

# Written Event Submission Guidelines

**NEW FOR 2020:** Michigan DECA will use an online submission process for most of the written events at the State Conference. Because of this change, we will not hold a Written Event Screening day. The screening will be done by a group of individuals that have been selected to assist with the process.

These requirements are in effect for written events submitted to Michigan DECA for the State Conference only. These requirements are in addition to the guidelines set by National DECA. *Merit Award Program and Chapter Award Program guidelines are listed separately.*

## **Events that will need to be submitted online only:**

1. Each of the Written Events listed below must be uploaded using the Chapter Registration Portal by February 10, 2020. *No hardcopy will be turned in for these events:*
  - Business Growth Plan (EBG)
  - Business Services Operations Research (BOR)
  - Business Solutions Project (PMBS)
  - Buying and Merchandising Operations Research (BMOR)
  - Career Development Project (PMCD)
  - Community Awareness Project (PMCA)
  - Community Giving Project (PMCG)
  - Finance Operations Research (FOR)
  - Financial Literacy Project (PMFL)
  - Franchise Business Plan (EFB)
  - Hospitality and Tourism Operations Research (HTOR)
  - Independent Business Plan (EIB)
  - International Business Plan (IBP)
  - Sales Project (PMSP)
  - Sports and Entertainment Marketing Operations Research (SEOR)
2. All students competing at the State Conference MUST be included on the chapter's registration.
3. Advisors are responsible to ensure that the written projects are submitted under the correct event and team members paired correctly. If Michigan DECA discovers that an event has been submitted incorrectly (for example, a BOR project submitted as BMOR), a \$25 fee per project will be assessed.
4. The DECA Written Event Statement of Assurances and Academic Integrity form (on page 55 of the national DECA Guide), certifying the originality of the work must be signed by the advisor and each student listed on the event before the event is submitted. The Statement of Assurances and Academic Integrity form must be the first page of each entry. Only those students who signed the Statement of Assurances and Academic Integrity form and have been included on the chapter's registration form will be allowed to compete in the event.
5. All content must be original work of the student(s) that signed the DECA Statement of Assurances and Academic Integrity form. No part of the written project can be previously entered into competition or submitted in another DECA competitive event. Any events that are found to be plagiarized or previously submitted into competition will be disqualified. Those students will be dropped from the conference, and are not eligible for a refund of the conference registration fee.
6. We strongly recommend that these projects have a minimum number of pages of at least half of the maximum pages allowed.

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7. Entries must be in the following order: completed and signed DECA Statement of Assurances and Academic Integrity form, Cover Page, then the actual event following the guidelines set by DECA. (Do not include evaluation forms.)
8. Chapter Advisors should review the work of the students and only submit written events that are a positive reflection on their chapter and their school.
9. Any project that receives 25 or more penalty points will not be eligible to compete or attend the State Conference. The registration fee will be refunded at the 50% refund rate.
10. All entries must be digitally uploaded by Midnight, February 10, 2020 through the Chapter Registration Portal. Complete instructions on how to upload projects will be provided in January.
11. Michigan DECA staff will upload all entries to TurnItIn.com to be screened for plagiarism. The entries will be screened by Michigan DECA staff and consultants by February 17, 2020.
12. Michigan DECA will send the entries to judges that have volunteered to evaluate written events prior to the State Conference.
13. Other individuals will be recruited to evaluate the presentation at the State Conference. Michigan DECA staff will print the executive summary for each judge hearing the presentation at the State Conference. The two scores will be added together to determine the State Champion for each section.
14. Any project that receives penalty points at the State Conference must be corrected prior to being submitted at the International Conference. Projects competing at the International Conference will not be submitted online. They must be printed and placed in the proper folio as per the event's guidelines, and turned in during the competition's briefing period.

