases this may not be allowable due to the school's tax status.

Raising Money for Charity

Students may not raise money for "charity" generically. Fundraising or any type of drive must be associated with a specific charitable organization. Budgets must be watched closely so that the expense to donation ratio is kept at an ethical level. Money that is earmarked for a specific charity in general can only be donated to that specific charity. If you are planning on making a donation to a charity, it is a requirement that you speak to the charity about what their needs are first. Some charities cannot accept specific types

of donations, and in some cases certain types of donations that you might give to a group will not be helpful and may actually cause problems.

Fundraising Efforts

If you are planning to do fundraising here are a few key issues to remember:

- 1) Any form of drink or food sale must be approved by [SEA](#) due to our contract with the canteen service provider
- 2) Food and drink sales must serve food and drink that is consistent with the KIS canteen requirements regarding nutrition - students may not be granted permission to sell items like sugary drinks, chips, etc. if similar events have happened recently, or if the event is to be a recurring event.
- 3) Any dress down day must be approved by the Principal and [Student Council](#)
- 4) Individual fundraising initiatives must get approved, and we must check with SEA and [Primary School](#) to monitor the total number of fundraising events happening at any one time, as well as to get permission to conduct fundraising in the primary building
- 5) When fundraising, it must be clear what the funds are being raised for. Group members should be able to speak clearly about the nature of the event / initiative to anyone that might ask
- 6) It is highly advised that you talk to one or more groups that have run similar fundraising efforts in the past to get an idea about what is a reasonable expectation for profits for that type of event

Use of Corporate Sponsorship

If you intend on seeking out [corporate sponsorship](#) for an event you are running, you must first speak to [Finance](#) and [Marketing](#). The school may have some restrictions on how cash donations are handled from a sponsor due to tax laws, and the school also has some limitations on which corporations we might accept sponsorship from due to ethical concerns and branding issues. Additionally you should speak to marketing about creating a mutually beneficial relationship between the sponsor and the KIS event, so that sponsors have positive experiences, and are more likely to continue to sponsor future KIS events.

If you wish to make contact with potential sponsors please contact CAS Coordinator / Service as Action Coordinator for the official template of the sponsorship letter that includes important tax information. All appeals for sponsorship may only use the official sponsorship template letter.

Travel Arrangements

Booking Transportation

If your initiative involves transporting students there are major legal and financial implications. International travel and overnight travel requires 8 weeks notice, and day trips require 30 days notice from the the Ministry of Education. Depending on the nature of your travel (including van-based transport in Bangkok) there may be expenses to take into consideration. Students may not participate in school-initiated events using parent or faculty- driven vehicles for insurance reasons. Additionally, students may not use taxis. In some cases the MRT or BTS may be used with advanced approval.

Booking Flights and Overnight Trips

Flying for school trips is very difficult, and can be expensive. All overnight trips require at least two [chaperones](#); one male, and female. When pricing your trip you must include the expense of the chaperones' flights and accommodations (in general one room per chaperon). You will need to divide up this expense across the participating students which can increase expenses substantially - especially for smaller groups. It is very important that you get proper commitment from participants, so that you don't have last minute cancellations causing other participants' expenses to increase dramatically to cover the increased portion of the expenses.

International Travel

Please be advised that organizing trips that involve international travel have additional complications. Please ensure you speak to [SEA](#) as soon as you begin to consider international trips. For reasons of safety and security, the school may not be able to approve trips to certain countries. An additional major consideration is the issue of visas being required for travel - for some of our faculty and students getting visas to specific countries can be difficult and/or expensive.

Use of KIS Facilities

Booking Facilities

Spaces are committed to classes, assemblies, and the after school program. You must verify the space is available for the event itself, as well as for rehearsals, etc. The

sooner you book a space, the more likely you are to be able to get access. All facilities requests should be directed to SEA, who will facilitate cooperation with facilities team.

