

CAS

Process and Deadlines

Turn in your CAS contract, signed by both student and guardian, to Ms. Gibbons by the last day of school of your junior year. Check your email weekly for CAS updates.



Turn in proposals for activities (the blue sheet) *before* you begin the activity. Hours will not be counted until the activity is approved. I will tell you if the activity is approved and send you a copy of the proposal through Ms. Bradshaw. If you need approval during the summer, use the online proposal form and email it to me. I will be traveling extensively, so I strongly encourage you to turn in proposals for summer activities before you leave for summer break.



Once you have completed an activity, fill out a CAS/AEF sheet (the pink sheet). Turn this in to me as soon as possible. Don't forget that you must get the supervisor of your activity to sign the form and fill out a review of your participation. This is on the bottom of the back page of the form. You will also need to **write a one-paragraph summary of the activity** to include in your notebook. Refer to the instructions page included in the notebook for more guidance.



Enter the activity on your CAS/SFS log (the yellow sheet).

This will help you to keep track of your hours. Keep this form in your notebook until you are finished with all CAS projects and then turn it in to me.



I will meet with you individually every six months to chart your progress. These meetings will be during lunch. I will email you to schedule the conference.



Write a final summary report of your entire CAS experience.

Refer to the instructions page included in the notebook for more guidance.



I will mail a report of your CAS hours home to you and your parents in January of your senior year.



Turn in all paperwork to Ms. Gibbons by April 1 of your senior year. I have extended the deadline to give you as much time as possible; I will make NO exceptions. Turn your entire notebook back in to me at this time. If you lose your notebook, buy yourself a new one.