**CAS official proposal guidelines:**

* The purpose of the proposal is to encourage you to develop your idea and think through the details which will improve the chances that you will have a rewarding CAS experience. It will also prevent you from wasting time on a CAS experience that doesn’t meet CAS guidelines and won’t earn credit.  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 enjoyable and challenging activities that allow you to grow as a person.
* Next, you may informally present your idea to your CAS coordinator if you aren’t sure at all whether the idea will count for CAS.  This can be done in person or through email.  This does not take the place of the official proposal, however. You can skip this step if you are absolutely confident that your idea is worthy of CAS.
* 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. If the coordinator approves the experience, you may proceed.

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

Spontaneous CAS experience proposal:

1. Give your CAS experience a descriptive title and date.
2. Describe your experience in detail, including roles and respolsibilities.
3. Did you work with anyone? Please list their names.
4. Was this experience Creativity, Activity, Service, or multiple? Explain.
5. Which of the 7 learning outcomes did you meet, and how?
6. Who can act as the supervisor for this experience?
7. Were there any risks involved with this experience? Explain.
8. How did you document this experience?