

Community Service Guidelines for Freshmen  
Mr. Sulayman Kadir, 9<sup>th</sup> Grade CAS Supervisor

1. CAS stands for Creativity, Action, and Service. As freshmen (and sophomores), you are only responsible for Service Hours. Creativity and Action hours will come into play your junior and senior years.
2. Freshmen are responsible for 35 service hours throughout the school year. You may count 10 hours from summer service. The service activities you choose must be approved. You may use the pre-approved service activities listed on the website or you may check with me.
3. Make sure you turn in a Community Service Reflection Form as documentation of the completed service hours. It must be completed in blue or black ink. Incomplete forms may not be counted (see #4). The reflection form may be found on the website. This must be signed by a supervisor other than a family member. **The form must be turned in by the 15<sup>th</sup> of the month following your service.** For example, if you completed a service activity in September, you need to submit your completed reflection form by October 15<sup>th</sup>.
4. Students are responsible for keeping up with their accumulated hours. It is recommended that students frequently check with their supervisor after turning in evaluation forms. If a form needs editing or revision, the hours will not be added until the student makes the proper changes to the form. Remember, freshmen need a total of 35 hours by April 15<sup>th</sup>. Before and after school are the best times to see me. **Hours will not be accepted after this date.**
5. Be familiar with the service guidelines. Doing a service activity and then finding that it cannot count toward your CAS hours can be very frustrating for parents and students. While service is almost always a rewarding experience, tight schedules usually require careful time-management. If you are ever unsure if an activity will count toward your hours, you may come and see me any time and I will be glad to clarify the unclear.

**We look forward to a wonderful and successful freshman year!**

You may print forms from the Harding website IB Program link at:

<http://schools.cms.k12.nc.us/hardinguniversityHS/Pages/Default.aspx>