- For practice rooms and the auditorium - confirm with the Primary and Secondary School Performing Arts teachers and [SEA](#) office that the space(s) are available, and book the space with your [supervisor's](#) assistance via the school website's resource booking page. If you wish to use the auditorium for rehearsal, you will require special permission from your Principal.

- For sport courts / fields / the pool - confirm with the Primary and Secondary School PE teachers and SEA office that the space(s) are available, and book the space with your supervisor's assistance via the school website's resource booking page. For the MYP Gym, also confirm with the Primary and Secondary School Performing Arts teachers.

- For traditional classrooms or a computer lab receive permission from the associated classroom teacher.

- Once you have confirmed on the space - email the appropriate teacher(s) (see above), SEA and CC your team member(s), your supervisor(s), and the CAS / Service Coordinator. In your email you must specify which dates and from what time to what time the space will be used.

Note: Only students who are involved in your initiative may be in attendance - ie non-band members cannot attend band practices, etc.

Special Permission for Facilities Usage

Running events on Saturdays, Sundays, before 07:30 or after 17:00 require special permission. If your event can occur between 07:30 and 17:00 Monday through Friday it is preferable.

If your event occurs outside of regular hours, the school may incur additional expenses through overtime pay. You must budget for this via your budget. Depending upon the nature and organization of your event, in some cases student groups will be asked to pay for these additional expenses, in some cases the school will cover the costs. In all cases, the quality and nature of the event should justify the allocation of these resources.

If you wish to use the school facilities after 17:00 on a school day you must receive approval from the [SEA](#) Office at least 7 working days in advance (any events involving spaces like the auditorium should be requested at least 30 days in advance).

If you wish to use the school facilities on a non-school day you must receive approval from the SEA Office typically 30 days in advance (large scale events like MUN Service conference, etc. should be approved at least 8 weeks in advance).

Only under extraordinary circumstances would students be able to access school facilities on public holidays or Sundays. If you wish to use the school facilities on a Sunday or public holiday you must receive approval from the SEA Office 8 weeks in advance.

Using External Service Providers / Having Guests

If your event will involve any non-KIS community members coming on campus, [SEA](#) must be informed of the quantity of people and what time they will arrive. When at all possible, you should provide the names and organizations of all non-KIS community members coming on campus.

If your event involves [external service providers](#) setting up specialized equipment, SEA must be informed, as well as where and when they will be working on campus. Approval for this must be sought a minimum of 7 days in advance.

Event Setup

If your event requires access to fans, chairs, or furniture, you must submit a request through [SEA](#), including a map laying out the organization of the furniture for the event. If food is being served, consult with SEA about the number of garbage cans needed, and support from the maids regarding clean up. Food is not allowed in the swimming pool area or in the computer labs. All facilities requests should be directed to SEA, who will facilitate cooperation with facilities team.

Clean Up

For small scale events student groups will typically be responsible for setting up and breaking down the event. Guards should be used through SEA when furniture needs to be moved to the auditorium, or there is a large quantity of furniture or heavy items that need to be moved. Regarding clean-up, maids are responsible for dusting, mopping sweeping, and taking out garbage that has been placed in garbage cans / bags. Student groups are responsible for all other clean-up responsibilities.

Safety and Suitability

Permission Slips

Permission slips are required for all events that occur on non-school days, occur off campus, and/or conclude after 17:00. For events that include ticket sales, students may not purchase tickets until they have returned a signed permission slip. Students who do not have a signed permission slip will not be allowed to participate in these events.

If an event would like to allow KIS students to invite student guests from other schools, the student guest names need to be included on the returned permission slip. Student guests may not be more than one year older than the intended age group of the event. Non-preapproved student guests will not be allowed to participate in these events.

