



# 2019 Michigan Penalty Point Checklist

*For all Written Events at the State Conference*

Event Name: \_\_\_\_\_

Participants: \_\_\_\_\_

**Chapter Awards and Merit Awards will use different checklists.**

**Please refer to Format Guidelines for each Written Entry in the National DECA Guide for a more detailed explanation of these items.**

	Checked	Penalty Points Assessed	Page Number
1. The Written Event Statement of Assurances and Academic Integrity must be <b>signed by all participants and the chapter advisor</b> and placed in front of the written entry.	_____	15	_____
2. <i>The TurnIn confirmation page is the second page in the project (this page will be removed by Michigan DECA staff prior to being given to the judges). Projects not uploaded by the deadline will be penalized 10 points and given 3 days to be submitted or the project will be disqualified.</i>	_____	10	_____
3. Entries submitted in an official DECA written event folio. No markings, tape or other material should be attached to the folio. <i>Folios with past DECA logos are acceptable.</i>	_____	5	_____
4. Sheet protectors may <b>not</b> be used.	_____	5	_____
5. Limited to the number of pages specified in the guidelines (plus the title page and the table of contents). <i>This includes the appendix.</i>	_____	5 (per page)	_____
6. All pages are numbered in sequence starting with the executive summary and ending with the final page of the appendix. Do not use separate sheets between sections or as the title pages for sections.	_____	5	_____
7. Entry must be typed. Handwritten corrections, notes, charts, and graphs will be penalized.	_____	5	_____
8. Paper is 8 1/2 inches by 11 inches. No fold-outs, attachments, or tabs used.	_____	5	_____
9. The written entry follows the outline in the Written Entry Guidelines for the event. Additional subsections are permitted in the body of the written entry. <i>The Roman Numeral Section Headings <b>MUST</b> be in the body of the written entry and listed in the table of contents with correct page numbers.</i>	_____	5	_____
10. Written entry must be printed single sided.	_____	5	_____

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

**Key:**

A check indicates that the item has been examined and meets the guidelines.

A circled number indicates that an infraction has been noted.

A page number indicates the location of the infraction.

*Michigan Rules and Clarifications are in Italics.*

# Penalty Point Guidance

The Michigan Penalty Point Checklist is used to access penalty points for all written events (*except Chapter Awards and Merit Awards projects*) during the Michigan Written Event Screening, and during competition at the International Conference. Each numbered item below corresponds to an item on the Competitive Event Checklist, and includes frequently asked questions below each item.

1. The Written Event Statement of Assurances and Academic Integrity must be signed by all participants and the chapter advisor and placed in front of the written entry.
  - If only the chapter advisor signature is missing, are penalty points accessed? YES
  - If one or more team member's signature is missing, are penalty points accessed? NO - *however, the student with the missing signature cannot participate in the presentation, and will be dropped from the conference.*
  - If a student's name is missing, are penalty points accessed? NO - *however, if a name is missing on the Written Statement of Assurances Form, the student CANNOT participate in the presentation, and will be dropped from the conference.*
  - If the wrong event name is listed on the form, are penalty points accessed? YES
2. The TurnItIn confirmation page is the second page of the project. (*Note: this is only for Michigan for Written Event Screening. Do not include this page for competition at the International Conference.*)
  - Are penalty points accessed if it is missing? YES - *the advisor will be given a three (3) school-day extension to submit the summary page, or the written event entry will be disqualified from competition.*
3. Entries submitted in an official DECA written event folio. Folios are available from DECA Images (FOLIO). No markings, tape or other material should be attached to the folio. One photocopy or the original typed document must be submitted. Participants may keep a copy for use in the presentation. *Folios with past DECA logos are acceptable.*
  - If the entry is submitted in an older DECA folio, are penalty points accessed? NO
  - If the entry is submitted in a DECA notebook/binder, are penalty points accessed? NO, *however we will place the entry in the correct folio/binder, and invoice the chapter five (5) times the current list price.*
  - If the entry is submitted with an old competition label on the folio, are penalty points accessed? NO, *however, penalty points may be accessed during competition at the International conference for folios with markings, labels or tape.*
4. Sheet protectors may not be used.
5. Limited to the number of pages specified in the guidelines (plus the title page and the table of contents). *This includes the appendix.*
  - Are 5 penalty points accessed for every page over the limit? YES
  - Does the Written Statement of Assurances, TurnItIn confirmation, title page and table of contents count in the total number of pages? NO
6. All pages are numbered in sequence starting with the executive summary and ending with the final page of the appendix. Do not use separate sheets between sections or as title pages for sections.
  - If the title page and table of contents are numbered, are penalty points accessed? YES
  - If a graphic is covering a page number, are penalty points accessed? YES
  - If a page is used only as a title page for a section, are penalty points accessed? YES
  - If page numbers are taped on, are penalty points accessed? YES
  - If page numbers are handwritten, are penalty points accessed? YES

# Penalty Point Guidance

7. Entry must be typed. Handwritten corrections, notes, charts, and graphs will be penalized.
  - If there are any handwritten marks or notes from previous reviews, are penalty points accessed? YES
  - If there are any handwritten charts or graphs, are penalty points accessed? YES
8. Paper is 8½ inches x 11 inches. No fold-outs, attachments or tabs used.
  - If something extends past the 8½ inches x 11 inches, are penalty points accessed? YES
  - If colored paper, card stock, graphics or water marks used, are penalty points accessed? NO
9. The written entry follows the outline in the Written Entry Guidelines for the event. Additional subsections are permitted in the body of the written entry. *The Roman Numeral Section Headings MUST be in the body of the written entry and listed in the table of contents with the correct page numbers.*

The maximum penalty for this area is 5 points, even if there is more than one error. All errors need to be noted.

- Must the entry include a title page and table of contents? YES
  - Is the title page and table of contents penalty pointed for formatting? NO
  - Do page numbers on the table of contents have to match the body of the project? YES
  - Do main sections have to have page numbers on the table of contents? YES - *Main Sections are the sections in the event guidelines that have Roman numerals and are in UPPERCASE letters.*
  - Do Roman numerals have to be utilized? NO
  - Does each main section have to be addressed? YES - in the body of the project.
  - Are sections penalty pointed if this year's event guidelines are not followed? YES
  - Are sections penalty pointed if not properly sequenced? YES
  - Must each main section be titled exactly? NO - *wording may be adjusted. For example, section 4 in the event guidelines states: "Identification of the Target Market"; the section could be labeled "Target Market".*
  - Do subsections have to be in the paper? YES – *unless the guidelines state that the subsection is optional.*
  - Can additional subsections be added to content? YES - *Refer to the sample on page 71 of the Michigan DECA Guide for page number formatting.*
  - Do subsections have to be on the table of contents? NO
  - Do subsections have to have page numbers on the table of contents? NO - *however, if page numbers are included on the table of contents, and are not correct, penalty points will be accessed.*
  - Is a Bibliography required? YES
  - Is an Appendix required? NO
10. Written entry must be printed single-sided.
    - If the entry is submitted as double sided, are penalty points accessed? YES

Note: Beginning this year, written content no longer must be doubled spaced; single spaced is optional.

***All penalty points accessed during Written Event Screening must be approved by one of the Written Event Directors, and the Director must initial that they have confirmed the total number of penalty points assessed.***