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**PENALTY POINT CHECKLIST, 2024**

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.

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| --- | --- | --- | --- | --- |
|  | Checked | Penalty Points Assessed | Page No. | Penalty Reasoning |
| 1. Written Statement of Assurances and Academic Integrity Form must be signed by all participants and the chapter advisor and saved as a separate PDF and submitted in Judges Pro |  | 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; at least 5 pages for a 5 or 11 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. |  | 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. |  | 5 |  |  |

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