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**WRITTEN ENTRY CHECKLIST, 2017**

**Event Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Participants Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Participants Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Participants Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chapter**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All Georgia DECA Manuals WILL BE penalty pointed using the following guidelines. This supercedes National DECA’s penalty point guidelines.

Please refer to Format Guidelines for the Written Entry for a more detailed explanation of these items.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Checked | Penalty Points Assessed | Page No. | Penalty Reasoning |
| 1. The Written Event Statement of Assurances must be signed and submitted with the entry. |  | 15 |  |  |
| 2. Official DECA Written Event Folio |  | 5 |  |  |
| 3. Sheet protectors may not be used |  | 5 |  |  |
| 4. Manuals must contain a minimum number of content pages (does not include appendix pages) in order to be considered: 15 pages for a 30 page manual; at least 6 pages for a 10 page manual. Limited to the number of pages specified in the guidelines (plus the title page and the table of contents) |  | 5 per page |  |  |
| 5. All pages are numbered in sequence starting with the executive summary and ending with the final page of the appendix. |  | 5 |  |  |
| 6. Major content must be double-spaced (not space and a half). Title page, table of contents, executive summary, bibliography, appendix, footnotes, long quotes, material in tables, figures, exhibits, lists, headings, sample letters, forms, etc. may be single spaced. |  | 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 x 11 inches. No fold-outs, attachments, or tabs used. |  | 5 |  |  |
| 9. Entry follows the sequence outlined in the guidelines. No sections may be omitted, but additional subsections are permitted in the body of the written entry. |  | 5 |  |  |
| 10. Manuals not received in the DECA office by the due date (not a postmark date) will be assessed a late penalty of 10 points per day. |  | 10 per day |  |  |
| 11. Entry must be based on the current year’s topic and guidelines. |  | Disqualified |  |  |

**Total Penalty Points Assessed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**