



# Merit Award Program

## Penalty Point Checklist for International Conference Competition

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

### Formatting

	Correct	Penalty Points	Points Assigned
2. Written Event Statement of Assurances must be complete, signed and submitted with entry.	_____	15	_____
3. Entry submitted in an official DECA folio ( <b>not in a binder</b> ).	_____	5	_____
4. Sheet protectors may not be used.	_____	5	_____
5. All pages are numbered in order, and match the Progress Reporting Form. <i>They do not have to be re-numbered from the State Conference for submission of the only Gold section.</i>	_____	5	_____
6. Major content of the written entry must be double spaced. <i>Title page, table of contents, bibliography, footnotes, long quotes, material in tables, figures, exhibits, lists, headings, documentation pages, etc., may be single spaced.</i>	_____	5	_____
7. Entry must be typed/word processed. Handwritten corrections will be penalized. Charts and graphs may be handwritten.	_____	5	_____
8. Paper is 8 1/2 inches by 11 inches. No fold-outs or attachments used.	_____	5	_____
9. Proper use of headings as specified in the guidelines <i>(Award Level, Instructional Area, Activity Title, Member's Name, Completion Date)</i>	_____	5	_____
10. Completed (typed) official Merit Awards Progress Report Form for Gold level is included, which serves as the table of contents.	_____	5	_____
11. Used 12 point font in narrative sections.	_____	5	_____

### Gold Level

13. Minimum length is 20 pages of original student work. <i>(last page of each activity must be at least 2/3 page to be counted)</i>	_____	10/page	_____
14. Included a total of 5 activities, 4 pages average*.	_____	20/activity	_____
15. Bibliography is included, using a recognizable format.	_____	5/level	_____

**Total Penalty Points:** \_\_\_\_\_

\*At least one activity from each Instructional Area (i.e. Economic Understanding, Human Relations, Promotion, etc.)