



CADET STAFF DUTY ANALYSIS EVALUATION RUBRIC

CAPID:

Cadet Name:	Achievement:	Date:
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BUDGET

	Yes	Partially	No
1. All revenue is accounted for and correctly identified by subgroup or type	2	1	0
2. Expenses are grouped by Subsistence, Support, Program, Discretionary, and Contingency; each expense is assigned to the correct category	2	1	0
3. All expenses are listed; none is overlooked: grouping is allowed (e.g., "office supplies" vs. pencils, paper, and pens separately)	2	0	0
4. Aggregates are broken-out in notes (e.g., 100 tee shirts @ \$5 = \$500)	2	1	0
5. Budget is scalable; cadet presents at least two scenarios where cadet enrollment or other variables differ	2	0	0
6. Figures are computed accurately	2	0	0
7. At least 3% of revenue is set aside as an emergency reserve / contingency	2	1	0
8. Budget balances; expenses do not exceed revenue	2	0	0

Mandatory Qualities If the cadet scores a 0 in any of the shaded categories, the cadet must edit and resubmit the budget to earn credit.

Senior Mentor / Evaluator	Total Points Earned (minimum 12 of 16 to pass)	MEETS STANDARDS	
		REQUIRES REVISION	

Senior Mentor's Comments