



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

GOLD MERIT AWARD PROGRAM GMAP

PENALTY POINT CHECKLIST FOR INTERNATIONAL CONFERENCE COMPETITION

Please refer to the event guidelines for a more detailed explanation of these items.

FORMATTING	CHECKED	PENALTY POINTS	PAGE NUMBER
1. Written Statement of Assurances must be complete, signed and submitted with entry.	_____	5	_____
2. Entry submitted in an official DECA folio (not in a binder).	_____	5	_____
3. Sheet protectors may not be used.	_____	5	_____
4. All pages are numbered in order, and match the Progress Reporting Form. <i>They do not have to be re-numbered from the State Conference since you are submitting only the Gold section.</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. <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>(Award level, Instructional Area, Activity title, Member's name, Completion Date)</i>	_____	5	_____
9. Completed (typed) official Merit Award Program Progress Report Form for Gold Level is included, which serves as the Table of Contents.	_____	5	_____
10. Used 12 point font in narrative sections.	_____	5	_____
GOLD LEVEL			
11. 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 per page	_____
12. Included a total of 5 activities, 4 pages average.*	_____	20 per activity	_____
13. Bibliography is included for each level, using a recognizable format.	_____	5 per level	_____

TOTAL PENALTY POINTS ASSESSED:

**At least one activity from each Instructional Area (i.e., Economic Understanding, Human Relations, Promotion, etc.)*

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.