



NAME(S): _____
 CHAPTER: _____
 ID: _____ SECTION: _____

CHAPTER AWARD PROGRAM CAP

PENALTY POINT CHECKLIST

Please refer to the event guidelines for a more detailed explanation of these items.
 Chapter Awards projects do not get uploaded to the written event portal or to TurnItIn.

	CHECKED	PENALTY POINTS	PAGE NUMBER
1. Written Statement of Assurances must be complete, signed and submitted with entry.	_____	15	_____
2. Entry must be submitted in either a DECA 1 inch binder, a plain blue 2 inch or smaller binder, or a plain white 2 inch or smaller binder. <i>Scrapbooks are not allowed. DECA folios are not allowed.</i>	_____	5	_____
3. Limited to the page numbers specified in the guidelines.	_____	5 per page	_____
4. All pages are numbered beginning with the Executive Summary.	_____	5	_____
5. Major content of the written entry must be at least double spaced, not space-and-a-half. <i>Title page, table of contents, executive summary, bibliography, appendix, 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. <i>Handwritten corrections will be penalized. Charts and graphs may be handwritten.</i>	_____	5	_____
7. Paper is 8.5 inches by 11 inches. No fold-outs or attachments.	_____	5	_____
8. Proper use of headings as specified in the guidelines. <i>Activity Area, Activity title, Activity Date</i>	_____	5	_____
9. Completed (typed) official Chapter Award Program Progress Report Form for each level is included, which serves as the Table of Contents.	_____	5	_____
10. Entry contains the required number of activities for each of the six required areas, as specified in the guidelines, which include both narrative and documentation pages. <i>The six required areas are: Membership Development, Community Oriented, Experienced Leaders, Academically Prepared, Professionally Responsible, Promotion/Public Relations.</i>	_____	20 per activity	_____
11. Levels separated by tabs and labeled with each area name.	_____	5	_____

TOTAL PENALTY POINTS ASSESSED:

If an entry is assessed 30 or more penalty points, the project will not receive the Gold Level Award, and will not be eligible to attend or compete at the State or International Conferences in the Chapter Award Program.

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.