Hardaway High School International Baccalaureate

CAS Project Guidelines and Authorization for Handling of Funds

* Any CAS Project that involves the handling of money must have an adult, not related to you, who is responsible for the money collection; this could be your project supervisor.
* Money should be deposited directly with a club or organization and then distributed for use in the project. This could be a group on campus (DECA, HOSA, NHS, etc.) or an outside agency (Damascus Way, Open Door, PAWS, etc.)
* Anything that is to be sold on campus to raise money must be pre-approved by the principal. This should be specifically explained in your CAS Project Proposal. Any sort of food or drink may NOT be sold in the cafeteria during lunches or during the school day.
* Create a reasonable and reliable procedure for collecting money within your CAS Project Proposal. This can be a separate document that you can attach. Be sure this includes how you are going to document money that is received, including date, whom money was collect from, etc. Consult your supervisor for MCSD policies.
* Whenever possible, have some sort of receipt system. i.e. tickets, membership cards, receipt book.
* This authorization must be completed and submitted to the IB Coordinator with your CAS Proposal Form

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CAS Project/Student Leaders

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ understand the above CAS Project Guidelines and that I am

(Student’s Name)

responsible for keeping an accurate account of all monies for my CAS Project.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to oversee the collecting of monies for this CAS Project.

(Supervisor’s Name)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ understand the responsibilities of my child’s participation in this

(Parent’s Name)

CAS Project with regards to the collection of money.

Please sign below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(student’s signature) (supervisor’s signature) (parent’s signature)