

2019-2020 Chapter Awards Program (CAP) Checklist

Chapter: _____

This checklist is used to deduct points from the CAP entry where the respective formatting and documentation requirements are not met. Chapters must adhere to all official CAP Guidelines to certify at their chosen level.

	Checked	Penalty Point	Points Assigned
FORMATTING/DOCUMENTATION			
Entry is submitted in official DECA CAP Scrapbook or plain white binder.		10	
Pages are numbered in sequence starting with the Executive Summary and ending with the last entry of Promotion/Public Relations.		10	
All materials/pages are enclosed in sheet protectors or laminated.		10	
Major content of the written entry is double-spaced . <i>Figures and exhibits, headings, lists, sample letters, etc. may be single-spaced.</i>		10	
The entry is typed/word processed (not handwritten). <i>Charts and graphs may be handwritten.</i>		10	
All activities have the proper heading including: Activity Section, Activity Title, and Activity Date. (Both the Narrative and Documentation pages. For Example; "Community Service: MDA Fundraiser, November 5, 2019." Activity Sections are those indicated by the Roman Numerals in the official CAP guidelines. Chapters designate their own titles for the activities which should be clearly descriptive of the activity. The date should be the date the activity took place.		20	
Each activity contains both a narrative and documentation page (including pictures, programs, charts, etc.).		40	
Narratives supplied for each activity contain the following: Goals; Summary; Evaluation.		30	
BRONZE LEVEL CERTIFICATION			
Meets requirements of 2 activities per section		Certifies?	
SILVER LEVEL CERTIFICATION			
Meets requirements of 3 activities per section		Certifies?	
GOLD LEVEL CERTIFICATION			
Meets requirements of 4 activities per section		Certifies?	

*Total Penalty Points Assessed: _____

If Chapter is assessed more than **40** penalty points, the project will not receive GOLD Level.