

Written Event Guidelines

All Written Events Due:

January 21, 2010, 5:00 p.m.

**Oregon DECA
Oregon Career and Technical Student Organizations
2611 Pringle Rd SE
Salem, OR 97302**

All written events **must be received** with registration by **5:00 p.m. on January 21, 2010**. **NO EXCEPTIONS!** Please allow plenty of time for mailing. It is strongly suggested that you request a return receipt so that you know that your written event(s) were received.

Guidelines for Business Management and Entrepreneurship Events, Business Operations Research Events, Chapter Team Events and Marketing Representative Events:

1. For guidelines, score sheets and the penalty point sheet remember to read *The DECA Guide 2009-2010*, or access the following URL: www.deca.org/celisting.html. Oregon DECA will adhere to those guidelines and penalty point requirements with the following additions:
 - **All competitors in the Business Management and Entrepreneurship Events, Business Operations Research Events, Chapter Team Events and Marketing Representative Events (except Technical Sales Event) must submit an additional two (2) copies of the event in plain, unmarked file folders for judging, in addition to the one copy submitted in the official DECA written event folio (see page 21 of *The DECA Guide 2009-2010* for purchasing).**
 - Written events that arrive *without* two copies will only be read by one judge and averaged with a zero (0) score for the other judge(s).
 - Do **not** bring your presentation pieces to the briefing. We will be checking the presentation pieces the day of your event to make sure they meet the guidelines.
2. Make sure to read **page 59** of *The DECA Guide 2009-2010* "DECA Competitive Event Guideline Changes for 2009-2010" for all competitive event changes.
3. The "**Written Event Statement of Assurances**" (**page 85**, *The DECA Guide 2009-2010* **must accompany each written event or the manual will be assessed 15 penalty points** (see *The DECA Guide 2009-2010*). Only one copy of the "Written Event Statement of Assurances" needs to be submitted and it is to be three-whole punched and placed in front of the written event in the folio. Students are responsible for submitting their events with the correct competitive event name on the "Written Event Statement of Assurances." Failure to do so may result in the written event not being judged.

4. Interview times for events are described below:
 - **Marketing Representative and Entrepreneurship Participating Events:** The participant(s) will give a 15-minute presentation with 5-minutes of questions from the judges.
 - **Business Operations Research Events, Chapter Team Events, Entrepreneurship Written Event, International Business Plan Event and Internet Marketing Plan:** Participant(s) will give a 10-minute presentation with 5-minutes of questions from the judges.
5. Please read the presentation guidelines carefully. Nothing on the boards can be touched, moved or flipped during the presentation. Items must stay attached in the position in which they started.
6. Please note that the day and time of written events, as published by Oregon DECA, are tentative. They may change due to the schedules of our professional judges.
7. Please be careful to note that the number of participants eligible to compete in each event varies. Please be sure to read the guidelines carefully! Students can compete in a maximum of two written events at SCDC.
8. If a student decides not to present at SCDC after entering a written event, they must give written notification to the SCDC Headquarters by **1:00 p.m. on Sunday, February 21, 2010**. Failure to notify Headquarters by this deadline will result in a **\$50.00** per entry penalty. Volunteers spend hours judging the written event and if students do not intend to compete please be respectful by canceling as soon as possible so that the judges' time is saved.
9. Up until **Friday, February 19, 2010**, please email (kristen.torkelson@bend.k12.or.us) or call (541.322.5005) Kristen Torkelson, the Written Event Coordinator, if a student is unable to present their manual or if you have any questions in regard to written events.
10. Students that place in the top three will be eligible for participation at ICDC.
 - Students' names that are listed on the written event and present at SCDC are the only individuals eligible to present the written event at ICDC.
 - In the event that a student *cannot* present a **Chapter Team Event** at ICDC, a substitute from that chapter may replace them.

Scoring Guidelines

1. Each judge will score the written portion of the event **before** they arrive at the conference.
2. Each judge will give the participant(s) a score for the interview portion of the event.
3. Each individual judge's combined score (written and interview) will be averaged with the other judge(s) score(s) to place the event.
4. All judges' decisions are final.
5. Student score sheets will reflect the individual scores of judges, not the averaged scores.

Preliminaries and Finals

1. If necessary, the event will be divided into two or three sections in the morning with the top students in each section re-interviewed in the finals during the afternoon.
2. All participants must check back at the written event check-in for times for their final interview.

3. Students that participate in finals will receive their score sheets from the finals portion of the event. Score sheets *may* be returned from preliminaries.

Penalty Points

1. Refer to the penalty point sheet (page 84 of *The DECA Guide 2009-2010*) for your written event.
2. Penalty points will not move the top three winners out of contention for ICDC, but will affect their placing within the top three.
3. Any written event with **excessive penalty points** (i.e., 20 or more) will be removed from the top three and placed in order of points received.
4. Penalty points for the remaining entries (i.e., fourth and below) will affect their overall placing.