The CAS Proposal Form is used to plan the CAS program. While the program may need to be adapted over time, this initial plan will guide the balance of the program and prioritization of time. The CAS portfolio must have 6 substantial activities plus a semester-long leadership project.

Students are strongly advised against including ‘small activities’ of only several hours each unless they fit easily under a larger activity eg. QACI Community Activities could include ushering at performances, volunteering at open days and enrolment interviews which requires only one supervisor report. Having a number of smaller activities does not address the CAS outcome of perseverance and commitment, and each requires a separate report.

Process
Students should:
1. Download the CAS Proposal Form from Managebac
2. Using the CAS Student Handbook and the checklist below complete the CAS proposal form
3. Discuss the proposal with the Success Coach and parents
4. Once the program proposal is balanced and achievable;
   - ensure that they and their parents sign the CAS Proposal Form
   - upload the completed CAS Proposal Form to the front page of their Managebac account
   - submit the signed copy to the Success Coach
5. Success Coach approves CAS proposal

Due Date – Wednesday 2 November

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity description</th>
<th>Start date</th>
<th>Length (hrs)</th>
<th>Supervisor</th>
</tr>
</thead>
</table>

Leadership Project
- Project Title and Aim
- Which two components of CAS will it target?
- Who will I work on the project with?
- Why I have chosen this?
- Why is it important?
- Does it consider global or ethical issues?
- How long will it take?
- Will it be ongoing after I finish my part?
- It is associated with an organization, and if so, which one?
- What role I play in it?
- Is it a new project or does it relate to a QACI group? Which one?
- Who is your supervisor?

Details:

List your activities under the CAS strands. Check that there is a balance across the three areas.
Proposal Checklist

☐ Do you have a balance of Creativity, Action and Service?

Do all your CAS activities meet these four criteria:

☐ real purposeful activities, with significant outcomes

☐ personal challenge – tasks must extend the student and be achievable

☐ thoughtful consideration, such as planning, reviewing progress, reporting

☐ reflection on outcomes and personal learning

Have you included an opportunity to demonstrate all the CAS Learning Outcomes in your proposal? (refer p. 4 of guide for more detail)

☐ Increased your awareness of your own strengths and areas for growth

☐ Undertaken new challenges

☐ Planned and initiated activities

☐ Worked collaboratively with others

☐ Shown perseverance and commitment in their activities

☐ Engaged with issues of global importance

☐ Considered the ethical implications of your actions

☐ Developed new skills

☐ Have you informed your supervisor of their role and their responsibilities in providing you with a report?

___________________________ Date: ________________________
Student’s Signature

___________________________ Date: ________________________
Parents'/Guardians’ Signature

___________________________ Date: ________________________
Success Coach’s Signature