<u>Timeline/Guidelines for Participants in International Night</u>

Planning and creating a cultural booth is a great way to both educate the community and complete a CAS project for the IBDP. However, this year, there will be more specific guidelines for what counts as a CAS project at International Night. This document contains a detailed list of the requirements for a booth to count as a CAS project, CAS experience, or neither. Students or groups of students planning to create a booth must fill out a proposal form and present their ideas for their project at an interview in the fall. The NHS Board and the NHS Faculty Advisor will then review this proposal to confirm that it meets the respective requirements. If students do not meet the requirements, their project will be tabled with feedback; the students will then get one chance to reapply within two weeks with an improved idea. There will be multiple International Night meetings that students will be required to attend, and there will be progress checks and deadlines that students must adhere to. This process is similar to the proposal and acceptance process in the UAIS Charity Fashion Show. The current dates are shown below and please keep in mind that they can vary.

- **<u>October 14th</u>:** The signup for booking an interview opens. As mentioned, students must have a proposal form filled out and must meet with the NHS President and VP to have their CAS project or experience confirmed. Freshmen and sophomores who wish to plan a booth but don't need it for a CAS experience must still meet for an interview but will simply have less strict requirements to adhere to.
- **<u>October 25th</u>:** The window for signing up closes.
- **<u>November 11th</u>:** The chance for students whose projects were tabled to reapply ends.
- **<u>December 2nd</u>:** Students must meet individually with the board for a progress check. Students must prove that they have been putting effort and planning into their project. CAS projects must span more than one month, so the purpose of this meeting is to prove that students are actively working on their projects and are not saving the work until the last minute. Additionally, besides the requirements of CAS, this event is for the community, so students should apply their best effort in order to create an educational and well-planned booth.
- **<u>December 13th</u>:** Students planning to perform or play a video during the Cultural Showcase must contact the NHS President by this date. They must include a description of their plan, the approximate length of their performance, and an MP3 file of any music they plan to use. This performance should range between 3-6 minutes. We are open to exceptions, but students must provide adequate reasoning for this to be approved. Students may choose to sign up to perform even if they will not be creating a booth.
- **<u>January 17th</u>:** To avoid last-minute problems and to allow the board to give final suggestions for the improvement of students' poster board, students must bring their completed board to school to be reviewed by the board.
- **<u>January 24th</u>:** International Night

Students will be notified through email, announcements, and meetings of all further information. Any questions can be directed to the NHS President (MatthewsA2@stu.uticak12.org) or VP (ShakouriN2@stu.uticak12.org).

Requirements for a CAS project:
- Students may work alone or with a group. The maximum number of group members is four people. Please note that the more group members work on a CAS project, the higher expectations they must adhere to.
- Board:
  - Group members should use a trifold poster board. o The board should be artistic and colorful, with clear effort shown. o There should be informational text large enough to be seen.
  - The board must effectively express the culture, being both informational and engaging.
  - **Use pictures.**
    - ✦ They should directly correspond to the information on your board. ✦ They should be in color.
  - Avoid having too many large blocks of text. Pictures and designs tend to catch people's eyes more, and not many people stop to read while walking around.
- Food: o Groups doing a CAS project must bring in both a main dish and a dessert option.
  - **Groups must be very clear about the possible allergens in their food.**
    - ✦ Groups must have a clear sign if any nuts, shellfish, gluten, dairy, etc., are in their food so that guests can pick food accordingly.
    - ✦ Foods with nuts should be on separate plates from other foods.
    - ✦ If students plan to bring in food that is home-cooked, they must make sure that all materials and surfaces used to cook the food are clean and uncontaminated with possible allergens.
  - Groups should have a menu board separate from the main board that explains what each dish is, the major ingredients, the cultural significance, etc.
  - Keep in mind that groups last year brought in crock pots full of food and ran out quickly, so bring in more than you think you need.
- Engaging Activity:
  - The activity must be well thought-out to both engage guests and teach about the culture.
    - ✦ Activities may be made more engaging by offering a prize, but this is not required.

- ✦ The activity must be inherently engaging due to good planning and strong connection to the culture. A good way to tell if an activity is engaging is if the guests need to use their hands or move around to accomplish it.
    - o Examples of good activities are:
        - ✦ A craft related to the culture
        - ✦ A tactile game that is from the culture (**NO** Kahoots or trivia games)
        - ✦ A mini dance lesson for guests o There must be a medium of explanation of the cultural significance of the activity. This may be done through either a separate poster board or a verbal explanation from one of the stationed group members.
- • Décor:
    - o Groups working on a CAS project are required to **fully decorate** at least one table. However, keep in mind that projects that decorate and use multiple tables may look better in the end since they have separate spaces for food and information.
    - o Groups must present artifacts from their culture. While there is no specific requirement for the number of artifacts a group brings, keep in mind that they fill up space on tables and are interesting for guests to look at.
    - o Good examples of artifacts are:
        - ✦ Art pieces
        - ✦ Toys
        - ✦ Dishes (painted plates, teapots, etc.)
        - ✦ Books (children's picture books are especially interesting to look at)
        - ✦ Clothing (while group members may want to wear their cultural clothing, items of clothing may also look good spread out on tables or hung up on walls)
        - ✦ Jewelry to lay out on the table (remember this is a public event, so be cautious if bringing in items of significant personal or monetary value)
    - o Groups must bring a tablecloth. While any tablecloth will suffice, group members are recommended to bring a more decorated one.
    - o Other decorations, like banners, streamers, etc., are not required but are encouraged.
- • Performance:
    - o Groups creating a CAS project are required to have a form of entertainment at the Cultural Showcase. While this may be a musical performance (dancing, singing, or playing an instrument), groups are not limited to these options.
        - ✦ Groups may put together an informational video, provided that it has substantial effort put into it.
        - ✦ The viability of ideas for this presentation will be determined by the President and Vice President of NHS during the interview process.

