

# The CAS Program

**Creativity, Action, Service**



**International Baccalaureate**

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Attention IBDC:

First, let me congratulate you for accepting the challenge of being an “IBDC”. Also, let me assure you that we are here to help you obtain your goal. I look forward to working with you on fulfillment of the C.A.S. component of your IB Diploma. I hope the following information will help you complete the requirements of this integral component of the program.

Although the IB Organization no longer imposes a minimum number of hours regarding CAS, Lamar requires each IBDC to fulfill a **50 hours minimum** in each of the three categories of C.A.S. The categories are: **Creativity, Action and Service**. Please understand that the C.A.S. program is a two-year commitment and the 50-hour minimum in each category should be taken as such – a candidate may have over a hundred hours in any given category. You are not encouraged to stop once you have fulfilled the minimum requirement! **Furthermore, no one activity may be used to fulfill any of the three required components of the program.**

The key to the successful completion of this component of the diploma program is documentation. For each activity, you are required to properly document your participation and to log the dates and hours. You must also provide an evaluation from the activity supervisor/leader with his/her phone number. **The IB Organization does not recommend using your relatives, friends or neighbors as supervisors; therefore, only in special cases, and with prior approval, will there be an exception to this rule.** If you have questions regarding documentation, please feel free to make an appointment to see me. I am available before school, after school and during third and eighth periods.

You should record all of your reflections, hour/date logs and supervisor reports on a disk as you complete them. This will help you have everything at hand when you are ready to submit your folder your senior year. **Seniors are required to turn in their completed C.A.S. folder by the last week of January.**

I strongly believe in the philosophy of C.A.S. and look forward to helping each of you successfully complete the component and receive the IB Diploma. **Remember, I am available to help you find volunteer opportunities and to discuss the appropriateness of any activity you wish to undertake as part of your C.A.S. endeavor. \*If you have doubts about the validity of an activity, you must seek prior approval.** You may email me with any questions that may arise – **bfgriffith@yahoo.com**.

Sincerely,

Benjamin F. Griffith  
C.A.S. Coordinator, Lamar HS

## Changes to the CAS Program Effective for 2010 Graduates

- The IBO organization has initiated the following changes to the CAS program to become effective for the graduating class of 2010. These changes are meant to help the students more easily document their fulfillment of the CAS component of the IB diploma program.
- There is no longer a 150 hour requirement. Students should record the hours involved in each activity, but remember there is no “magical” number. You may choose to measure your involvement by days or months; however, I highly recommend you continue to count your hours and to keep the 50/50/50 breakdown. This will help you measure your well rounded involvement in each of the components.
- Each activity completed as fulfillment of one of the CAS components must be tied to the eight learning outcomes.
- You must submit a CAS proposal form prior to completion of any activity you wish to count as part of fulfillment of the program. Failure to submit a proposal form to your CAS supervisor could result in the particular activity being denied.
- You must complete at least one activity that demonstrates commitment to a project of significant duration.
- At least one of your activities “must” include two or more of the required components.
- You must participate in at least one project that reflects an international scope. This may be completed from within the US but it must clearly reflect international outreach/involvement. **“Think globally – act locally”**.
- You must include support documentation with your reflections. These may include:
  - Pictures
  - Certificates
  - Ribbons
  - Play bills
  - Programs
  - Game rosters
  - Club agendas
  - CD’s/videos/DVD’s
  - Journal entries
  - Travel itineraries
  - Brochures from organizations

You must submit proposals, reflections, support documentation, hour logs and supervisor reports according to the new time line provided.

## **Important CAS Dates/Deadlines To Remember**

### **Sophomores**

- **Initial CAS meeting will be held by the first week of May**
- **Proposals for summer CAS activities are due by the third week of May**

### **Juniors**

- **Summer CAS reflections, support documentation, hour logs and supervisor reports are due by the second week of September**
- **Proposals for fall CAS activities are due by the last week of September**
- **Fall CAS reflections, support documentation, hour logs and supervisor reports are due by the second week of January**
- **Proposals for spring CAS activities are due by the last week of January**
- **Spring CAS reflections, support documentation, hour logs and supervisor reports are due by the second week of May**
- **Proposal for summer CAS activities are due by the third week of May**

### **Seniors**

- **Summer CAS reflections, support documentation, hour logs and supervisor reports are due by the second week of September.**
- **Proposals for fall CAS activities are due by the last week of September**
- **Final CAS folder is due by the last week of January**

