

School or Organization Being Reviewed:

Reviewer Name:

Complete for New and Returning Schools and Organizations:

Complete rubric on a scale of 1, 3, or 5

Area	1	2	3	4	5	Comments
Completion of application	Application is missing several components and answers are incomplete or lacking detail		All components are present but lack desired detail.		All sections of application are present and answered in a detailed manner	
Budget	Budget is missing several components and answers are incomplete or lacking detail		The budget shows thoughtful planning but is somewhat broad. Where details are not yet determined, a clear plan is provided for finalizing them.		The budget is detailed and includes all components of the template. The budget is understandable, realistic and helps the reviewer understand how money will be spent.	
Youth-Led Focus	The program appears advisor-led and does not allow for youth input. Youth are selected by adults.		Youth are included in all parts of the program however decisions appear advisor driven. Youth peers or self-selection is involved in recruitment.		Youth are included in all parts of the program and drive decisions. The program makes intentional decisions in recruitment of youth to include those who may not be typically identified as youth leaders.	
Prevention Focus	Does not include substance use prevention		Activities are appropriate scope of practice and contain at least		Data is gathered at the school level, activities are prevention-focused and include substance use prevention	

	component; connection to the prevention of other mental, emotional, and behavioral disorders (MEB) is unclear or outside prevention scope of practice		one substance use prevention component.		components and best practices. Activities show implementation of several strategies.	
Preparedness	Little thought is demonstrated in leadership, student selection and recruitment, or collaboration with stakeholders.		Some thought is given to student recruitment and staff selection, though strategies may not reflect best practices. Stakeholders are identified, even if support is not yet established.		Advisors are identified, community stakeholders are meaningfully engaged, and the youth selection and recruitment process demonstrates thoughtful consideration of potential barriers to participation.	
Add up the score in each column						
						Overall Total Score:

Complete for Returning Schools and Organizations Only:

Complete rubric on a scale of 1, 3, or 5 (except for categories with a scale of 1-5)

From: January 2026 - July 2026:

Area	1	2	3	4	5	Comments
Budget Spend Down	School/ Organization has spent down 0-24% of requested funding.		School/ Organization has spent down 25-49% of requested funding.		School/ Organization has spent down 50-74% of requested funding	
Strategic Action Plan - Draft Deadline	School/ Organization did not submit a strategic action plan for the year.	School/ Organization turned in a partially completed strategic action plan, without including 4 of the 7 CADCA Strategies for Community Change, and did not complete by the set deadline.	School/ Organization turned in a partially completed strategic action plan, without including 4 of the 7 CADCA Strategies for Community Change, by the set deadline.	School/ Organization fully completed a strategic action plan, but did not turn in by the set deadline.	School/ Organization fully completed a strategic action plan, including 4 of the 7 CADCA Strategies for Community Change, by the set deadline.	
Adherence to Training Requirements	School/ Organization did not complete or schedule any required trainings		School/ Organization has scheduled two or more required trainings		School/ Organization has completed both required trainings or has completed one and scheduled	

					the second for the second half of the year.	
Participation in Quarterly Adviser Meetings	School/ Organization had one student OR one staff member attend one out of three quarterly Adviser meetings.		School/ Organization had at least one student OR one staff member attend at least two out of three quarterly Adviser meetings.		School/ Organization had at least one student OR one staff representative attend all three quarterly Adviser meetings.	
Report Completion	School/ Organization did not complete the Spring report by the required deadline.		School/ Organization completed Spring but missed the required deadline.		School/ Organization completed the spring reports by the required deadline.	
Add up the score in each column						
						Overall Total Score:

Please share any concerns you have about the application, questions that are unanswered, or items that need to be edited: