|  |  |
| --- | --- |
| Name of Project:  |  |
| Cooperating Organization:  |  |
| Location of Organization (or where the project is conducted):  |  |
| Name of Contact at the organization: |  |
| Email address of contact:  |  |
| Phone Number of contact:  |  |
| Describe the project (in detail) (Time frame, number of people served, number of participants to complete the project, steps to complete it, etc.):  |
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| Why is the project worth doing as a CAS project:  |
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| Briefly explain which L.O.´s can be addressed and how? (3-4 MAX) |
| 1.  |
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| 2.  |
|  |
| 3.  |
|  |
| 4.  |
|  |

***One more question on back***

|  |  |
| --- | --- |
| Who have you identified to take over the project next year? |  |
|  |  |
| Having done the project yourself, what lessons were learned about the implementation? What recommendations do you have for improving the project next year? Please be specific. |
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Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other people who worked with you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please pass on any supporting documents such as important communications with the organization, planning notes or meeting agendas, and attach a copy to this document.