

# Written Event Screening Procedures

These requirements are in effect for written events submitted to Michigan DECA. These requirements are **in addition** to the guidelines set by National DECA. Merit and Chapter Award Program Guidelines are listed separately.

1. Only **one copy** of each written event needs to be submitted in the specified official DECA folio, which is noted in the event's guidelines. If it is not in the proper folio, Michigan DECA will place it in a folio at a charge of five (5) times the current list price. Please note, that if the event is received in an improper binder, that binder will not be returned.
2. All students competing at the State Conference **MUST** be included on the chapter's registration form.
3. The National DECA Statement of Assurances and Academic Integrity (**page 53 of the *National DECA Guide***) certifying the originality of the work must be signed by the advisor and the student before the event is submitted. The Statement of Assurances must be the first page of each entry. **Only those students whose name appears on the Statement of Assurances and have been included on the chapter's registration form will be allowed to compete in the event.**
4. All written events (except the Chapter Awards Program) will also need to be uploaded to TurnItIn by the chapter advisor between February 5-16, 2018 so that it can be reviewed for plagiarism. Complete instructions on how to upload projects will be provided in January.
5. **NEW FOR 2018:** A printout of the TurnItIn confirmation page needs to be included in the folio for the Written Event Screening. This page should be placed after the Written Statement of Assurances page, and does not get numbered or counted in the page count of the project. **Failure to include the confirmation page in the folio is a 10 point penalty.**
6. All content must be original work of the DECA members member(s) listed on the Statement of Assurances. **No part of the written project can be previously entered into competition or submitted in another DECA competitive event.** Any events that are found to be plagiarized or previously submitted into competition will be disqualified. Those students will be dropped from the conference, and are not eligible for a refund of the conference registration fee.
7. Entries must be in the following order: completed and signed Statement of Assurances, TurnItIn Confirmation Page, Cover Page, then the actual event following the guidelines set by DECA. (*Do not include evaluation forms.*)
8. Any project that receives penalty points at the State Conference must be corrected prior to being submitted at the International Conference.
9. **All entries (including the Chapter Awards Program, Merit Awards Program and all Written Events advancing on from a district conference) must be completed and received by 10:00 a.m. on February 17, 2018.**
10. All chapter advisors with a student entering a Written Event, Chapter Awards Project, or Merit Award Project, need to attend and assist (or pay the applicable screening fee) with the Written Event Screening on Saturday, February 17, 2018. **This includes written projects that have advanced on from a district conference.** Advisors assisting may bring their events to the screening.
11. The screening will be held at Eastern Michigan University on Saturday, February 17, 2018.

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12. Advisors assisting with the screening should arrive no earlier than 9:30 a.m., and no later than 10:00 a.m.
13. **Events will not be accepted after 10:30 a.m. on February 17, 2018.** Late events will NOT be accepted, no matter the reason. Please plan accordingly.
14. **NEW FEE STRUCTURE:** Advisors with written events who are unable to attend the screening will be required to pay a screening fee, which is being imposed to encourage more Advisors to assist with the written event screening process. The new screening fee is based on the chapter's number of entries/folios/binders as follows:
  - One-Five (1-5) entries = \$50 written screening fee
  - Six-Sixteen (6-16) entries = \$50 written screening fee PLUS an additional \$15 per folio
  - More than Seventeen (17+) entries = a flat \$300 written screening fee
15. If you are mailing or delivering the entries for the Written Event Screening:
  - We recommend using UPS to send your packages. UPS delivers directly to our office, and all packages can be tracked, so you may confirm that they were delivered.
  - All shipped packages should be sent to be received by Wednesday, February 14, 2018. Packages scheduled to be received after this date run the risk of not arriving on time, and not being able to be screened for competition.
  - **There is no delivery service on Saturday to the Eastern Michigan University campus from any carrier, even if you pay extra for this service.** This includes overnighted package deliveries.
16. A photo copier will not be available at the Written Event Screening.

# Sample Written Event Formatting

*Note: This is a sample for overall layout and formatting, be sure to consult individual event guidelines for correct section headings.*

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*Note: This is a sample for overall layout and formatting, be sure to consult individual event guidelines. Also visit <http://citationmachine.net> which is an electronic resource for completing bibliographies.*

## BIBLIOGRAPHY

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