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.

CHECKED: _______
PENALTY POINTS ASSESSED: 15
PAGE NUMBER: _______

2. 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.

CHECKED: _______
PENALTY POINTS ASSESSED: 5
PAGE NUMBER: _______

3. Sheet protectors may not be used.

CHECKED: _______
PENALTY POINTS ASSESSED: 5
PAGE NUMBER: _______

4. Limited to the number of pages specified in the guidelines (plus the title page and the table of contents).

CHECKED: _______
PENALTY POINTS ASSESSED: 5 (per page)
PAGE NUMBER: _______

5. All pages are numbered in sequence starting with the executive summary and ending with the final page of the appendix. Do not use separate sheets between sections or as title pages for sections.

CHECKED: _______
PENALTY POINTS ASSESSED: 5
PAGE NUMBER: _______

6. Entry must be typed. Handwritten corrections, notes, charts and graphs will be penalized.

CHECKED: _______
PENALTY POINTS ASSESSED: 5
PAGE NUMBER: _______

7. Paper is 8½ inches x 11 inches. No fold-outs, attachments or tabs used.

CHECKED: _______
PENALTY POINTS ASSESSED: 5
PAGE NUMBER: _______

8. 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.

CHECKED: _______
PENALTY POINTS ASSESSED: 5
PAGE NUMBER: _______

9. Written entry must be printed single-sided.

CHECKED: _______
PENALTY POINTS ASSESSED: 5
PAGE NUMBER: _______

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.