**Creativity, Activity, Service (CAS) Supervisor Forms**

Dear Sir or Madam,

Thank you for your interest in acting as CAS supervisor for one or more of our NIST students. Before agreeing to supervise any of our students, it is important that you read over the enclosed information so that you understand the responsibilities of the role of supervisor. If you choose to accept, you will be asked to sign a supervisor contact form for our records. Please read and keep the following materials for your records. Enclosed, you will find the following:

* A brief description of the CAS programme
* A checklist of supervisor responsibilities
* Supervisor Contact Form (Students are responsible for getting these signed)

Please note that we will have over two hundred students performing several thousand different activities that we cannot possibly monitor fully. 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 activity, you should feel free to contact either the student’s advisor for clarification.

Once again, we hope that the information contained here will be helpful to you and look forward to our students representing our school with pride. Should you have any questions please feel free to contact me at the email address provided below.

On behalf of our students I’d like to thank you for volunteering to make this activity possible.

Respectfully,

Andy Dorn,

CAS Coordinator

New International School Thailand

adorn@nist.ac.th

**CAS Description and Supervisor Responsibilities**

CAS is a core component of the IB diploma. To earn an IB Diploma, all students are required to successfully complete a range of activities that fall into the following areas: Creativity, Action and Service. This document is intended to provide CAS supervisors with an explanation of how CAS works and what it means to supervise a CAS activity.

**What is CAS?:** Essentially CAS is learning by doing and reflecting. In CAS the emphasis is on learning by doing real tasks that have real consequences and then reflecting on these experiences over time. CAS is experiential learning. Experiential learning involves much more than just doing an activity. To be truly meaningful activities should include: planning, acting, observing and reflecting. Creativity, Activity, Service (CAS) is a required part of the IB Diploma Program students are currently enrolled in at NIST. Put briefly, it requires that students work to achieve personal goals they set at the beginning of an 18-month period and document reflection on at least 150 hours of various activities and projects, all of which must be monitored by a supervisor.

By receiving this information form, you are being asked to be a student’s CAS supervisor during an extended period of time for at least some of these required hours. Before agreeing to sponsor any student, it is extremely important you review this form in its entirety, as it requires your consent and signature. A CAS supervisor must be an adult at least eighteen years of age but not related to the student or be a personal friend of the student. As a CAS supervisor, you are agreeing to be responsible for 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 student’s CAS coordinator to any issues
* Reporting on the student’s performance at the completion of the entire experience (the student will initiate these proceedings via email and it only takes several minutes)

Students are expected to act professionally under your guidance at all times. The following can be expected of them and can be used in your overall judgment of their performance on evaluations:

* Students are to be punctual to all scheduled volunteer hours and remain for the duration of their stay.
* Students are expected to dress appropriately to the given activity and act in a positive manner at all times.
* Students should at all times respect the rights and autonomy of all individuals with whom they interact.
* Students may not receive monetary payment of any kind for service hours.

It is possible that at some point, your student’s CAS advisor or the CAS coordinator will contact you.

**Supervisor Agreement Form**

**Attention Students:** **Please note that before any hours can be logged and reflected upon for this particular activity or project, this supervisor form must first be either uploaded to the activity page in Managebac or the signed paper copy submitted to your CAS advisor.**

Student’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisors email address: ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attention Supervisor:**

Before you sign the form to acknowledge acting as a CAS supervisor please be aware of the following points:

* I have read, understand, and agree to the CAS description and responsibilities of the CAS supervisor.
* I acknowledge that I am neither a family member nor a personal friend to the student I am evaluating and that I am at least 18 years of age.
* I agree not to provide monetary compensation (gifts or money) in exchange for the services students are about to provide.
* I agree to complete a brief review at the end of the student’s experience that is a requirement for the student to earn these hours. This survey will be sent to you by email via Managebac (the NIST CAS administration program) and only takes several minutes to complete.

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_