

Written Event Submission Instructions

2018 Michigan DECA State Conference

These requirements are in effect for ALL written events submitted to Michigan DECA. These requirements are in addition to the guidelines outlined in the DECA Guide.

STEP 1 – TurnItIn Submission

- All written events (except the Chapter Awards Program) need to be uploaded to Michigan DECA's TurnItIn class so that it can be reviewed for plagiarism. **All written events must be submitted to Michigan DECA's TurnItIn class during the window of Monday, February 5 to Friday, February 16th at Midnight.** Failure to do so will be a penalty of 10 points, and given 3 additional days to be submitted. If not submitted by Wednesday, February 21st at Midnight, the entry will be disqualified.
- **NEW FOR 2018: A printout of the TurnItIn digital receipt MUST be included in the written project for Written Event Screening. This page should be placed after the Written Statement of Assurances page, and does not get numbered or counted in the page count of the project. Failure to include this digital receipt in the project is a 10 point penalty.**
- **You will NOT be able to make changes to a project once it has been uploaded**, so make sure your students have finished their final revisions before uploading the projects. If a project is uploaded twice, your chapter will be invoiced a \$25.00 fee.
- **The written event project needs to be saved as:**
 - a. **ONE DOCUMENT FILE per team or individual. Multiple documents for one project entry will NOT be accepted.** *For example, if you have a student's Merit Award Project in several files, they will need to be combined into a single file before uploading. For team events, only one file may be uploaded per team - not per person on the team.*
 - b. **Do NOT test the projects by uploading them to another TurnItIn account or class prior to submitting them to Michigan DECA.** Any projects that have been previously submitted will have a high plagiarism rating and could be disqualified.
 - c. Do NOT upload the DECA Statement of Assurances page.
 - d. Make sure that you DO include the Title Page and Table of Contents. **Do not worry if this increases the page count** - we will not use the upload file to access penalty points. Also do not worry about page breaks - we are reviewing the project's content, not the formatting.
 - e. Files must be less than 40 MB. If you have a lot of high resolution photos in the project, you may want to delete them or save the file as a lower resolution before uploading. *(Be sure to do a "File> Save As" so you don't accidentally alter the original project!)*
 - f. You can upload files from your computer, a flash/thumb drive, Dropbox account or Google Drive account.
 - g. **Do NOT submit any projects that have been scanned.** TurnItIn cannot read scanned pages.
 - h. TurnItIn accepts files in these formats: Microsoft Word, Excel, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs, and plain text.

Upload Procedure:

- Create a new **STUDENT account for EACH project using a different email address for each account** by going to <http://turnitin.com/>, clicking on Create Account in the top right. Enter an email address, password and choose **STUDENT**, then click on the Login button. TurnItIn will only allow one upload per account, and only one account per email address. We suggest using a student's email address.
 1. For 2018, connect with our account, use:
our Class ID: **16191910** and Enrollment Password/Key: **2018scdc**
 2. Click on the Class Name, then the blue SUBMIT button.
 3. Above the name field, you will see "Submit Paper: Cut & Paste". Click on the little blue arrow next to "Cut & Paste" to change it to "Single File Upload".
 4. **IMPORTANT: In order for us to correctly identify the project, please use the following naming format for the SUBMISSION TITLE: EVENT CODE – SCHOOL – MEMBER NAME(S)**
For Example: ADC – Novi – Jones Smith Williams
 5. **NEW FOR 2018: Before closing the browser or logging off, you MUST print a copy of the digit submission receipt to include in your project.** This page must be placed after the Written Statement of Assurances page, and does not get numbered or counted in the page count of the project. **Failure to include the confirmation page in the project is a 10 point penalty.**

STEP 2 – Hard Copy Submission for Written Event Screening

All written events (including the Chapter Awards Program, and Merit Awards Program must ALSO be received by 10:00 a.m. on February 17, 2018 for the written event screening.

