



# Chapter Award Program

## Checklist

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

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

	Correct	Penalty Points	Points Assigned
1. Written Event Statement of Assurances must be complete, signed and submitted with entry.	_____	15	_____
2. Entry submitted in a 2 inch DECA binder. Scrapbooks are no longer allowed.	_____	5	_____
3. Limited to the page numbers specified in the guidelines.	_____	5/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. 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>activity area, activity title, activity date</i> ).	_____	5	_____
9. Completed (typed) official Chapter Awards 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 (membership development, community oriented, experienced leaders, academically prepared, professionally responsible, promotion/public relations), which include both narrative and documentation pages.	_____	20/activity	_____
11. Areas are separated by tabs and labeled with each area name.	_____	5	_____

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

If a student is assessed more than 40 penalty points, their project will not receive the Gold Award, and will not be eligible to attend the State or International Career Development Conferences.