

Requirement: Ongoing, Sustained CAS Activity Through-out the Diploma Program

CAS activities must occur on a regular basis throughout the two-year IB program, and must be spread-out over *at least* an 18 month period. Students may begin CAS activities after the following occurs:

1. CAS questions are answered of high quality submitted on Managebac (MB)
2. a supervisor form is filled in completely (full name/title, email address and phone number: this will be verified by me) and submitted to CAS advisor (either posted to MB or handed in to adviser)
3. a formal meeting with CAS adviser to propose each new activity

The guideline for the minimum amount of CAS activity is *approximately* three to four hours per week, so your goal is approximately 12-16 hours per month. Do not confuse an activity being “open” as time counted toward the 18 months period.

With the intent to make this a successful and personal journey, the following chart has been created to be sure activity is consistent throughout the program and that the student is not over or underestimating time dedicated to the activities.

Use the chart below to show how your CAS program has achieved this requirement:

September 2012				October 2012				November 2012				December 2012				January 2013			
Activity	C	A	S	Activity	C	A	S	Activity	C	A	S	Activity	C	A	S	Activity	C	A	S
February 2013				March 2013				April 2013				May 2013				June 2013			
Activity	C	A	S	Activity	C	A	S	Activity	C	A	S	Activity	C	A	S	Activity	C	A	S

July 2013				August 2013				September 2013				October 2013				November 2013			
Activity	C	A	S	Activity	C	A	S	Activity	C	A	S	Activity	C	A	S	Activity	C	A	S
December 2013				January 2014				February 2014				March 2014							
Activity	C	A	S	Activity	C	A	S	Activity	C	A	S	Activity	C	A	S				

Other notes:

Summer proposal: JUNE, JULY, AND AUGUST

While summer may be a time away from classrooms, **it is not time away from CAS**. If full activity, reflections, and evidence do not take place during all three months, the student has disqualified him- or herself from being a full diploma candidate. As a means of support to ensure this does not occur, the student, supervisor, parent, and CAS adviser need to have open communication and this form is one of the steps. I cannot emphasize enough the importance of parental guidance and interest during the CAS journey in addition to the other parties involved. Ultimately, this is student-centered and he or she is responsible for the completion of this.

Open activity(ies) that will be counted towards the continuity and hours required:

Activity 1: (new) (existing)	Activity 2: (new) (existing)
Student's plan of action:	Student's plan of action:
Months/dates this will occur:	Months/dates this will occur:
Student signature: _____ Date: _____ Supervisor signature: _____ Date: _____ Adviser signature: _____ Date: _____ Parent Signature: _____ Date: _____	Student signature: _____ Date: _____ Supervisor signature: _____ Date: _____ Adviser signature: _____ Date: _____ Parent Signature: _____ Date: _____

This form is due to me completed and signed by all parties before Exam week.