

CAS quick guide:

Here are some tips and reminders to make your CAS experiences successful:

- CAS (creativity, activity, service) promotes self-improvement by developing your creativity, improving your physical and mental well-being, and by nurturing your empathy through serving others.
- CREATIVITY: This involves activities that nurture your creative side. You could take a painting class or a pottery class, you could learn to play a musical instrument or learn a new song, you could try photography, or write poetry and short stories. Some of these activities can be done independently.
- ACTIVITY: This involves nurturing your physical and mental well-being. You could adopt a healthy diet, you could try martial arts or yoga, or some other way to get in shape, you could read a self-help book and implement the changes, and if you already play a sport, you can set goals to improve certain skills. Some of these can be done independently.
- SERVICE: This involves unpaid volunteer work, like fundraising for a variety of causes, beautification projects, serving the less fortunate, and otherwise volunteering your time in order to gain perspective and empathy for others.
- CAS was never meant to be an overwhelming burden added to your already busy schedules. Much of what you are already involved in (clubs, band, sports, and activities outside of school) can count for CAS if done the right way; this means you must set goals, meet CAS learning objectives, document everything, and reflect on your experiences. Of course, you will also have opportunities to create and lead unique CAS projects as well as participate in the CAS activities of other students. Overall, IB wants to see consistent participation in a diverse range of activities.
- Before beginning any activity, seek initial approval from your CAS coordinator AND complete an official proposal. (see managebac for proposal guidelines)
- Please document your CAS activities appropriately; photos, videos, recordings, spreadsheets, journal entries, etc.
- You should write minor reflections during the activity itself, as reflective journals, as well as a final reflection after the activity is complete. The final reflection is very important and must follow CAS guidelines. (See managebac for final reflection guidelines)
- CAS activities must involve planning, organization, and preparation; most should involve interaction and collaboration, but some can be done independently; your goals should be specific and meaningful; you must meet some of the 8 CAS learning outcomes. It should not be an activity where you just show up, perform some routine task by yourself, and then leave.
- Although IB prefers CAS activities that require collaboration and teamwork, you are encouraged to do a few independent CAS activities, which could include taking an art class, trying out a healthy diet or exercise program, reading a self-help book and implementing the changes, or learning how to play an instrument.
- You are not expected to be the creator and leader of every CAS activity. Feel free to join other students' CAS projects and experiment with different roles and responsibilities.
- You should have at least one "major" CAS project, which means it must meet two of the three CAS goals (creativity, activity, service), it must involve teamwork, and it must be at least one month in duration (from planning to completion). In managebac, when you create a major activity, please indicate "major" in the title of your activity.
- Please date all CAS activities when you create them in managebac. Include the date in the title of the activity.
- We expect consistent participation in CAS. At the very minimum, I should see some sort of CAS activity in managebac every week or two.
- You are encouraged to reflect as soon as possible after the activity so the details are fresh in your mind. Remember, you will NOT earn credit for any CAS activities that do not have documentation or reflections.
- Reflections should be very specific. Don't say you "learned a lot", tell me what you learned.
- What will NOT count for CAS? Activities you get paid for, activities that benefit your immediate family, and activities that involve sharing information about a particular religious or political group.
- Your parents can NOT serve as your supervisors. You must choose an adult who is in charge. If your CAS project is done independently, your CAS coordinator can serve as your supervisor.

Here is a step-by-step guide:

1. Tell the CAS coordinator about your idea informally, through email or in person.
2. If approved initially, complete an official proposal (see managebac) and email it to the CAS coordinator.
3. Once the official proposal receives formal approval, create the CAS activity in managebac and complete all the necessary information. Upload your proposal as well. Make sure to give your CAS activity a descriptive title and put the current date in the title as well.
4. Participate in your activity according to the timeline you set for yourself. Upload reflections and documentation along the way if appropriate. Choose an adult who is in charge to act as the supervisor for your CAS project. Once you complete your CAS project, this supervisor will submit valuable feedback and an official review.
5. Once you have finished your activity, upload any remaining documentation and complete your final reflection within 30 days of completion. Make sure you follow the guidelines for the final reflection. Double check that all of your documentation and reflections were correctly uploaded. Ask your supervisor to complete the supervisor review.
6. Go back and edit the title of your CAS activity and add the word "complete" at the end so the CAS coordinator knows that it is ready for evaluation.