



PENALTY POINT CHECKLIST

The **body*** of any written project submitted for competition at the Indiana DECA State Career Development Conference must contain a minimum of:

- 12 pages of **content** (60%) for any written event with a 20-page maximum
- 6 pages of **content** (60%) for any written event with a 10-page maximum

***PLEASE NOTE:**

- Title Page, Table of Contents, and Appendix pages do **NOT** count toward the minimum page counts for content
- Content includes typed paragraphs, bibliography, charts, tables and/or photos that *pertain* to the topic
- Students cannot leave large gaps between paragraphs and sections/subsections, headings and/or content, or use large margins to achieve the 60% minimum requirement

Any project not meeting this minimum requirement **WILL BE DISQUALIFIED** and **WILL NOT** continue with the penalty pointing process and will not proceed to the business community for additional judging. This minimum requirement and penalty point check list below is used for the Indiana DECA State Career Development Conference (SCDC) only. You must use the International DECA penalty point checklist for projects that qualify for the International Career Development Conference (ICDC).

Written Event Penalty Point Checklist	✓	Penalty Points	Page(s)
1. Body of the written project contains a minimum of: -- 12 pages of content (60%) for any written event with a 20-page maximum --6 pages of content (60%) for any written event with a 10-page maximum		DQ	
2. 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 pts.	
3. Limited to the number of pages specified in the guidelines (plus the title page and the table of contents).		5 pts. (per page)	
4. 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 pts.	
5. 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 pts.	
6. The entry must be typed and use a page size of 8 ½ inches x 11 inches. Handwritten correction, notes, charts, and graphs will be penalized.		5 pts.	

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.*