# What is CAS?

*CAS is performing, building, cleaning, helping, learning, growing,  
Exploring, leading, following, collaborating, reflecting  
...being a global citizen while helping the person next door.*

The emphasis of CAS is on experiential learning, designed to involve students in new roles. Students are expected to be involved in the program during an 18 month period, starting the summer after finishing their sophomore year and continuing through to the spring semester of their senior year. Although students should begin working on their CAS projects the summer after sophomore year, no one is allowed to finish the program early. **Failure to demonstrate an 18 month commitment could result in the failure of this component of the IB program.**

**Creativity:** arts, and other experiences that involve creative thinking.

**Action:** physical exertion contributing to a healthy lifestyle, complementing academic work elsewhere in the Diploma Program.

**Service:** an unpaid and voluntary exchange that has a learning benefit for the student. The rights, dignity and autonomy of all those involved are respected.

**The most meaningful CAS experience comes from spending time with others to build relationships and develop self-worth of both server and served. The emphasis of CAS is on learning by doing real tasks that have real consequences and then reflecting on these experiences over time.**

CAS should involve:

- real, purposeful activities, with significant outcomes
- personal challenge—tasks must extend the student and be achievable in scope
- thoughtful consideration, such as planning, reviewing progress, reporting
- reflection on outcomes and personal learning.

Of any activity, it is appropriate to ask the following questions:

- What did I plan to do?
- What did I do?
- What were the outcomes, for me, the team I was working with, and others?

## **Important things to remember**

- Your CAS experience should be meaningful to you.
- You can always seek guidance from the CAS coordinator regarding the appropriateness of a project; however, use your imagination – think outside the box.
- Fill out and submit your proposal forms asking any questions you might have well before you actually begin a new project.
- Make sure you have read “What is not CAS” so that you do not have hours denied. If in doubt, ask.
- The CAS coordinator is always available to discuss any questions you may have about the program. Please feel free to stop by N206 before school, after school or during 3<sup>rd</sup> or 8<sup>th</sup> periods. During holidays, you may email the CAS coordinator at: **[bfgriffith@yahoo.com](mailto:bfgriffith@yahoo.com)**.
- You are responsible for completing the program over an 18 month period. You must clearly document your participation from the summer following your sophomore year through the fall semester of your senior year.
- You must have a proposal, reflection, support documentation, hour log and supervisor’s report on file for every project you complete as part of the CAS program.
- Support documentation may include pictures, game rosters, certificates, ribbons, etc. and should be copied onto 8 ½ x 11 paper. Do not include any originals unless you do not wish to keep them. No support documentation will be returned to the student.
- You must participate in at least one activity of significant duration.
- You must participate in at least one activity that covers two or more of the CAS components.
- You must participate in at least one activity that clearly demonstrates an international focus. This may be completed from within the USA or done abroad.

# Learning Outcomes

As a result of their CAS experience as a whole, including their reflections, there should be evidence that students have:

- 1. increased their awareness of their own strengths and areas for growth**  
They are able to see themselves as individuals with various skills and abilities, some more developed than others, and understand that they can make choices about how they wish to move forward.
- 2. undertaken new challenges**  
A new challenge may be an unfamiliar activity, or an extension to an existing one.
- 3. planned and initiated activities**  
Planning and initiation will often be in collaboration with others. It can be shown in activities that are part of larger projects, for example, ongoing school activities in the local community, as well as in small student-led activities.
- 4. worked collaboratively with others**  
Collaboration can be shown in many different activities, such as team sports, playing music in a band or helping in a kindergarten. At least one project involving collaboration and the integration of at least two of creativity, action and service, is required.
- 5. shown perseverance and commitment in their activities**  
At a minimum, this implies attending regularly and accepting a share of the responsibility for dealing with problems that arise in the course of activities.
- 6. engaged with issues of global importance**  
Students may be involved in international projects but there are many global issues that can be acted upon locally or nationally (for example, environmental concerns, caring for the elderly).
- 7. considered the ethical implications of their actions**  
Ethical decisions arise in almost any CAS activity (for example, on the sports field, in musical composition, in relationships with other involved in service activities). Evidence of thinking about ethical issues can be shown in various ways, including journal entries and conversations with CAS advisers.
- 8. developed new skills**  
As with new challenges, new skills may be shown in activities that the student has not previously undertaken, or in increased expertise in an established area.

