



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 and Academic Integrity form must be complete, signed by all participants and the chapter advisor , and placed in front of the written entry.	_____	15	_____
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>Only Gold Level projects and Progress Reporting Form is to be submitted.</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	CHECKED	PENALTY POINTS	PAGE NUMBER
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 using a recognizable format.	_____	5	_____

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.