Performances and Media Events

For performances, your [supervisor](#) must explicitly and specifically sign off on any costumes, scripts, lyrics, and choreography. References to sex, drugs / alcohol / smoking, and violence, as well as profanity occurring through choreography, props, or language must be reviewed - it may be suitable if there is artistic or educational value, and/or the content is age-appropriate for the audience. If there is no "good reason" for the questionable content, then all content should be consistent with Motion Picture Association of America criteria for "PG" or "G" - see Wikipedia article's "[Rating components](#)" for clarification. Content that is more consistent with "PG-13" or "R" guidelines may require special permission from administration and parent consent. Supervisors and student core member leaders should be conservative and ask questions when in doubt. In the end you are accountable for the content from your event, and may face disciplinary consequences for inappropriate content.

For movie or video game events parent letters should be sent out at least 7 days in advance that include an [IMDB](#) link for the movie or an [ESRB](#) link for the video game(s). Events with PYP students in attendance may only have ratings of PG and below for films, and E 10+ for video games. Unless there is a very specific educational reason, MYP/DP events may only have ratings going up to PG-13 for films and Teen for video games. Films or video games other than those appearing on the parent letter may not be used.

For musical / theatrical showcases at least half of the content should be in English, and for plays if they are in a language other than English, English subtitles or an English libretto must be provided.

Risky Activities

For events that might include scuba diving, rock climbing, abseiling, kayaking, river rafting, sky diving, etc. additional audits and safety reviews may need to be conducted to ensure that service providers are appropriately certified and accredited in terms of safety, maintenance, and upkeep. If these audits require expenses, the organizing groups will be responsible for the associated expense. All trips must be appropriately insured, and if our insurance provider is unable to provide insurance for a trip due to perceived risk, the trip will not be allowed.

Use of School Swimming Pool

All student events that involve use of the KIS swimming pool must meet the following requirements:

- A teacher to student ratio of 10:1
- An additional trained lifeguard must be on duty
- No food or drink are allowed in the pool area
- School expectations for dress must be maintained - students with swimsuits that don't meet the stylistic guidelines for PE participation will be excluded from participation.

Advertising

Posting flyers

Flyers and all types of advertising are prohibited until an initiative has received [formal approval](#). Flyers and promotional materials must be approved and edited for content and grammar by the [supervisor](#). Promotional materials should include specific information including prices, deadlines, dates, and times. All approved promotional materials may only be posted on school walls with blue tac, as tape can cause painted walls to be damaged. The materials must be posted securely so that they look sharp, and don't wrinkle or warp due to wind or humidity. All materials must be taken down by the end of the first school day after the event. A copy of the promotional material should be given to Ms Aimy and/or Ms May, so that they have the necessary information to assist parents, should they call to inquire about your event.

Use of KIS Media

Groups running events are strongly encouraged to use the full strength of KIS's media resources. Groups may consider preparing a letter or SMS to be sent home to appropriate KIS families, informing [Student Council](#) so that materials can be shared through Facebook or assembly, and informing [marketing](#) so that appropriate photo documentation can occur for the yearbook or KIS Spirit, our school newsletter.

Use of Social Media

Groups may not use open channel social media (twitter, instagram, etc.) to promote events or engage participation without explicit approval from Dr. Puk. If student groups use these resources in unauthorized ways they may be held financially / legally responsible for any issues that arise from viral levels of participation.

Use of KIS Logos

There are a variety of KIS logos and images that are copyrighted, and associated with the marketing department's branding strategies. If you intend on using or modifying the KIS logo, the KIS Wolf, the KIS tagline "Knowledge, Inspiration, Spirit", etc. for any purpose you must get prior approval from [marketing](#). Standard formats of the logo in high resolution are available from the marketing department.

Team Organization

Student Leadership

For any student-led initiative the [core members](#) who are the point people for responsibility must be limited to two students. These one or two students must be CC'd in all relevant emails and must actively stay informed about all details of an event so that they may be contacted by a senior administrator and provide prompt accurate answers to all questions related to the details of an event.

Supervision

For any student-led initiative the [supervisors](#) who are the point people for responsibility must be limited to two KIS staff members. These one or two staff members must be CC'd in all relevant emails and must actively stay informed about all details of an event, so that they may be contacted by a senior administrator and provide prompt accurate answers to all questions related to the details of an event.