## **Events that will need to be submitted online AND have hard copies submitted:**

1. Each of the Written Events listed below must have a digital copy submitted online **AND ALSO** a hard copy shipped or dropped off to the Michigan DECA Office by February 10, 2020.
  - Innovation Plan (EIP)
  - Integrated Marketing Campaign Event (IMCE)
  - Integrated Marketing Campaign Product (IMCP)
  - Integrated Marketing Campaign Service (IMCS)
  - Start-Up Business Plan (ESB)
  - Chapter Awards Program (CAP) – *no digital copy uploaded, only a hard copy needed*
  - Merit Award Program (MAP) – *no digital copy uploaded, only a hard copy needed*
2. All students competing at the State Conference MUST be included on the chapter's registration.
3. Advisors are responsible to ensure that the written projects are submitted under the correct event and team members paired correctly. If Michigan DECA discovers that an event has been submitted incorrectly (for example, a IMCE project submitted as IMCS), a \$25 fee per project will be assessed.
4. The DECA Written Event Statement of Assurances and Academic Integrity form (on page 55 of the national DECA Guide), certifying the originality of the work must be signed by the advisor and each student listed on the event before the event is submitted. The Statement of Assurances and Academic Integrity form must be the first page of each entry. Only those students who signed the Statement of Assurances and Academic Integrity form and have been included on the chapter's registration form will be allowed to compete in the event.

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5. All content must be original work of the student(s) that signed the DECA Statement of Assurances and Academic Integrity form. No part of the written project can be previously entered into competition or submitted in another DECA competitive event. Any events that are found to be plagiarized or previously submitted into competition will be disqualified. Those students will be dropped from the conference, and are not eligible for a refund of the conference registration fee.
6. Chapter Advisors should review the work of the students and only submit written events that are a positive reflection on their chapter and their school.
7. Entries must be in the following order: completed and signed DECA Statement of Assurances and Academic Integrity form, Cover Page, then the actual event following the guidelines set by DECA. (Do not include evaluation forms.)
8. We strongly recommend that the *Innovation Plan (EIP)*, *Integrated Marketing Campaign Event (IMCE)*, *Integrated Marketing Campaign Product (IMCP)*, *Integrated Marketing Campaign Service (IMCS)*, and *Start-Up Business Plan (ESB)* projects have a minimum number of pages of at least half of the maximum pages allowed.
9. Any project that receives 25 or more penalty points (Merit Award Program is 30 or more penalty points, Chapter Award Program is 40 or more penalty points) will not be eligible to compete or attend the State Conference. The registration fee will be refunded at the 50% refund rate.
10. All entries must be digitally uploaded by Midnight, February 10, 2020 through the Chapter Registration Portal. Complete instructions on how to upload projects will be provided in January.
11. Hard copies of all entries must be submitted in the specified DECA folio or binder, which is noted in the event's guidelines. If it is not in the proper folio/binder, Michigan DECA will place it in a folio/binder at a charge of five (5) times the current list price. Please note, that if the event is received in an improper folio/binder, that folio/binder will not be returned.
- 12. Hard copies of all entries must be dropped off to the Michigan DECA office by 4:30 p.m. on February 10, 2020. You may also ship entries, but please note:**
  - **All shipped packages should be sent to be received by February 6, 2020.** 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.
  - All USPS (postal service) packages take an extra day to be delivered to our office after delivery to the campus mailroom. Please plan for this delay. Any packages delivered on Thursday or Friday may not reach our office before the deadline for screening.
  - Ship the packages so that you can track them to confirm that they have been delivered.
13. Michigan DECA staff will upload all entries to TurnItIn.com to be screened for plagiarism. The entries will be screened by Michigan DECA staff and consultants by February 17, 2020.
14. The written portion of these events will not be evaluated prior to the State Conference.
15. Any project that receives penalty points at the State Conference must be corrected prior to being submitted at the International Conference. Projects competing at the International Conference will not be submitted online. They must be printed and placed in the proper folio as per the event's guidelines, and turned in during the competition's briefing period.