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| --- | --- | --- | --- | --- | --- |
| 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. | | | | | |
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| 3. | | | | | |
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| 4. | | | | | |
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***One more question on back***

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| --- | --- | --- |
| Who have you identified to take over the project next year? |  | |
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| 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.