

CAS DEFINITION AND GOALS

CAS stands for Creativity, Action, and Service. Man does not live by “head” alone! Education neither begins, nor ends in the classroom; indeed, essential aspects of learning exist in the world outside. CAS counterbalances the emphasis on academic, individual achievement with experiences that primarily benefit others who need help. Additionally, CAS aims to challenge and extend each individual to develop a spirit of discovery and self-reliance; to encourage personal skills and interest; to inspire awareness, concern and responsibility to serve the community.

The most meaningful CAS experience comes from spending time with others to build relationships and develop the self-worth of both server and served.

Reflection upon community service is also an important key to the community service experience. Reflection and critical thinking about their experiences helps students to learn through a mix of theory, practice, observation, thought and action.

Major colleges are also recognizing the importance of volunteerism in the student’s education and are considering this as an important factor in a comprehensive education.

WHAT DEFINES A CAS ACTIVITY

Creativity, Action & Service Components

CAS is a program, which includes Creativity, Action, and Service activities. Each of these activities can be performed separately or combined partially or totally into a single project, which spans junior and senior years.

- **CREATIVITY** should be interpreted as imaginatively as possible to cover a wide range of arts and other activities such as music/dance lessons & performance, as well as creativity in designing and implementing service projects.
- **ACTION** primarily involves physical activity such as sports, hiking, or exerting physical effort such as building a fence or planting trees as part of a service project.
- **SERVICE** means contributing to the local, national, or worldwide community in an effort to make life better for others, especially those who are disadvantaged. This service neither seeks, nor accepts payment.

Some Suggested CAS Activities

<u>CREATIVITY</u>	<u>ACTION</u>	<u>SERVICE</u>
Teaching activities	Swim team/Water polo team	Hospital volunteer
Pre-school helper	Recreation Leader	Tree Foundation
Reading books	Burn Camp	Sierra Service Project
Photographer	Clearing trails for parks	Rebuild swimming pool/Rec
Literary Journal	Run for the hungry	Day care/Volunteer
Planning landscaping/non profit	Organize dance	Headstart/Salvation Army
Science Olympiad/Science	Discovery Center	Teacher's aide/Translator
Brownie troop	All sports teams	Camp Fire/Girl Scouts
Renaissance chair	Scuba diving	Volunteer groceries
Rally	Hiking in Europe	Clean up beaches/park
Youth Symphony	Gardener at local park	Eagle Scout project/Camp
Marching Band	Aerobics	International Amnesty
Writing short stories	Coaching	Key Club
Mock Trial	Physical fitness	Habitat for Humanity
Academic Decathlon	Walk a thons	Recycling Programs
Acting	Tree planting	Teen hotlines & Crisis Centers
Speech tournaments		Food cooperatives
Theatre groups		Home shelters

Examples of CAS projects incorporating two or three of the CAS elements of Creativity, Action and Service:

- Teaching physically disadvantaged children to swim (Action, Service)
- Coaching little league softball team. (Action, Service)
- Teaching the guitar to a junior class. (Creativity, Service)
- Designing and constructing bulletin boards w/important messages. (Creativity, Service)
- Working w/abandoned children to paint. (Creativity, Service)
- Teaching a language to recently arrived immigrant children (Creativity, Service)
- Exchanging artistic or musical skills with other students in a local school. (Creativity, Service)
- Working as a volunteer at a children's camp. (Action, Service)
- Constructing a building (Habitat for Humanity). (Action, Service)
- Clearing a beach of oil pollution and/or litter. (Action, Service)
- Organizing or being part of the implementation of a walkathon. (Creativity, Action, Service)
- Raising funds for Amnesty International. (Creativity, Service)
- Creating and managing an IB Website. (Creativity, Service)
- Organizing and collecting food, clothing for charity organizations. (Creativity, Action, Service)
- Participating in sport teams. (Action)

How to Choose Your CAS Activity

In order to make sure that your activity can be counted for CAS, ask these questions:

- Can you describe the activity?
- What, in your mind, qualifies this experience as “creative,” “action,” or “service”?
- What will you learn about others by getting involved?
- How can this activity benefit other people
- How do you plan to measure or evaluate this activity?
- Who will attest to your participation in this activity? Can you give that person’s title and business phone number?
- Will you receive credit or compensation for the activity?
- How and to what extent can the community benefit from this activity?

