



PENALTY POINT CHECKLIST

	CHECKED	PENALTY POINTS ASSESSED	PAGE NUMBER
1. The Written Statement of Assurances and Academic Integrity must be signed by all participants and the chapter advisor and placed in front of the written entry. Only physical signatures or digital signatures will be accepted. Typed names in a font will not be accepted as signatures.	_____	15	_____
2. 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.	_____	5	_____
4. The written entry follows the outline in the Written Entry Guidelines for the event. Additional subsections are permitted in the body of the written entry.	_____	5	_____
5. The entry must be typed and use a page size of 8½ inches x 11 inches. Handwritten correction, notes, charts and graphs will be penalized.	_____	5	_____

TOTAL PENALTY POINTS ASSESSED _____

*A check indicates that the item has been examined.
 A circled number indicates that an infraction has been noted.
 A page number indicates the location of the infraction.*

If the written entry must be submitted as a printed copy at district/region or association level competition, the following penalty points are also recommended to be assessed. Please consult with your chartered association advisor regarding penalty points at district/regional and association competition. Items 6, 7 and 8 will not be reviewed at the DECA International Career Development Conference.

6. Entries submitted in an official DECA written event folio. Folios are available from Shop DECA. No markings, tape or other material should be attached to the folio. One photocopy or the original typed document must be submitted. Participants may keep a copy for use in the presentation.	_____	5	_____
7. Written entry must be printed single-sided.	_____	5	_____
8. No sheet protectors, fold-outs, attachments or tabs used.	_____	5	_____

TOTAL PENALTY POINTS ASSESSED _____



WRITTEN EVENT STATEMENT OF ASSURANCES AND ACADEMIC INTEGRITY

Research and report writing are important elements of modern business activities. Great care must be taken to assure that the highest ethical standards are maintained by those engaging in research and report writing. To reinforce the importance of these standards, all written entries in DECA's Competitive Events Program must submit this statement as part of the entry. The statement **must** be signed by the DECA member(s) and the chapter advisor.

I understand the following requirements are set forth by DECA Inc. for all Competitive Event entries containing a written component. These requirements are additional to the general rules and regulations published by DECA Inc. By signing this statement, I certify that all are true and accurate as they relate to this entry.

1. The contents of this entry are the results of my work or, in the case of a team project, the work of current members of this DECA chapter.
2. No part of this entry has previously been entered in competition.
3. This entry has not been submitted in another DECA competitive event.
4. Credit for all secondary research has been given to the original author through the project's bibliography, footnotes or endnotes.
5. All activities or original research procedures described in this entry are accurate depictions of my efforts or, in the case of team projects, the efforts of my team.
6. All activities or original research described in this entry took place between the 2022 Chartered Association Career Development Conference and the 2023 Chartered Association Career Development Conference.
7. I understand that DECA has the right to publish all or part of this entry. Should DECA elect to publish the entire entry, I will receive an honorarium from DECA. Chapters or individuals with extenuating circumstances may appeal the right to publish the entry to the executive committee of the board of directors prior to April 1.

This statement of assurances must be signed by all participants and the chapter advisor, and submitted with the entry, or the entry will be given 15 penalty points.

Only physical signatures or digital signatures will be accepted. Typed names in a font will not be accepted as signatures.

Place in front of the written entry. Do not count as a page.

Participant's Signature	Participant's Signature	Participant's Signature
Participant's Name	Participant's Name	Participant's Name
Competitive Event	School	Chartered Association (State/Province)

To the best of my knowledge, I verify that the above statements are true and that the student's (students') work does not constitute plagiarism.

Only physical signatures or digital signatures will be accepted. Typed names in a font will not be accepted as signatures.

Chapter Advisor's Name	Chapter Advisor's Signature
Chapter Advisor's Email	