



# Merit Award Program

## Checklist for State Conference Competition

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

### Formatting

	Correct	Penalty Points	Points Assigned
1. The TurnIn confirmation page is the first page in the project (this page will be removed by Michigan DECA staff prior to being given to the judges). <i>Projects not uploaded by the deadline will be penalized 10 points and given 3 days to be submitted or the project will be disqualified.</i>	_____	10	_____
2. Written Event Statement of Assurances must be complete, signed and submitted with entry.	_____	15	_____
3. Entry submitted in an official 1 inch DECA binder.	_____	5	_____
4. Sheet protectors may not be used.	_____	5	_____
5. 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	_____
6. 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	_____
7. Entry must be typed/word processed. Handwritten corrections will be penalized. Charts and graphs may be handwritten.	_____	5	_____
8. Paper is 8 1/2 inches by 11 inches. No fold-outs or attachments used.	_____	5	_____
9. Proper use of headings as specified in the guidelines <i>(Award Level, Instructional Area, Activity Title, Member's Name, Completion Date)</i>	_____	5	_____
10. Completed (typed) official Merit Awards Progress Report Form for each level is included, which serves as the table of contents.	_____	5	_____
11. Used 12 point font in narrative sections.	_____	5	_____
12. Levels separated by tabs and labeled (Gold, Silver, Bronze).	_____	5	_____

### Bronze Level

13. 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/page	_____
14. Included a total of 10 activities, 2 pages average*.	_____	20/activity	_____

### Silver Level

15. Minimum length is 21 pages of original student work. <i>(last page of each activity must be at least 2/3 page to be counted)</i>	_____	10/page	_____
16. Included a total of 7 activities, 3 pages average*.	_____	20/activity	_____

### Gold Level

17. 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/page	_____
18. Included a total of 5 activities, 4 pages average*.	_____	20/activity	_____

### Other

19. Bibliography is included, using a recognizable format.	_____	5/level	_____
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*\*At least one activity from each Instructional Area (i.e. Economic Understanding, Human Relations, Promotion, etc.)*

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 Conferences.

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