

Written Event Guidelines

All Written Events Due:

January 26, 2012, 5:00 p.m.

You have two options for submitting your written events. You can mail them to Sherril Daniels with guaranteed delivery on or before January 26, 2012 or you can hand deliver them to Oregon City High School. If you are going to Hand Deliver you must contact Sherril beforehand to coordinate and they must be left at the school no later than 3:15 p.m. on January 26. Entries received after these respective deadlines will be disqualified.

Received by Deadline	January 26, 2012	Received by Deadline	January 26, 2012 NO LATER than 3:15 p.m.
Mailing Address:	Sherril Daniels Oregon DECA 12648 Tidewater Street Oregon City, OR 97045	Delivery Address	Sherril Daniels Oregon City High School 19761 S Beaver Creek Rd Oregon City, OR 97045

All written events **must be received by 5:00 p.m. on January 26, 2012. 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:

- For guidelines, score sheets and the penalty point sheet remember to read *The DECA Guide 2011-2012*, or access the following URL: <http://www.deca.org/competitions/2/>. 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 Professional Selling 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** (*The DECA Guide 2011-2012 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.
- Make sure to read *The DECA Guide 2011-2012 "DECA Competitive Event Changes for 2011-2012"* for all competitive event changes.

In an email from DECA Inc. on January 6, 2011, the following change was clarified:

“The Board of Directors approved a new rule for competitive events which reads ‘Materials appropriate to the situations may be handed to or left with judges in all competitive events.’ DECA has received questions regarding the intent of this rule change and would like to provide some general guidelines to assist students and advisors preparing for competition. General Guidelines: Items of monetary value can be handed to but cannot be left with judges. Items such as flyers, brochures, pamphlets and business cards may be handed to or left with the judge. **Food items may not be handed to nor left with judges and participants should not ask the judge to provide personal information (e.g. the judge's address, phone number, email address, etc.)**

3. The **“Written Event Statement of Assurances”** (page 87, *The DECA Guide 2011-2012* **must accompany each written event or the manual will be assessed 15 penalty points** (see *The DECA Guide 2011-2012*). 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 26, 2012**. 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 24, 2012**, 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 two** 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.

11. All competitors competing in Written Events should carefully review and understand the *DECA Written Event Statement of Assurances* form located on page 87 of the DECA Guide. Please pay particular attention to items 1 and 2. **Item 1: The contents of this entry are the results of my work or, in the case of a team project, the work of current members of this DECA chapter. Item 2: No part of this entry has previously been entered in competition.**¹ DECA Inc. and Oregon DECA do not allow "template writing" in written events. This means that substantial portions of previous written entries may not be duplicated in whole or in part from previous written events that have been entered into competition at either the State Conference or the International Conference. Previous entries may be used for inspiration, direction, idea generation, and/or structure, but taking content from previous entries that has been entered into competition and including that content in current entries is deemed by DECA Inc. and Oregon DECA as a violation of Items 1 and 2 of the Written Event Statement of Assurances and is not allowed. For example, a student may not take paragraphs, descriptions, or other content elements from a previous entry and simply update numbers, statistics, and facts and then use those content elements in a current entry. Taking a paragraph, several paragraphs, or entire pages from previous entries and copying them into a current entry with only minor changes made to facts/details is a violation of the Written Event Statement of Assurance and is not allowed.

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 *DECA Competitive Event Checklist* (page 86 of *The DECA Guide 2011-2012*) 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.

¹ Advisors, the board recommends that all participants read this paragraph before you sign off on the statement assurance.

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.