# Cadet Staff Duty Analysis Evaluation Rubric

<table>
<thead>
<tr>
<th>Cadet Name:</th>
<th>Achievement:</th>
<th>Date:</th>
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## Budget

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

<table>
<thead>
<tr>
<th>Senior Mentor / Evaluator</th>
<th>Total Points Earned (minimum 12 of 16 to pass)</th>
<th>MEETS STANDARDS</th>
<th>REQUIRES REVISION</th>
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**Senior Mentor’s Comments**