All eight outcomes must be present for a student to complete the CAS requirement. Some may be demonstrated many times, in a variety of activities, but completion requires only that there is **some** evidence for every outcome.

**Here is a list of the most common question regarding C.A.S. I hope this information is useful to you. Please do not hesitate to contact me for help throughout the program:**

- 1. Where can I find volunteer opportunities and/or suggestions for appropriate activities to fulfill each of the required components?** It is the responsibility of the C.A.S. Coordinator to assist student with the completion of this component of the diploma. Make an appointment to see your C.A.S. Coordinator.
- 2. Is it possible to split hours for any one activity between two or more of the C.A.S. components?** Yes, you may split the hours, as appropriate. However, you may not double count hours. You must also provide a separate reflection, hour/date log and supervisor's report appropriate for the given components.
- 3. May I count all hours for school sports?** No. You may not count hours for any activity performed during regular school hours. Routine hours of practice may not be counted either. However, you may count all hours, outside of regular school hours for any additional practice time for club sports, personal training and any hours beyond district play. You may also count all hours of play for games and tournaments.
- 4. May I count volunteer opportunities provided by my church or temple?** The IB organization does not allow students to receive credit for any activities that involve "proselytizing"; however, you may count any other activities completed as part of your youth group. i.e. community service, summer camp for younger children, etc. If you have a question, please see the C.A.S. Coordinator.
- 5. May I count any hours for services for which I am paid?** No. You may not count hours for activities for which you receive financial compensation.
- 6. May I count hours for any activities completed as part of my IB course work?** No. You may not count hours for any activities for which you receive course credit.
- 7. May I count hours from travel or study abroad programs?** Yes. However, you may not count travel time, meal times nor sleep/rest time. You may count all course work, tours and cultural exchanges related to travel. **\*A random family vacation to Hawaii does not count.** Please seek prior approval if you are uncertain as to the validity of the program.
- 8. How in depth do the reflections have to be?** Each reflection should address the questions listed on the "Reflection Guidelines" provided in your C.A.S. packet. Reflections should not simply state the completion of an activity and the total hours spent on its completion. Please proof read your reflections for spelling and grammar mistakes before turning them in.

**9. How in depth do the Supervisor Reports have to be?** Your Supervisor Reports should be similar to your reflections. The supervisor or activity leader should address the same questions listed on the "Reflection Guidelines" found in your C.A.S. packet. Please be sure to have the supervisor include his/her phone number in the report. When available, you may also include a copy of a certificate proving successful completion of the activity.

**10. May I count personal, individualized activities such as weight training, jogging, cycling, voice lessons, piano lessons, etc.?** Yes. However, the activity must reflect a purpose and goal. Also, you have to write a reflection, record your hours and include a supervisor's report. **Remember parents cannot serve as your supervisor without prior approval.**

**11. Who writes the supervisor's report for personal or individualized activities?** You must have prior approval to use a relative or friend as a supervisor; however, you might ask your trainer, instructor or coach. Remember they should address the same questions listed on the "Reflections Guidelines" found in your C.A.S. packet.

**12. Should I wait until my senior year to begin writing my reflections, hour/date logs and gathering the supervisor reports?** No. You should complete each reflection, hour/date log and request the supervisor's report as soon as you complete any given activity. This will save you time and stress your senior year!

**13. When can I begin to work on the C.A.S. component of the diploma?** You may begin to record activities the summer following your sophomore year. Seniors should turn in their final C.A.S. folder by the last week of January.

**14. May I turn in reflections, hour/date logs and supervisor reports as they are completed?** Absolutely. You are encouraged to turn in completed report to the C.A.S. Coordinator as you finish them. The C.A.S. Coordinator will file your reports in your folder in the IB office. Please do not drop papers off on the coordinator's desk or in his box. **Be sure that all papers are given to the CAS coordinator in person.**

**15. What do I do if I have doubts, concerns or questions? Make an appointment to see the C.A.S. Coordinator.** The C.A.S. Coordinator is here to help you! **Only the C.A.S. Coordinator may approve an activity for the C.A.S.** You may email me during holidays or breaks at [bfgriffith@yahoo.com](mailto:bfgriffith@yahoo.com).

**16. Is it possible to receive the IB diploma if I fail to complete the C.A.S. component?** No. C.A.S. is a required component of the diploma program.