The person who will attest to your participation in the activity will be asked to comment on your performance with reference to the following criteria:

- evidence of your initiative, planning, and organization
- attendance, punctuality, and time spent on the activity;
- the amount of effort and commitment made by you to the activity; and
- your personal achievement and development, taking into account your skills and attitude at the start of the activity.
- See ACTIVITY LEADER’S EVALUATION REPORT (yellow).

CAS Guidelines

- It is recommended that you have all CAS activities approved prior to the activity to guarantee an activity will fulfill CAS requirements.
- You will submit a proposal at the end of your sophomore year outlining how you intend to fulfill your hours. A total of 150 hours is required, divided evenly between Creativity (50), Action (50) and Service (50).
- Your records/journals must be accurately kept and turned into the CAS Coordinator according to the timeline below.

Sequence of steps in completing a CAS activity:

- Prior approval of activity for CAS hours.
- Complete activity. Keep a log and journalize your daily activities w/ documentation and evidence when applicable. Collect pictures, brochures and any programs, etc. to document your activity. This is extremely important.
- Turn in logs and documentation.
- Complete a self-evaluation form of the activity.
- Request evaluation from the Supervisor of the activity.
- Keep a copy of all forms submitted to the CAS Coordinator.

Timeline for completion of hours/paperwork:

Junior Year	Summer documented hours by November 30 By May 1st
Senior Year	Summer documented hours by September 30th By January 31st By March 15th (All documentation due)

General Regulations

- No activity for which the student receives compensation school credit or for which the student helps a family member may be used to satisfy CAS hours. IF, a student takes a class outside of the CVUSD for action or creativity and does not include the credit on their high school transcript it will be approved.
- Regular club meetings may not be counted. If you hold an office or chair a committee or event however, you may count your planning and organizing hours.
- One activity can cover two or more categories as long as the activity has the appropriate characteristics.
- Records/Journals must be maintained of all CAS activities.
- The student will be responsible for transportation.
- The student cannot earn a flat number of CAS hours by simply participating in an exchange program or through travel. You are the only one benefiting from your travel experience—there is no service being done.
- Students or parents CANNOT verify CAS hours. Club sponsors, activity directors, or other teachers or a responsible adult must verify extra-curricular activities.
- The CAS Supervisor is required to record and evaluate all diploma students' work and to submit documentation as required by IBNA.
- Signed CAS hour logs, evaluations and forms must be submitted according to the deadlines listed in the above timeline.

- Students chose their own projects. CVUSD or the IB Program does not assume any responsibility for any accident, loss or harm resulting from a student's carrying out the CAS project.
- Only your band & drama performances and tech/dress rehearsals will count towards your CAS hours when you are enrolled in a band/drama class. If you are not taking a class, however, but are part of any musical or drama group that includes performances, you may count a portion of your practices. Band/drama are time consuming activities, which require a great deal of dedication and involvement. It is important to remember CAS hours need to be diverse and to involve yourself in new activities. Your CAS hours may not all be in drama/band.
- School sports team practices do not count, but games do. Twenty hours per sport is allowed with a maximum of 50 hours (action) total.
- Internships may not be counted as community service unless it is a true community service activity for the Majors Program at NPHS.

Documentation for Hours Completed:

1. (PINK FORM) Student completes an activity self-evaluation form or reflective statement for every activity. If it is an ongoing activity such as Ushering at the Thousand Oaks Civic Arts Plaza, complete the form every school term. The self-evaluation form may be obtained in Microsoft Word format/disk from the IB Coordinator's office. Refer to timelines for paperwork.

IMPORTANT** Please include with this evaluation, documentation of pictures, brochures, agendas, journals/diaries of your participation.

Reflections should show evidence of:

- A CAS diary, file or portfolio containing written, and perhaps visual, evidence of the candidate's involvement.
- Evidence of planning and organization
- Evidence of commitment and effort
- The candidate's personal achievement and development, taking into account skills, attitudes and values at the start of the activity.

2. Activity Leader's Evaluation (YELLOW FORM)

If the activity is more than 10 hours the responsible adult supervising the activity must evaluate the activity. This evaluation will include the following criteria:

- A student's attendance, punctuality and time spent on the activity
- Evidence of initiative, planning and organization
- The amount of effort and commitment displayed