School Participatory Budgeting

Readiness Assessment

Purpose: This tool is designed for any individual interested in championing School Participatory Budgeting (SPB) in their community. An SPB champion might be a teacher, administrator, governing board member, parent, or student. This tool is designed for self-reflection as you begin to brainstorm and assess readiness to pilot, scale, and sustain SPB. Further tools and coaching are available through Center for the Future of Arizona and Arizona State University.

How to use this tool: Review each metric and the corresponding criteria for each point on the readiness rubric. Assess your school community (e.g. a classroom, school, multiple schools in one district, or youth-serving organization, etc.) according to each metric and add your score to the far-right column. Before scoring, read more information regarding each criterion. Once each metric has been assessed, tally the scores and refer to the end of this document for recommended action steps.

Understanding the criteria:

Alignment with Strategic Initiatives	To effectively implement the SPB process, it's crucial to align with partners' strategic initiatives. This alignment helps stakeholders understand the purpose of SPB and see it as a valuable tool for advancing existing priorities, thus addressing capacity challenges from the start.
Buy-In from Key Stakeholders	Gaining the support of key stakeholders is essential for the success of the SPB process. District administrators, school leaders, and teachers play significant roles, even if they aren't on the student-led Steering Committee. Their involvement can facilitate idea collection and project proposal approvals, making their engagement critical for implementation.
Secured Budget	While the budget varies based on available resources and student population, it's the process that matters most in SPB. Financial backing from decision-makers is essential for launching the initiative. Schools may allocate funding from various sources, and even small budgets can effectively start SPB efforts, which can expand over time. Additional resources to invest in the process, including time for educators and staff as well as program supplies, are also important.
Willingness to Promote Student Voice and Participatory Processes	Fostering student voice and participation helps establish a foundation for successful SPB. Engaging with student-centered processes encourages stakeholders to be more receptive to student ideas, leading to increased student agency, trust, and communication.
Implementation of other Civic Education Initiatives	SPB enhances civic learning by providing authentic, experiential learning opportunities. Students engage in research and decision-making relevant to their community, acquiring essential knowledge and skills for long-term civic engagement.

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Readiness Assessment Rubric

Readiness Metric	Not Quite Ready...Yet (1 point)	Somewhat Ready (2 points)	Ready to Launch! (3 points)	Score
Alignment with Strategic Initiatives	The partner does not see an opportunity for alignment between SPB and current or future organizational priorities and objectives.	The partner is willing to explore how SPB might support 1 or more strategic initiatives.	SPB supports 1 or more strategic initiatives, and the partner is willing to pilot SPB as an initiative to advance current priorities and objectives.	
Buy-In from Key Stakeholders	One or more key stakeholders are not aware of the SPB process or unwilling to participate in the pilot.	Some key stakeholders are informed about SPB and willing to implement the SPB process.	All key stakeholders are informed about SPB, understand what is needed for a successful pilot, and are willing to implement the SPB process.	
Secured Budget	The partner has not identified funds to support the SPB process or implementation costs but is willing to explore funding options and discuss allocating a budget with key stakeholders.	The partner has a good idea of how much can be allocated to the SPB budget but hasn't yet received approval to use the funds. The partner may or may not have funds set aside to support implementation costs, such as stipends, materials/supplies, and technical assistance support.	The partner's leadership has identified a budget and allocated a budget to students to directly decide how these funds are spent through the SPB process. Additional funds have been set aside to support implementation costs, such as stipends, materials/supplies, and technical assistance support.	
Willingness to Promote Student Voice and Participatory Processes	The partner has not yet demonstrated a willingness to promote student voice but is interested in learning about new strategies.	The partner has piloted participatory tools to elevate student voice and is ready to integrate a school or organization wide participatory process.	The partner and key stakeholders have demonstrated a willingness to promote student voice through the regular practice of other participatory tools and processes.	
Implementation of Other Civic Education Initiatives	The partner has not yet demonstrated a willingness to promote civic education initiatives but is interested in learning about them.	The partner has piloted civic education initiatives with some success.	The partner and key stakeholders have implemented other civic education initiatives on an ongoing basis and demonstrated enthusiasm for civic education.	
Total Score (add up your readiness scores here):				

Recommended Action Steps

Congratulations on completing the SPB Readiness Assessment. Regardless of your final score, you are well on your way to implementing SPB in your community, and we would love to connect with you! See the chart below for recommended action steps based on your total score.

Not Quite Ready…Yet!	Somewhat Ready	Ready to Launch!
1 - 5	6 – 10	11 - 15
✓ Continue championing the impact and excitement of the SPB process to key stakeholders. ✓ Stay connected to the CFA & ASU teams to see examples from other schools and district partners from across the state. ✓ Share these takeaways to help build momentum to consider launching in the next academic year.	✓ Continue championing the impact and excitement of the SPB process to key stakeholders. ✓ Reach out to the CFA & ASU teams to present with key stakeholders and discuss attending the SPB Institute and ongoing professional development. ✓ Ensure the budget to be allocated to the process is confirmed and approved before getting started.	✓ Continue championing the impact and excitement of the SPB process to key stakeholders. ✓ Start identifying key personnel at the district and/or site-level who will directly support the process. Include them in relevant communications. ✓ Reach out to the CFA & ASU teams for guidance and to participate in the SPB Institute, ongoing professional development, and technical assistance.
No matter your score, feel free to reach out to our team to explore how we can support you in preparing to launch SPB in your community! civichealth@arizonafuture.org		

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