

LOGISTICAL ASSESSMENT: CAS PROJECT

As a group, imagine your proposed CAS project from beginning to end. What plans need to be made? What problems might arise?

SPACE <i>Do you need a physical space? How will you know it is available? Can you reserve it?</i>	TIME <i>What is the total time commitment? When will your group meet? How will that work with your schedule/the schedules of others?</i>	PERMISSION <i>*NOTE: If collecting \$/goods, you MUST meet with Terri Thompson /Mandy Moore & do paperwork*</i> <i>Who needs to know about this--School? Parents? Community members? If working with an outside group: who is your contact?</i>
MONEY: OUTFLOW <i>Are there costs associated up front? (Fees, materials, prizes, etc.) Who will pay them?</i>	MONEY: INFLOW <i>*see note on PERMISSION box*</i> <i>Will you be taking any money (or goods)? How will you record/keep it safe? What types of payment? Will you need change? Receipts?</i>	LEGAL ISSUES <i>Are there any questions to resolve re: laws or school rules? Money, privacy, working with minors, etc.</i>
MATERIALS/EQUIPMENT <i>What items will you need? Think consumable (art supplies, food, etc.) and non-consumable (car, computer/other electronics, etc.)</i>	COMMUNICATION <i>Do you need advertising? Who will you need to be in contact with (in group and externally)? When and how?</i>	HEALTH, SAFETY, AND ETHICS <i>What risks might be involved with this project--to you? To others? Consider the Risk Assessment Checklist & give relevant answers:</i> PHYSICAL: ENVIRONMENTAL: ETHICAL:

Other: Are there other possible issues not covered yet on this form?

Suggested: Keep updating this document as you work through your CAS Project, as evidence of the Five Stages of CAS!