Support Teams

For larger events and initiatives there may be student support that is required above and beyond the student core member leaders. These students may play a role as stage crew, graphic designers, ticket sales, assisting in decorating a space for an event, etc. Your supervisor must have a full list of the students who are part of your support team, and the roles of each member. Changes to the list of student participants cannot be made without prior approval from your supervisor.

Parent Support

If you intend on receiving support from parents as part of your initiative, it must be pre-approved by your supervisor.

Common roles for parents might include:

- providing donations of money or goods for charitable fundraising / drives
- supervising students at a family home while project work is being completed
- lending family owned equipment to a student group to support an event
- acting as a service provider (catering, equipment rental, etc.)
- providing corporate sponsorship
- acting as a consultant or guest speaker
- providing transport as part of a [non-school sponsored portion of a trip](#)

Parents may not:

- provide [transportation as part of a school sponsored portion of a trip](#)
- act as [chaperones](#) on school sponsored trips

Glossary

Chaperone - A KIS staff member who is providing adult supervision of an event or a trip. If a person is only acting as a chaperone they have no organizational responsibilities, they are merely acting as a responsible adult to ensure safety and that KIS rules and regulations are followed.

Core Member - Student lead initiatives may have a maximum of two core member leaders. These one or two students are taking full responsibility for the event, overseeing the whole team, and will be the point person for information and communication with SEA and school administration.

Corporate Sponsorship - Corporate sponsorship can be provided by fully external companies or companies associated with KIS community members. Sponsors donate goods, services, or funding in exchange for positively associating their brand with certain types of causes or groups. It is important to give your sponsors sufficient recognition through your advertising, etc. so that the sponsor gets value for their money, and will continue to consider sponsoring future events.

External Service Providers - Businesses that you might use for equipment rental, catering, transportation, accommodations, training, etc.

Risk Assessment - A risk assessment is a summary of the potential dangers or risks that could be related to a specific event or initiative, and what will be done to manage that risk to

an acceptable level (i.e. a life guard on duty at the pool, life vests provided on a boat, ensuring safe use of KIS computers for a video game tournament, etc.)

School Sponsored Travel - School sponsored travel describes travel that is part of an initiative itself. This would involve having people meet up at KIS and go together as part of a caravan using school vans and/or buses. Non-school sponsored travel relates to supporting shopping prior to an event, or taking students to an event, where permissions slips indicate that the event starts at a specific location and KIS supervision does not begin until the event starts (examples include Prom, meeting at Queen Sirikit Center on a Saturday for a university fair, etc.)

Supervisor - A KIS staff member who has agreed to take responsibility for helping mentor a group in organizing and running an initiative. They will be responsible for reviewing budgets, assisting in managing timelines, ensuring proper communication and policies are followed, ensuring content is appropriate, and staying involved in communication between student leaders and various other parties. They must formally indicate they are the supervisor for an initiative via email to the CAS Coordinator or Service as Action Coordinator.

Important Contacts

CAS Coordinator - [Mr Carl](#)

Service as Action Coordinator - [Mr Tri](#)

Secondary Student Council Supervisor - [Mr Chris V.](#)

Primary Student Council Supervisor - [Ms Krista](#)

Director of Marketing and Development - [Ms Linda](#)

Business Development and Communications Manager - [Mr Robert](#)

SEA Senior Manager - [Ms Ja](#)

Technology Director - [Dr Puk](#)

Finance Senior Manager - [Ms Meaw](#)

Primary Performing Arts Teacher - [Mr Chris P](#)

Secondary Performing Arts Teacher - [Mr Chris V](#)

Primary Physical Education - [Mr Vern](#)

Secondary Physical Education - [Ms Sandra](#)

Secondary Principal - [Mr Michael](#)

Secondary Vice Principal - [Ms Arnelle](#)
PA to Secondary Principals - [Ms Aimy](#)

Primary Principal - [Ms June](#)
Primary Vice Principal - [Mr Gerry](#)
PA to Primary Principals - [Ms May](#)