

School _____
State _____
Re-Certification Awarded _____

SBE CERTIFICATION PROGRAM
Verification of Gold Re-certification Checklist

DECA Inc. will verify to assure that SBEs adhered to the following guidelines.

- _____ Documentation followed these format specifications
- Title Page
 - Table of Contents
 - Body of SBE Certification Documentation (Documentation Report Form plus any additional documentation for each standard in each section)
- _____ Submitted in official DECA binder (not DECA folio)
- _____ No markings, tape or other material attached to binder
- _____ Number of pages (excluding title page and table of contents) not to exceed 40 pages
- _____ Pages numbered in sequence, starting with *Goals and ending with High Performance Factors* - title page and table of contents need not be numbered
- _____ Major content at least double-spaced - figures and exhibits, headings, lists, sample forms, etc. may be single spaced
- _____ Entry typewritten is word-processed - charts and graphs may be handwritten
- _____ All material enclosed in sheet protectors – foldouts, attachments, paste-ups, photographs, etc. may be used

SBE documentation for the following sections will consist of Documentation Report Forms and other documentation as appropriate/needed.

1. GOALS

- _____ Meets Bronze Level Standard
(Achieved 2 standards from list)
- _____ Meets Silver Level Standard
(Achieved 4 standards from list)
- _____ Meets Gold Level Standard
(Achieved 5 standards from list)

2. GENERAL BUSINESS PRACTICES

_____ Meets Bronze Level Standard
(Achieved at least 3 of the standards from list)

_____ Meets Silver Level Standard
(Achieved at least 4 of the standards from list)

_____ Meets Gold Level Standard
(Achieved all 5 of the standards from list)

3. STUDENT ACCOUNTABILITY/INVOLVEMENT

_____ Meets Bronze Level Standard
(Students worked in SBE & utilized student employee evaluation process)

_____ Meets Silver Level Standard
(Practiced job rotation)

_____ Meets Gold Level Standard
(Utilized student mentors, organizational chart & job descriptions)

4. MERCHANDISING/PROMOTION/DISPLAY

_____ Meets Bronze Level Standard
(Utilized variety of promotional activities to appeal to target market)

_____ Meets Silver Level Standard
(Utilized creative displays to attract buyers)

_____ Meets Gold Level Standard
(Demonstrated that merchandising/promotional activities impact sales and build store image)

5. HIGH PERFORMANCE FACTORS

_____ Meets Bronze Level Standard
(Achieved at least 1 of the standards from list)

_____ Meets Silver Level Standard
(Achieved at least 2 of the standards from list)

_____ Meets Gold Level Standard
(Achieved at least 4 of the standards from list)