

GLK-UAIS Approval Process for Drives as CAS Projects

Students wishing to run a drive for a CAS project need to follow the guidelines below:

1. In Managebac, the goal/description of the project must include a description of the drive, a brief list of items, and the name of the organization to which the items are being donated. Additionally, the students must provide a basic plan for collecting the donations and explain their personal interest in their CAS project.
2. Any CAS project drive must list Mr. Spear as the supervisor, with the exception of the Olympics drives, to be supervised by the DP Coordinator.
3. Drives conducted partially or fully within the school itself must also be approved by Senate following Mr. Spear's approval, indicated by his additional signature on the Senate Proposal form. If a drive takes place as part of a sponsored club within the school, the students should also have verbal approval from the sponsoring advisor and/or board.
4. Drives should be run by 1-2 students only. Any exceptions must be proposed to Mr. Spear in advance.
5. The entire process of the drive must be 30-90 days. A longer duration or extension of a 90-day deadline needs approval from Mr. Spear. In-school solicitation of items must follow Senate's approved timeline. Other options for meeting requirements for minimum donations may include the following:
 - A. Distributing flyers at local businesses where customers may purchase & donate items on site (i.e. groceries)
 - B. Soliciting donations from a former teacher's classroom at an elementary school
 - C. Soliciting donations from a parent's place of work
 - D. Soliciting donation from a student's local neighborhood
 - E. Can/Bottle drive in a student's neighborhood to purchase remaining supplies
6. Minimums for conducting a challenging drive include the following:
 - A. Clothing items and/or shoes: 200 items
 - B. Books: 300 items
 - C. Blanket making: Supplies for at least 30 blankets or more
 - D. Non-perishable food items: 300 items
 - E. Toiletries: 300 items
 - F. Other items not listed above should be discussed in person with Mr. Spear
7. CAS reflections should document the strategies and skills used to advocate for the drive. This may include documentation (i.e. PowerPoints, posters, flyers, emails) and the student responses to the implementation process.
8. At the conclusion of the drive, students must include pictures of themselves and their collected donations as evidence in Managebac for Mr. Spear's review. These pictures should reasonably demonstrate the minimums listed above.
9. Additional helpers may be recruited from NHS or Key Club to donate or run an event or booth for the purposes of collection. NHS or Key Club boards may be willing to approve volunteer hours to those students.