

SCHOOL-BASED ENTERPRISE CERTIFICATION

Program Entry Format Guidelines

In addition to following the outline and sequence provided in these guidelines, observe the format described below:

- ❑ The entry must be submitted in an official DECA binder (*not* a DECA folio). Binders are available from DECA Images. No markings, tape or other material should be attached to the binder.
- ❑ Sheet protectors must be used.
- ❑ The body of the written entry has a limit for numbered pages (including Documentation Report Forms and any photos, forms, reports, etc. used as additional documentation) but excluding the title page and the table of contents page. Page limits for each award level are:
 - ❑ Bronze - not to exceed 30
 - ❑ Silver - not to exceed 55
 - ❑ Gold - not to exceed 85
- ❑ ***Gold level re-certification – not to exceed 40***
- ❑ The pages must be numbered in sequence, starting with Curriculum/Student Achievement and ending with Marketing Mix. The title page and the table of contents page need not be numbered.

Gold level re-certification sequence should start with Goals and end with High Performance Factors.

- ❑ Major content of the written entry must be at least double-spaced (not space-and-a-half). Figures and exhibits, headings, lists, sample forms, etc. may be single-spaced.
- ❑ The entry must be typewritten or word-processed. Charts and graphs may be handwritten.
- ❑ Foldouts, attachments, paste-ups, photographs, tabs, etc. may be used. All material must be enclosed in the sheet protectors.