

# WRITTEN PROJECT SUBMISSION



20 page written projects require an electronic submission due by 11:59 pm CST on Wednesday, February 28, 2024 AND a hard copy submission prior to the time of the preliminary round of competition. The hard copy submission must be in an DECA folio and include all elements.

## **ELECTRONIC PROJECT SUBMISSION - 20 page projects**

- WRITTEN PROJECT DEADLINE:** Wednesday, February 28, 2024. 11:59PM (CST)
- WHAT TO SUBMIT:** All 20 Page Projects with Statement of Assurance
- WHERE TO SUBMIT:** Level 8 State Conference Portal
- DOCUMENT FORM:** Must be submitted as a PDF
- DOCUMENT SIZE:** All elements must be submitted as an 8 ½" by 11" document.
- ADVISOR RESPONSIBILITY:** All project submissions are final at 11:59pm (CST) on February 28. If the project does not meet the deadline, the team will be dropped from competition and will not have the opportunity to present. Additionally, if components are not included in the final upload, the students will incur appropriate deductions as well the respective written judge(s) deductions.
- STATEMENT OF ASSURANCE:** Can be submitted either as **1**—A merged PDF with the written project submission **or 2**—Scanned and uploaded via the Level 8 registration system
- The Statement of Assurance must be filled in completely and include appropriate signatures.

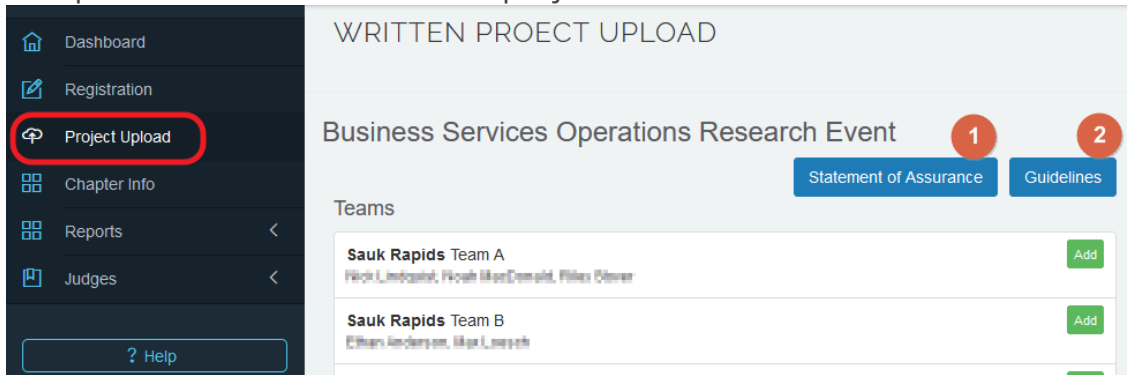
## **HARD COPY PROJECT SUBMISSION - 20 page projects**

- WHAT TO SUBMIT:** Copy of project in a DECA folio with a signed Statement of Assurance and all project components as identified in the official "DECA Guide" guidelines for the event.
- WHEN TO SUBMIT:** Sunday, March 10 by 12:30 pm
- WHERE TO SUBMIT:** In an appropriately identified bin located in the Nicollet Ballroom. Each written project category will have a dedicated bin in which all projects are to be placed.
- SPECIAL NOTATION:** *If a copy of the project is not submitted by the time of the preliminary presentation, member(s) will be allowed to present in the preliminary round, but they will NOT be eligible to advance to finals.*

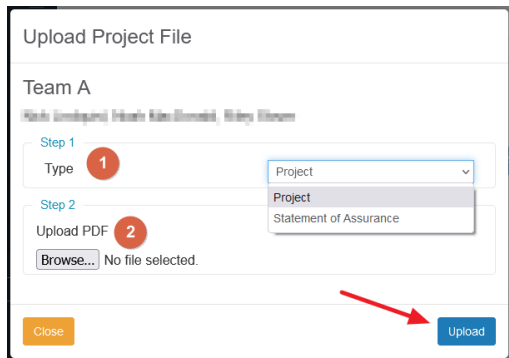
# How to Submit Written Projects

Advisors must upload their student's written projects & Statements of

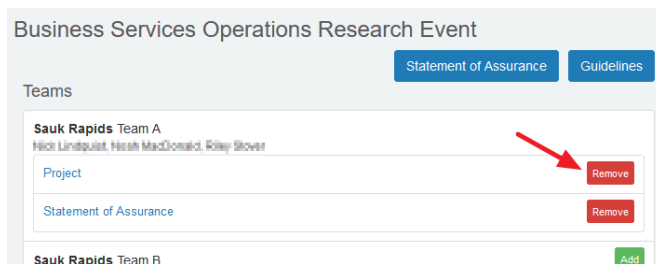
Assurance.



1. Click on **Project Upload** in the main navigation  
All events that have project uploads will be listed, with your registered teams listed
  - Option to download Statement of Assurance (pdf) and event Guideline (pdf)
2. To upload files, click **Add** for the Team



- Select upload type (Project or Statement of Assurance)
  - Select PDF
  - Upload
3. Files will be shown and viewable once uploaded. If you need to replace a file click Remove and then upload again.



## How to Name the File Uploads

Please use the following format to for your file name:

**Event Acronym\_Last Name of Team Captain\_Chapter**

For example: **BOR\_Schiller\_DetroitLakes**

\*please type out name of school (do not abbreviate), do not include "HS" in your name of file

Remember, all DECA event projects must include a completed "**Statement of Assurance**" or the project will receive 15 penalty points – as per the National DECA Guidelines and the MN DECA Board of Directors. A copy of the statement of assurance can be found in the National DECA "Guide".

## Project Labels

ALL projects must be submitted with a label attached to the outside cover, upper right corner of the folio. Information to provide on the label:

**Participant Name(s)**—Team Captain first if a multi-person group  
**School**  
**Event Title**

## 10 Page Projects - Mailed in Advance

Must be received on or before Wednesday, February 28, 2024 via mail.

MAIL HARD COPY in DECA Folio with a signed Statement of Assurance and a Penalty Point Checklist.

Mail to: Steve Weber  
MN DECA  
2112 151st Ave. NW  
Andover, MN 55304

Mailed submission in an official DECA folio is required for:

- ESB START UP BUSINESS PLAN
- EIP INNOVATION PLAN
- IMC INTEGRATED MARKETING PLANS -ALL AREAS
- GLD GOLD CHAPTER CAMPAIGNS
- *SBE is NOT submitted*

### USE CARE WHEN MAILING

Because this is a private residence, if you send overnight, please make certain that signature is not required for the package to be delivered. Do not mail at document rate as they will come postage due. Document rate does not allow for items to be a binder and is intended for loose paper documents only.

Pre-submission is not required for:

SCHOOL BASED ENTERPRISE (SBE) does not need to be submitted electronically. It is an interview only at State. No materials required.