

DECA Manual Submission Guidelines

Manuals for the following events need to be mailed to the State office (110 Maple Leaf Drive, Oxford, GA 30054) by February 8, 2012.

Chapter Team Events

Community Service Project
Creative Marketing Project
Entrepreneurship Promotion Project
Financial Literacy Promotion Project
Learn & Earn Project
Public Relations Project

Marketing Representative Events

Advertising Campaign
Fashion Merchandising Promotion Plan
Sports & Entertainment Promotion Plan

Business Management & Entrepreneurship Events

Entrepreneurship Written
International Business Plan
Entrepreneurship Participating-Independent Business
Entrepreneurship Participating-Franchising Business

Business Operations Research Events

Business Services Operations Research
Buying & Merchandising Operations Research
Finance Operations Research
Hospitality & Tourism Operations Research
Sports & Entertainment Marketing Operations Research

1. 2 copies of each manual must be submitted: one copy in a DECA folio and one copy stapled & hole punched.
2. Each manual must have an adhesive-backed label on the lower right corner of the cover identifying the type of manual (example: Community Service Project).
3. These manuals must be in the office not postmarked by February 8, 2012. Manuals not in the office by this date will receive 10 penalty points for each day past the due date (this includes the weekends).
4. All manuals submitted to the state office by the deadline set forth will be initially screened for penalty points by the DECA sub-committee. If a written manual receives 20 or more penalty points, it will not be eligible to be sent to the second round of judging with business representatives.
5. Manuals will be screened using the Georgia DECA Penalty Point Evaluation Form. This can be found on the website under State CDC. **You must completely fill out the top portion of this evaluation form and submit it with each manual.**
6. Please pay attention to the penalty checklist in the DECA Guide and also on the GA DECA website. Also, watch for grammar and spelling errors, which will result in a one point penalty per error. Please do not send in manuals that do not represent Quality.
7. Written manuals which pass the initial screening process will be sent on for judging by business representatives. Manuals must meet a preset standard set by judges in advance of judging in order to have representation at the state conference and to earn a trophy.
8. All manuals need to be sent with a tracking #, overnight, or priority mail. They are scheduled to be penalty pointed the next week.
9. Please Remember: The individual (s) who wrote the manual when it was submitted on the 8th (including chapter manuals) must also be the individual (s) who interview at the State Competition.
10. Manuals will be judged on Wednesday, February 22nd. Presentations will take place on Thursday, February 23rd, and the Top 6 will be recognized on stage at the Awards Session.

*** Civic Consciousness & Professional Selling Event Manuals should be brought to State CDC. Student representatives of these manuals should attend state conference and register as a participant in manual competition.*