



NAME(S): \_\_\_\_\_  
 CHAPTER: \_\_\_\_\_  
 ID: \_\_\_\_\_ SECTION: \_\_\_\_\_

# GOLD MERIT AWARD PROGRAM GMAP

## PENALTY POINT CHECKLIST FOR STATE CONFERENCE COMPETITION

Please refer to the event guidelines for a more detailed explanation of these items.  
 The written entry will be evaluated for penalty points using the physical copy.

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 1 inch DECA binder.	_____	5	_____
3. Sheet protectors may not be used.	_____	5	_____
4. All pages are numbered in order, and match the Progress Reporting Form. <i>Start new page numbering, beginning at 1 for each section (Bronze, Silver and Gold).</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 each level is included, which serves as the Table of Contents.	_____	5	_____
10. Used 12 point font in narrative sections.	_____	5	_____
11. Levels separated by tabs and labeled (Bronze, Silver, Gold).	_____	5	_____
<b>BRONZE LEVEL</b>			
12. 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	_____
13. Included a total of 10 activities, 2 pages average.*	_____	20 per activity	_____
<b>SILVER LEVEL</b>			
14. 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	_____
15. Included a total of 7 activities, 3 pages average.*	_____	20 per activity	_____
<b>GOLD LEVEL</b>			
16. 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	_____
17. Included a total of 5 activities, 4 pages average.*	_____	20 per activity	_____
<b>OTHER</b>			
18. Bibliography is included for each level, using a recognizable format.	_____	5 per level	_____
<b>TOTAL PENALTY POINTS ASSESSED:</b>			

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