

CAS official proposal guidelines.

- The purpose of the proposal is to prevent you from wasting time on a CAS activity that might not qualify. It encourages you to develop your idea and think through the details which will improve the chances that you will have a rewarding CAS experience and that it will meet CAS guidelines. Any ideas not approved may only need a few minor adjustments in order to meet CAS expectations.
- First, think of an activity that you would like to implement for CAS. This can be an activity you are already involved in, or you can create something new. (review CAS guidelines) Remember, you are encouraged to try something different than your previous CAS projects. IB would like to see a diverse range of activities. Also, IB prefers activities that involve interaction, collaboration, and teamwork. Therefore, try to avoid activities that are done in isolation, especially if your previous CAS activity was done independently.
- Next, informally present your idea to your CAS coordinator for initial approval. This can be done in person or through email.
- Once your idea is approved initially, complete an official proposal (below) and email it to your CAS coordinator.

For the official proposal, answer the questions below and submit it to your CAS coordinator electronically. If approved, you will also submit this proposal into managebac when you create your activity (in the “description” field), so save your work. For now, pay no attention to the approval/completion status in managebac. You can only get approval through this method.

1. Give your CAS activity a descriptive title.
2. Describe your idea in detail.
3. Is this experience Creativity, Activity, Service, or multiple? Explain.
4. Predict which learning outcomes you will meet. (see CAS guide)
5. What, specifically, do you hope to accomplish?
6. Determine the steps necessary to accomplish your goals and give yourself an approximate deadline.
7. Determine where you can go for assistance, advice, and information. (people or resources)
8. Who will supervise this CAS experience? (review guidelines if necessary)
9. How will you document your project? (journals, spreadsheets, photos, videos, feedback from others, etc.)