- Other suggestions and guidelines:
  - Group members are recommended to wear clothing of the culture they are representing.
  - Group members are recommended to have a playlist of cultural music that they play on a personal speaker on their table. However, this should not be loud enough to drown out another group's music. o Group members should be engaged on the night of; this means not being on their phones, not leaving their station, and not spending the whole time talking to each other. This is so that they can interact with guests and answer questions.
  - Students using International Night as a CAS Project must keep in mind: though they have been approved, Mrs. Snopkowski and the NHS Board are still monitoring their conduct and effort the night of the event. This means that if students are not participating or are not displaying effort to the level of a CAS project, they may not receive credit for the project. This includes missing deadlines and not following the guidelines above.

Requirements for a CAS Experience:
- Students may work alone or with a group. There is no limit to the number of group members.
- Board: o Students should use a trifold poster board. o The board should be artistic and colorful, with clear effort shown.
  - There should be informational text, large enough to be seen. o The board must effectively express the culture, being both informational and engaging.
  - **Use pictures.**
    - ✦ They should directly correspond to the information on your board. ✦ They should be in color.
  - Avoid having too many large blocks of text. Pictures and designs tend to catch people's eyes more, and not many people stop to read while walking around.
- Food: o Students must have one food option that is representative of their culture.
    - ✦ **Groups must be very clear about the possible allergens in their food.**
- Groups must have a clear sign if any nuts, shellfish, gluten, dairy, etc., are in their food so that guests can pick food accordingly.
- Foods with nuts should be on separate plates from other foods.
- If students plan to bring in food that is home-cooked, they must make sure that all materials and surfaces used to cook the food are clean and uncontaminated with possible allergens.

- ✦ Groups should have a menu board separate from the main board that explains what each dish is, the major ingredients, the cultural significance, etc.
- ✦ Keep in mind that groups last year brought in crock pots full of food and ran out quickly, so bring in more than you think you need.
- Engaging activity:
  - o Students should design an engaging activity to educate and entertain the guests. For more information, refer to the "Requirements for a CAS Project" section of this document.
- Décor:
  - o Groups working on a CAS experience are required to **decorate** one table.
  - o Groups should present artifacts from their culture. While there is no specific requirement for the number of artifacts a group brings, keep in mind that they fill up space on tables and are interesting for guests to look at.
  - o Good examples of artifacts are:
    - ✦ Art pieces
    - ✦ Toys
    - ✦ Dishes (painted plates, teapots, etc.)
    - ✦ Books (children's picture books are especially interesting to look at)
    - ✦ Clothing (while group members may want to wear their cultural clothing, items of clothing may also look good spread out on tables or hung up on walls)
    - ✦ Jewelry to lay out on the table (remember this is a public event, so be cautious if bringing in items of significant personal or monetary value)
  - o Groups must bring a tablecloth. While any tablecloth will suffice, group members are recommended to bring a more decorated one.
  - o Other decorations, like banners, streamers, etc., are not required but are encouraged. • Other suggestions and guidelines:
  - o Group members are recommended to wear clothing of the culture they are representing. o Group members are recommended to have a playlist of cultural music that they play on a personal speaker on their table. However, this should not be loud enough to drown out another group's music. o Students are encouraged but are not required to host a performance. For more information, please refer to the "Requirements for a CAS Project" section of this document.

Requirements for hosting a booth:
- Students may work alone or with a group. Students may work alone or with a group. There is no limit to the number of group members.
- Board: o Students should use a trifold poster board.

- The board should be artistic and colorful, with clear effort shown. o There should be informational text, large enough to be seen.
- The board must effectively express the culture, being both informational and engaging.
- **Use pictures.**
    - ✦ They should directly correspond to the information on your board. ✦ They should be in color.
- Avoid having too many large blocks of text. Pictures and designs tend to catch people's eyes more, and not many people stop to read while walking around.
- Other guidelines:
    - If students are planning to use a table, they must bring in a tablecloth.
    - Students are encouraged to bring in other activities, décor, or food but are not required to. For those wishing to bring in food, please adhere to the allergen guidelines under the "Requirements for a CAS Project" section of this document.
    - Group members are recommended to wear clothing of the culture they are representing.
    - If students wish to use a table, they are recommended to have a playlist of cultural music that they play on a personal speaker on their table. However, this should not be loud enough to drown out another group's music.