

International Baccalaureate Programme

Benjamin Bossé High School

# CAS Handbook

**Creativity, Action, Service**



1300 Washington Ave  
Evansville, IN 47714  
812.435.8888, ext 41113

Amy Bonenberger , IB Coordinator



# **THE OBJECTIVES OF CAS**

- To provide a balance to the demands of scholarship and address the development of “the whole person” in an experiential way.
- To challenge and extend the individual by developing a spirit of discovery, self-reliance, responsibility, initiative, and empathy.
- To encourage the development of the student’s individual skills and interests.
- To develop the ability to work cooperatively with others.
- To foster more caring and socially responsible attitudes, including the habit of volunteerism.
- To learn to reflect on one’s actions and trace changes in attitudes and values.

## **WHAT IS CAS?**

### **CREATIVITY**

This covers the performances of music, dance, choir, theater, debate, and the creation of art. It also includes activities that may include creative planning or design of other projects. One could make a documentary over a serious topic or make something for sale to raise funds for a charity.

### **ACTION**

Includes projects involving physical exertion such as hikes, individual and team sports, or the activity involved in carrying out creative and service projects. This can include coaching, a “labor day” for an adult service organization, planting trees, political canvassing, or organized cleanup projects.

### **SERVICE**

Involves doing things for others in school, community, national, or international projects. It should involve interaction with others. General examples are visiting a nursing home, working on a Habitat for Humanity house, candy-striping, fundraising for a charity, tutoring, language interpretation, working for Meals on Wheels, or running a recycling program.



# THE REQUIREMENTS OF CAS

International Baccalaureate Diploma candidates must complete at least **150 hours** of approved activities in each of the three categories (Creativity, Action, Service). They must complete a minimum of 50 hours in each category.

- Candidates must submit an **Activity Proposal (AP)** for each activity they plan on doing. The AP is included in the packet or it can be downloaded from the Bosse website. APs need to be hand-written and turned into my mailbox. No activity hours will be counted toward the candidates 150 hours until the CAS Coordinator has approved them. The CAS Coordinator needs one week to return your AP.
- Candidates must complete a **Log Sheet** for each activity. This must include the hours of the activity and a **signature from an adult supervisor**. The log sheet must be submitted to the CAS coordinator within **two weeks** of completing the activity. Summer log sheets are due by September 1<sup>st</sup>.
- Candidates must write an **evaluation/reflection** for each activity (that is 10 or more hours) at the conclusion of that activity using the **Activity Evaluation Form (AEF)**. Candidates are encouraged to submit a picture of the activity with the AEF. **This must be submitted within two weeks of completing the activity.** Summer reflections are due by September 1<sup>st</sup>.
- Candidates must keep complete and detailed **records** of their CAS activities. Keep copies of log sheets and reflections. This should also include an up-to-date copy of your **CAS log**.
- All hours must be completed by **March 15 of the senior year**.
- Candidates must submit the **Student Final Summary (SFS)** and meet with the CAS Coordinator who will complete the **Candidate's Final Evaluation (CFE)**. The candidate must demonstrate **adequate performance** in all five CAS Performance Criteria.



## CAS Calendar

Sophomore	May	<ul style="list-style-type: none"> <li>■ CAS meeting</li> <li>■ Introduction to CAS</li> </ul>
Sophomore	After last school day	<ul style="list-style-type: none"> <li>■ Hours may begin to be counted</li> </ul>
<u>Junior</u>	September	<ul style="list-style-type: none"> <li>■ CAS meeting</li> <li>■ Submit Log sheets for summer activities</li> <li>■ Begin submitting Activity Proposals for junior yr</li> </ul>
<u>Junior</u>	Ongoing	<ul style="list-style-type: none"> <li>■ Submit AEFs as activities are completed</li> </ul>
<u>Junior</u>	May	<ul style="list-style-type: none"> <li>■ CAS meeting</li> </ul>
<b><u>SENIOR</u></b>	September	<ul style="list-style-type: none"> <li>■ CAS meeting</li> <li>■ Submit Log Sheets for summer activities</li> </ul>
<b><u>SENIOR</u></b>	Ongoing	<ul style="list-style-type: none"> <li>■ Submit Activity Proposals</li> <li>■ Submit Log sheets as activities are completed</li> </ul>
<b><u>SENIOR</u></b>	When hours are completed	<ul style="list-style-type: none"> <li>■ Meet with CAS coordinator to verify hours</li> </ul>
<b><u>SENIOR</u></b>	April 1 <sup>st</sup> (or following school day)	<ul style="list-style-type: none"> <li>■ Meet with CAS Coordinator</li> <li>■ CAS Coordinator completes CFE</li> </ul>



