

Georgia DECA Written Entry Penalty Point Self-Checklist

Top portion is to be completed by the DECA Advisor(signatures at the bottom are required):

Event Name: _____

Participant Name: _____ Chapter: _____

All Georgia DECA Manuals WILL BE penalty pointed using the following guidelines. This supercedes National DECA's penalty point guidelines. Manuals which receive 20 or more penalty points WILL BE DISQUALIFIED and will NOT be allowed to proceed to the business community for additional judging.

Please refer to Format Guidelines for the Written Entry for a more detailed explanation of these items.

	Checked	Penalty Points Assessed	Page No.
The Written Event Statement of Assurances must be signed and submitted with the entry along with the Penalty Point Self-Checklist		15	
Official DECA Written Event Folio		5	
Sheet protectors may not be used		5	
Limited to the number of pages specified in the guidelines (plus the title page and the table of contents)		5 per page	
All pages are numbered in sequence starting with the executive summary		5	
Major content must be at least double-spaced (not space and a half). Title page, table of contents, executive summary, bibliography, appendix, footnotes, long quotes, material in tables, figures, exhibits, lists, headings, sample letters, forms, etc. may be single spaced.		5	
The body of the written manual should be typed in 10,11, or 12 point font. Headings should be no larger than 16 point font.		10	
Entry must be typed/word processed. Charts and graphs may be handwritten. All other handwritten corrections will be penalized.		2 per correction	
No fold-outs, attachments, tabs used. Paper is 8 ½ inches x 11 inches.		5	
Photographs in the manual are scanned and placed as digital files.		10	
Entry follows the sequence outlined in the guidelines. The Executive Summary is all that is on page one of the manual. Section II must start on page 2.		5	
Page numbers of Roman numeral sections must appear in the table of contents.		5	
Each section is titled with headings and sections exactly as it appears in the guidelines. No sections may be omitted, but sections may be added for clarification.		2 per section	
Manuals not received in the DECA office by the due date (not a postmark date) will be assessed a late penalty of 10 points per day.		10 per day	
Manuals must be an original project and the same concept MAY NOT be submitted in more than one competitive event. (You cannot submit a MDA Dance-A-Thon project as both Civic Consciousness and Chapter Public Relations or any other written event).		Disqualified	
Chapters with extra competitors may not submit more than three (3) additional manuals in any one category. Extra slots are based on individual participants not events. Therefore, a second chapter manual would require 2-3 extra competitor slots earned if presented as a team.		Disqualified if extra slots are not earned.	
Entry must be based on the current year's topic and guidelines.		Disqualified	
Manuals must contain a minimum number of content pages (does not include appendix pages) in order to be considered: 15 pages for a 30 page manual; at least 6 pages for a 10 page manual.		Disqualified	
Manuals must be correctly hole punched and in the DECA folio in a neat and orderly fashion.		5	
An "extra" stapled & hole punched copy of the exact manual submitted must also be turned in to the DECA office upon submission of original manual in folio. This stapled copy will be used by one of the judges in the event PLUS it will also be kept on file at the state office for verification purposes.		10	
Spelling and grammar errors will be penalized		2 per error	
Manual contain all pages and sections/sub-sections. Manuals with missing pages/sections/sub-sections cannot be sent to the business community.		Disqualified	
All visual aids must meet guidelines as specified in the DECA Guide and also in the guidelines for the specific event		Visual Aids not allowed if they do not meet the guidelines	

Total Penalty Points Assessed _____

A check indicates that the item has been examined. A circled number indicates that an infraction has been noted.

A page number indicates the location of the infraction.

We understand the guidelines for the event we are entering and we understand a manual may be disqualified if proper guidelines were not followed.

DECA Member (s) Submitting

DECA Advisor Signature