



Merit Award Program

Penalty Point Checklist for State Conference Competition

Name: _____

Chapter: _____

Formatting

	Correct	Penalty Points	Points Assigned
1. Written Event Statement of Assurances must be complete, signed and submitted with entry.	_____	5	_____
2. Entry submitted in an official 1 inch DECA binder.	_____	5	_____
3. Sheet protectors may not be used.	_____	5	_____
4. All pages are numbered in order, and match the Progress Reporting Form. <i>Start new page numbering, beginning at 1, for each section (Bronze, Silver and Gold).</i>	_____	5	_____
5. 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	_____
6. Entry must be typed/word processed. Handwritten corrections will be penalized. Charts and graphs may be handwritten.	_____	5	_____
7. Paper is 8 1/2 inches by 11 inches. No fold-outs or attachments used.	_____	5	_____
8. Proper use of headings as specified in the guidelines <i>(Award Level, Instructional Area, Activity Title, Member's Name, Completion Date)</i>	_____	5	_____
9. Completed (typed) official Merit Awards Progress Report Form for each level is included, which serves as the table of contents.	_____	5	_____
10. Used 12 point font in narrative sections.	_____	5	_____
11. Levels separated by tabs and labeled (Gold, Silver, Bronze).	_____	5	_____

Bronze Level

12. 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	_____
13. Included a total of 10 activities, 2 pages average*.	_____	20/activity	_____

Silver Level

14. Minimum length is 21 pages of original student work. <i>(last page of each activity must be at least 2/3 page to be counted)</i>	_____	10/page	_____
15. Included a total of 7 activities, 3 pages average*.	_____	20/activity	_____

Gold Level

16. 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	_____
17. Included a total of 5 activities, 4 pages average*.	_____	20/activity	_____

Other

18. 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.)

If a student is assessed more than 30 penalty points, their project will not receive the Gold Award, and will not be eligible to attend the State or International Conferences.