

CAS Supervisor Agreement Form: Utica Academy for International Studies  
37400 Dodge Park Rd., Sterling Heights, MI 48312  
CAS Coordinator Email: justin.spear@uticak12.org

Dear Sir or Madam,

Creativity, Activity, Service (CAS) is an International Baccalaureate diploma requirement for students that requires students at least 150 hours of supervised experiences and projects during 11<sup>th</sup> and 12<sup>th</sup> grade. Each experience requires a CAS supervisor who is at least eighteen years of age, not related to or a personal friend of the student. As a CAS supervisor, you agree to the following:

- ✓ Monitoring student attendance, if attendance is required
- ✓ Providing guidance, training and support related to the activity to ensure the student's safety
- ✓ Alerting the CAS coordinator (see contact info below) to any issues
- ✓ Communicating with the CAS coordinator any issues regarding the safety of our students
- ✓ Reporting on the student's performance via an email link to provide brief comments

CAS students under your supervision are expected to:

- ✓ Be punctual, dress appropriate, and act in a positive manner at all times
- ✓ Respect the rights and autonomy of all individuals with whom they interact
- ✓ Not receive monetary payment of any kind for service hours
- ✓ Refrain from any form of proselytizing or religious conversion in exchange for service

Please note that at full capacity, we will have hundreds of students performing different experiences. We ask you to use sound judgment in assigning students tasks and roles that are both safe and reasonable. If you have any questions about the appropriateness of a specific experience, please do not hesitate to contact me. Please take the time to fill out the information below.

Respectfully,

Justin Spear, CAS Coordinator, UAIS  
586-797-3107  
justin.spear@uticak12.org

Student's Full Name: \_\_\_\_\_  
Name of Experience/Project: \_\_\_\_\_  
Supervisor's Full Name: \_\_\_\_\_  
Supervisor's Title/Position: \_\_\_\_\_  
Supervisor Phone #: \_\_\_\_\_  
Supervisor Email: \_\_\_\_\_

Attention Supervisor: Please provide contact information above, sign/date below, and include an estimate of hours you feel this student might complete. **Please retain a copy of this form for your records in case contact with us is needed.**

**Supervisor's Estimate of Hours Total for this Experience/Project:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_