



PENALTY POINT CHECKLIST, 2026

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 Prepared Statement of Assurances and Academic Integrity Form must be signed by all participants and the chapter advisor. Only physical signatures or digital signatures will be accepted. Typed names in a font will not be accepted as signatures.		15		
2. Manuals must contain a minimum number of content pages (does not include appendix pages) in order to be considered: 10 pages for a 20 page manual. Limited to the number of pages specified in the guidelines (plus the title page and the table of contents)		5 per page		
3. All pages are numbered in sequence starting with the executive summary and ending with the final page of the appendix. Do not use separate pages between sections or as title pages for sections. -does it have page numbers? -is the Executive Summary page 1?		5		
4. Entry must be typed, including charts and graphs and use a page size of 8 ½ x 11. Handwritten corrections will be penalized.		5		
5. 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. -Is everything on the title page?		5		

Total Penalty Points Assessed _____

All Georgia DECA Pitch Decks WILL BE penalty pointed using the following guidelines. This supercedes National DECA's penalty point guidelines.
Please refer to Format Guidelines for the Pitch Deck Entry for a more detailed explanation of these items.

	Checked	Penalty Points Assessed	Page No.	Penalty Reasoning
1. The Prepared Statement of Assurances and Academic Integrity Form must be signed by all participants and the chapter advisor. Only physical signatures or digital signatures will be accepted. Typed names in a font will not be accepted as signatures.		15		
2. Decks must contain a minimum number of content slides (does not include appendix pages) in order to be considered: 10 slides minimum. Limited to 20 slides.		5 per page		
3. All slides are numbered in sequence starting with the cover slide and ending with the final slide of the appendix. -is every slide numbered? -is the Cover slide, slide 1?		5		
4. Entry must be typed and use a 16:9 aspect ratio at 1920 pixels wide by 1080 pixels tall. Handwritten correction, notes, charts, and graphs will be penalized.		5		
5. The pitch deck follows the outline in the guidelines. Additional subsections are permitted.		5		

Total Penalty Points Assessed _____