



To complete this form, all that needs to be done is to click in the box in the "checked" column, and a total will be calculated at the bottom. Only click if penalties are needed to be assigned. Note: Answer 4 requires a number input (5 points per page per penalty assessment). If no penalties are to assigned, leave the form blank. Please fill in your name at the bottom to verify your scores.

## 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.	_____	15	_____
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.	_____	5	_____
3. Sheet protectors may not be used.	_____	5	_____
4. 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. Do not use separate sheets between sections or as title pages for sections.	_____	5	_____
6. Entry must be typed. Handwritten corrections, notes, charts and graphs will be penalized.	_____	5	_____
7. Paper is 8½ inches x 11 inches. No fold-outs, attachments or tabs used.	_____	5	_____
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.	_____	5	_____
9. Written entry must be printed single-sided.	_____	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.*