Advertising Campaign (ADC)	Franchise Business Plan (EFB)
Business Growth Plan (EBG)	Gold Merit Award Program (GMAP)
Business Services Operations Research (BOR)	Hospitality & Tourism Operations Research (HTOR)
Buying & Merchandising Operations Research (BMOR)	Independent Business Plan (EIB)
Chapter Awards Program (CAP)	Innovation Plan (EIP)
Community Service Project (CSP)	International Business Plan (IBP)
Creative Marketing Project (CMP)	Learn & Earn Project (LEP)
Entrepreneurship Promotion Project (EPP)	Public Relations Project (PRP)
Fashion Merchandising Promotion Plan Event (FMP)	Sports & Ent. Marketing Operations Research (SEOR)
Finance Operations Research (FOR)	Sports & Entertainment Promotion Plan Event (SEPP)
Financial Literacy Project (FLPP)	Start-Up Business Plan (ESB)

Reminders:

1. Only one copy of each written event needs to be submitted in the specified official DECA folio, which is noted in the event's guidelines. If it is not in the proper folio, Michigan DECA will place it in a folio at a charge of five (5) times the current list price. If the event is received in an improper binder, that binder will not be returned.
2. All chapter advisors with a student entering a Written Event, Chapter Awards Project, or Merit Award Project, need to attend and assist with the Written Event Screening on Saturday, February 17, 2018. Advisors assisting may bring their events to the screening.
3. **NEW FOR 2018:** Advisors with written events who are unable to attend the screening will be required to pay a screening fee according to the following:
 - a. One-Five (1-5) projects/entries = \$50 screening fee
 - b. Six-Sixteen (6-16) projects/entries = \$50 screening fee PLUS an additional \$15 per project/entry
 - c. More than Seventeen (17+) projects/entries = a flat \$300 written screening fee

4. Advisors assisting with the screening should arrive no earlier than 9:30am and no later than 10:00am.
5. Events will not be accepted after 10:30 a.m. on February 17, 2018. Late events will NOT be accepted, no matter the reason. Please plan accordingly.
6. **Written Event Screening will take place in Roosevelt Hall at Eastern Michigan University on Saturday, February 17, 2018.** If you are going to use a GPS/navigation app, use 208 King as the street address. Parking is free on Saturday in the Pease Hall Visitors Lot. Photos that show what building entrance to use are on the following pages.
7. Please follow these procedures if you plan to ship your written events:
 - a. Use this address: Michigan DECA/EMU, 208 King Hall, Ypsilanti, Michigan 48197
 - b. **We strongly recommend using UPS to send your packages.** They deliver directly to our office, and all packages can be tracked to see where they are in transit.
 - c. All mail and packages sent by the postal service are sent to the EMU mailroom for sorting first, and do not get delivered to our office until the next business day. *(Mail and packages that arrive on Friday will not be delivered to our office until Monday!)*
 - d. **We do NOT receive ANY shipments or deliveries on Saturday, even if you have paid extra for this service with a carrier.**
 - e. All shipped packages should be sent to be received by Wednesday, February 14, 2018. Packages scheduled to be received after this date run the risk of not arriving on time, and not being able to be screened for competition.

For additional guidelines and formatting, refer to:

- Written Statement of Assurances – USED FOR ALL EVENTS:
http://mideca.org/wp-content/uploads/event_stmtassurances.pdf
- General Written Events
 - Screening Procedures
http://mideca.org/wp-content/uploads/event_writtenscreeningformat.pdf
 - Penalty Point Checklist with helpful Penalty Point FAQs *(used for all events except CAP and MAP)*: http://mideca.org/wp-content/uploads/event_michchecklist.pdf
- Chapter Awards Program
 - Guidelines: http://mideca.org/wp-content/uploads/event_capguidelines.pdf
 - Penalty Point Checklist: http://mideca.org/wp-content/uploads/event_capchecklist.pdf
- Merit Award Program
 - Guidelines: http://mideca.org/wp-content/uploads/event_mapguidelines.pdf
 - Penalty Point Checklist for the State Conference *(note, there is a separate checklist for competition at the International Conference)*:
http://mideca.org/wp-content/uploads/event_mapchecklist_scdc.pdf

Written Event Screening will take place in Roosevelt Hall at Eastern Michigan University on Saturday, February 17, 2018. Please arrive between 9:30-10:00 a.m.

For GPS directions, use 208 King Hall, Ypsilanti, MI 48197 as the address.



