

All written events (10 and 20 pages) are due by 3pm on Friday, February 7th.

Late written events will not be accepted.

**This does not include the online competitions that require a written portion (i.e. Stock Market Game).*

SCORING INFORMATION

On Saturday, February 8th, the 10 and 20 page written events will be scored for penalty points and content by a team of judges from education and industry. Written events are sorted and verified Friday night so they are ready for the scoring team on Saturday morning. **Late written events will not be accepted.**

If you would like to be on the scoring team, or know someone who would, email Heather Hunt Castanon, our Written Events Coordinator, at hcastanon@tempeunion.org to join the list. This is a great way to learn about written events and how to improve your students' projects.

Teachers are on the scoring team. However, they only score written events in categories they do not have any competitors in and are only assigned to penalty points, not content. All penalty points are verified by the Written Events Coordinator to ensure that they are double-checked for accuracy. Industry judges and other affiliated staff (not current teachers) will score for content.

SUBMISSION INFORMATION

When mailing written events, keep in mind that late written events will not be accepted. Plan ahead and send your written events in early to ensure they arrive on time.

Shipping and delivery issues do occur. Send your written events in early and leave yourself time to correct any issues. You may also call or email our Written Events Coordinator to confirm that your written events were received by the due date.

By **Friday, February 7th, at 3pm**, a hard copy of each written event, complete in an official DECA folio with the Written Statement of Assurances (signed by all parties) on top, needs to be delivered to:

Attn: Heather Hunt Castanon
Marcos de Niza High School DECA
6000 S Lakeshore Dr
Tempe, AZ 85283

Written events should NOT be sent to Arizona DECA and the folio should be free of labels or markings.

If you have questions or would like to verify that your written events have been delivered, please contact:

Heather Hunt Castanon
Arizona DECA Written Events Coordinator
P: 480.213.8886
E: hcastanon@tempeunion.org

AVOIDING PENALTY POINTS

To view a presentation for tips and tricks on how to avoid penalty points, go to bit.ly/2020penaltypoints



PENALTY POINT ASSESSMENT GUIDANCE

Numbers 1, 4 and 8 require a signature by the Competitive Event Coordinator.

- 1. The Written Event Statement of Assurances and Academic Integrity must be signed and placed in front of the written entry.**
 - If only the chapter advisor signature is missing, do they receive penalty points? YES
 - If one or more team member's signature is missing, do they receive penalty points? YES
 - Must it be hole punched and placed in front of the written entry? YES
- 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.**
 - Can the entry be submitted in an older DECA folio? YES
 - Is the entry penalty pointed if submitted in a DECA notebook? YES
- 3. Sheet protectors may not be used.**
- 4. Limited to the number of pages specified in the guidelines (plus the title page and the table of contents).**
 - Is it penalty pointed 5 points for every page over the limit? YES
 - Does the title page and table of contents count in the total number of pages? NO
- 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.**
 - If the title page and table of contents are numbered, are penalty points assessed? YES
 - If a graphic is covering a page number, is it penalty pointed? YES
 - If a page is used only as a title page for a section, is it penalty pointed? YES
- 6. Entry must be typed. Handwritten corrections, notes, charts and graphs will be penalized.**
 - Are handwritten page numbers penalty pointed? YES
 - Are judges' marks from a previous conference penalty pointed? YES
- 7. Paper is 8½ inches x 11 inches. No fold-outs, attachments or tabs used.**
 - Are page numbers taped on penalty pointed? YES
 - If something extends past the 8½ inches x 11 inches, is it penalty pointed? YES
 - Is use of colored paper, card stock, graphics or water marks ok for all pages? YES
- 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.**
 - Must the entry include a title page and table of contents? YES
 - Is the title page penalty pointed if items are missed? YES
 - Is the title page and table of contents penalty pointed for formatting? NO
 - Does each main section have to be addressed? YES
 - Must Roman numbers be utilized? NO
 - Must each main section be titled exactly? NO Can wording be adjusted? YES
 - For example, section 4 states - Identification of the Target Market; the section could be labeled Target Market.
 - Do subsections get penalty pointed? NO
 - Can additional subsections be added to content? YES
 - Are sections penalty pointed if this year's updated guidelines are not followed? YES
 - Are main sections penalty pointed if not sequenced? YES
 - Must a Bibliography be included? YES
 - If an Appendix is not included, is it penalty pointed? NO
 - Must the page numbers in the Table of Contents match the actual page numbers in the body of the event? NO
- 9. Written entry must be printed single-sided.**