

CAS Diary and CAS file

You must establish a **CAS diary** (to have at home) where you have to keep all your records of your CAS activities. Every time you're engaged in some CAS activity you must write it down in your diary so that you can keep track of what you actually did and when. Your diary can be any booklet (e.g. a Chinese note book), and you only use the '**CAS self-evaluation form**' when you have finished an activity (i.e. when you stop doing it). The **CAS file** is in the office of the CAS coordinator and it contains signed CAS forms and documentation for your activities.



Examples of entries in your CAS DIARY

January 25 2002 baby-sitting 2 hours (really enjoyed being with a small kid because I had forgotten how funny they can be + I helped the mother while she was working and I know she needs the help).

January 26 2002 Yoga. 1 hour (fine session, gave me the opportunity to focus on my body and relax, good for my ability to concentrate because my thoughts do not divert so much here. I can use that for my preparation for school and in other situations). I also enjoy going there with my friend. I have made good progress since I started on this activity, because I have learned so many techniques now.

Before starting an activity, you should use the '**Proposal form**' and bring it to the CAS coordinator, so that you're certain that the activity can be accepted and also the amount of hours you suggest. You can also download a '**CAS planning form**' to help you have an overview of your planned activities. You'll be asked to fill in the planning form twice a year. Come and discuss progress and plans with the CAS coordinators at office hours (your scheduled CAS time).

At the end of each activity, an activity leader must sign the '**CAS self-evaluation form**' and evaluate the activity. This form is only valid with a signature and it must be filed together with all the forms that establish your CAS file. You are requested to make a self-evaluation based on the questions on the CAS form where you write what you have gained personally (skills, understanding etc.) as a result of your activity, and how your activity may have been to the benefit of others. This is important because you should always reflect on your activities and a very essential part of CAS is self-reflection. This is why you're asked to make a first-year evaluation report where you write what you've done and what you have experienced doing that before the end of your first year doing CAS. On top of this, you should fill in a summary of the hours using '**the summary form**'. Do this on a regular basis so that it is ready to use when you have to make your first year evaluation report. The summary form should also be used at the end of year two together with your final evaluation report.



Each diploma student must write a first year self-evaluation report and a final self-evaluation at the end of the two-year programme. Both reports should relate closely to the performance criteria known from the individual activity self-evaluations. The first year evaluation reports constitutes a summary of your CAS experiences during your first year in IB where you're also invited to reflect on what you have been doing using the questions from the CAS self-evaluation forms. The report should be written in essay form and you're invited to include photographs or other items to illustrate the activities. It may be an advantage to divide the evaluations into the different categories of C, A and S.

At the end of year 2, the students are asked to critically reflect on the entire CAS experience in this final self-evaluation report. See the guidelines about first year evaluation report above. Your final CAS evaluation report must be handed in to the CAS coordinator after X-mas the year you start the final exams. A precise date will be given in due time. On the basis of this final report and your activities the CAS coordinator will write a final evaluation of you, and you'll receive your CAS diploma at your graduation day. The paper may be valuable for applications at universities abroad and it is advised to enclose it with your application.

Each candidate must meet the CAS requirement in addition to the other mandatory components for the award of the diploma. Failure to satisfy the requirement of CAS will normally result in no diploma being awarded, i.e. you'll only have certificates for your IB subjects. This indicates the importance of CAS in the IB system.

You have to make **150 hours** of CAS activities during the two years. The activities are centred on C (creative activities), A (action, i.e. sports etc.) and S (service, i.e. community service or other kinds of service in e.g. international organisations, work with refugees etc.). The CAS coordinator is available during office hours for discussions of your will plans and experiences concerning CAS. It is advised to consult the CAS coordinator once a month.



Problems in finding what to do? See your CAS coordinator

Also check our homepage for addresses for voluntary work.

If you already participate in sports, music, dancing, theatre etc. every week you can have CAS points for that, but the general idea is that you're supposed to develop new skills and experience other areas of activity than the usual ones. Why not consider doing something new with your new friends from IB? You can make pictures, drawings etc. to illustrate your experiences with CAS.

CAS could be the following...but also a lot of other things.

- Physical assistance to elderly people (service)
- Physical assistance to handicapped people, e.g. in sport (service)
- Assisting children with homework or playing with children in a refugee organisation (service).
- Helping elderly people (service).
- Working in an animal shelter (service).
- Tutoring fellow students in e.g. math and languages (service).
- Establishing and coaching a sports team (action and service).
- Active participation in sports (action).
- Doing dance, theatre, sports, music, art (creativity).
- Collecting money for charity (service).
- Fund-raising by making a cultural/musical evening in school and giving the money for charity or a project (service+action).
- Working in a summer camp for children (service+action+creativity)
- Working with handicapped people (service)
- Working in international organisations such as Red Cross' Youth (service)



CAS is not

- Any class, activity or project, which is already part of the student's Diploma Programme.
- An activity for which a student is personally rewarded either financially or with some benefit (unless this benefit is passed on in full to a worthy organisation).
- Doing simple, tedious and repetitive work.
- Working in an old people's home or children's home when the student
 - Has no idea of how the home operates
 - Is just making sandwiches
 - Has no contact with the old people or children

- A passive pursuit (a visit to a museum, the theatre, art exhibition, concert etc.) unless it clearly inspires work in a related activity in which the student is already engaged.
- All forms of duty within the family.
- Religious devotion and any activity, which can be interpreted as proselytising.
- Fund-raising with no clearly defined end in sight.
- Any activity where there is no leader or responsible person on site to evaluate and confirm the student performance.
- Activities which cause division amongst different groups in the community.

Rules for CAS, CAS diary and CAS file.

- The CAS diary must be kept up to date and all papers concerning CAS activities (member cards to gyms, written evaluations, contracts with Institutions etc.) should be kept together with each activity entrance in the diary and the documentation. Your personal CAS file is in the office of the CAS coordinator but you will have the possibility to add new forms about once a month.
- You must discuss activities and have them approved by the CAS coordinator using the approval form before you start an activity. If not, You risk that your hours will not be accepted as CAS.
- All activities involve a CAS form where you make a self-evaluation and the activity leader makes a brief evaluation of you. This must be filled in appropriately as indicated on top of the page. It can be done in Danish.
- The summary must be kept up to date and presented to the CAS coordinator during office hours. Preferably, all relevant and signed CAS forms must be presented at the same time. All relevant CAS papers and forms must be kept in order and put in your file during office hours. It is your responsibility to have signed forms. The CAS file is your documentation for Your CAS activities.

Happy CAS!