## IMPLEMENTATION OF THE REQUIREMENTS

- You should plan to devote three to four (3-4) hours per school week to CAS projects, planning, and reflection/evaluation.
- Standardized forms must be used to write your Activity Proposals (AP), to record your activities, reflections/evaluations, and adult supervision, to track your hours (CAS log) and to write your final evaluation of CAS. The forms are available from the school CAS Coordinator, on the Bosse website, and in this handbook.
- Your reflection/evaluation should be done **within two weeks** of completion of a project so that the impressions made will be fresh in your mind. Type or use black ink when filling in the Reflection/Evaluation. It should be a **reflection, not a narrative**, of your experience. You are not required to submit photographs of your activities, but they are strongly recommended. Other items may also be submitted, including brochures, videos, and so on.
- The adult supervisor's evaluation must be included on the Log sheet and Reflection. One-sentence evaluation statements from the adult supervisor are acceptable. For larger projects, the adult supervisor may wish to make a longer evaluation. Relatives may not evaluate a candidate's project or hours.
- The CAS Coordinator will deny inappropriate projects. All activities must be pre-approved using the Activity Proposal (AP).
- At the conclusion of the senior year, the CAS Coordinator evaluates each candidate. The hours are verified and the candidate is rated according to the Performance Criteria. Inadequate or unacceptable hours or inadequate performance will prevent awarding of the Diploma.
- For your information, the International Baccalaureate Organization requires that the CAS Coordinator maintain current records of the candidates' activities. These are available for random visitations from IB officials or for possible checking of three candidates' CAS records by the Regional Office.



## **GENERAL CAS GUIDELNES**

- In addition to performances and games, the after-school practice of dance, theater, debate, a musical instrument, sports, et cetera are allowed up to one hour per day. A non-family member must supervise these (and all) activities.
- In case projects overlap categories, project hours can be apportioned between two or three categories. The total, however, may not add up to more than **25 hours**.
- It is preferred that activities be completed **with a group** rather than individually.
- Be careful to count the hours attentively. You may only count hours when you are actively engaged in the activity.

### **In general, a project may be acceptable if:**

- The candidate is active, not passive.
- The project has social merit or some aspect of personal growth.
- It's a new experience for the candidate.
- It's done with a non-profit organization.
- You are in a position of responsibility requiring planning and thought.
- It has real consequences or benefits for other people.

### **Unacceptable projects include:**

- Anything for which money is paid or other credit is given.
- Time spent on drudge work (simple, tedious, repetitive) such as filing, replacing books on library shelves, club meetings, and routine activities.
- Family duties, religious devotions, or proselytizing.
- Passive pursuits such as visits to sports events, exhibits, concerts, conventions, or museums.
- Internships and scout projects.
- Activities where there is no responsible adult on site to evaluate and confirm the candidate's performance. CAS hours cannot be certified by a relative or parent.
- Activities that cause division among different groups in the community.
- Any course that is part of your IB Diploma Program.

# **SAMPLES OF GOOD CAS ACTIVITIES**

- Teaching children with disabilities to swim (a, s)
- Coaching a softball team (a, s)
- Teaching guitar to a younger class (c, s)
- Writing for the school newspaper (c,s)
- Working with children to paint murals (c, s)
- Setting up a club at an elementary school to teach a language to children (c, s)
- Exchanging artistic or musical skills with other local schools (c, s)
- Inter-generational learning and friendship (c, s)
- Leading a mountain expedition (a, s)
- Organizing a camp for children (a, s)
- Clearing a beach or river of oil pollution, litter, and jetsam (a, s)
- Organizing a beneficial event, eg. a walkathon (c, a, s)
- Raising funds for a non-profit, ex. Greenpeace (c, s)
- Creating a web site as a service to others (c, a)
- Assisting victims of natural disasters (c, a, s)
- Working at a local festival (c, a, s)
- Learning to paint watercolor landscapes (c)
- Joining a running club (a)
- Learning to scuba-dive (a)
- Playing on a softball team (a)
- Making a documentary movie (c, a)
- Singing in a choir (c)
- Making something for sale for a fundraiser (c, s)
- Backpacking (a)
- Building a house for Habitat for Humanity (c, a, s)
- Tutoring younger students (s)
- Starting and implementing a recycling project (c, a, s)
- Participating in an environmental restoration project (a, s)
- Making quilts for shut-ins (c, s)
- Writing & performing a play (c, a, s)
- Debating at an official meet (c, a)
- Running a science fair for younger students (c, a, s)
- Planting trees (a, s)
- Being a camp counselor (c, a, s)
- Volunteering with a local non-profit or other organization (c, a, s)

The best CAS projects are organized and implemented by students. If you see an opportunity or need, put your own project together. Contact the CAS Coordinator for assistance in running larger projects.