

# NEW JERSEY STATE COMMUNITY SERVICE PROJECT "HARVEST FOR HOPE"

By participating in the New Jersey 2011-2012 Statewide Community Service Project, each chapter completing the project will learn important business skills, and also serve their community and society as a whole.

All proceeds from this project will be donated to The Cancer Institute of New Jersey to be used for cancer research. This project is unique in that it is run solely by DECA members who understand the importance of community service. By sponsoring this project, New Jersey DECA hopes to create a greater awareness of the amazing outcomes of community service.

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## RULES FOR PARTICIPATION

New Jersey DECA strongly encourages each chapter to participate in this worthy project. The impact of this project, if it is supported with enthusiasm, will benefit the students participating and countless others. To encourage participation, the following rules have been established:

### \$300 Donation Level

Any chapter completing the manual to minimum standard and donating at least \$300 will be recognized onstage at their NJ DECA State Conference with recognition of participation.

### \$500 Donation Level

Any chapter completing the manual to minimum standard and donating at least \$500 will be recognized onstage at their NJ DECA State Conference with recognition of participation. In addition, two (2) students from that chapter will be offered a chance to participate in a leadership academy in Salt Lake City, Utah. This is considered a chapter project.

Special recognition will be given to the chapter raising the most money. Please encourage your chapter to do their part in donating to cancer research.

**STUDENTS THAT PARTICIPATE IN THIS PROJECT ARE INVITED TO ATTEND THE STATE CONFERENCE ONLY IF THEY ARE REGISTERED IN A COMPETITIVE EVENT. THIS PROJECT IS NOT A COMPETITION AT THE STATE CONFERENCE.** If a member of the team participating in this project is not registered to compete, they will not be allowed to attend the State Conference. This is a chapter project and the entire chapter may assist with the activities reported in the manual.

**DEADLINE:** The written manual and check must be postmarked or in the NJ DECA office by **Friday, December 16, 2011**. Any manual received after this date will not be read and that chapter will not be offered two spots in a leadership academy at ICDC.

## CRITERIA AND GUIDELINES:

- Teams must hold at least one fundraiser, which may be school-wide or community-wide. You may hold more than one fundraiser.
- Teams must raise a minimum of \$300 to be recognized onstage at the State Conference. Teams must raise a minimum of \$500 to be offered two (2) spots to ICDC in a leadership academy.
- Each team must receive written permission from a school administrator to hold the fundraiser. This written permission must be included in the manual.
- A maximum of two (2) students per chapter must be listed on the title page of the manual. If the chapter completes the manual with a passing score and at least a \$500 donation, these students or substitute chapter members will be offered two (2) spots in a leadership academy at ICDC. These students will be identified by the chapter advisor. The school district must give permission to the students to attend ICDC and be prepared to financially support the conference attendance of the team.
- The written manual must be a maximum of 14 pages, which includes photos and documentation. If an appendix is included, it must be within the allotted 14 pages. The manual must be submitted in an official DECA folio.

## MANUAL FORMAT:

*Title Page.* The first page of the written entry is the title page. It must include in any order, but is not limited to, the following:

NEW JERSEY STATE COMMUNITY SERVICE PROJECT

“Harvest for Hope”

Name of DECA Chapter

Name of high school

School Address

Names of one (1) or two (2) chapter representatives

Date

Title page will *not* be numbered.

*Table of Contents.* The table of contents should follow the title page. All activities described in this entry must take place between the 2011 New Jersey State DECA Conference and the deadline date. The table of contents may be single-spaced and may be one or more pages. The table of contents page(s) will not be numbered.

*Body of the Written Entry.* The body of the written entry begins with Section I, Introduction and continues in the sequence outlined here. The first page of the body is numbered 1 and following pages are numbered in sequence. Page numbers continue through the conclusion (required) and the appendix (optional).

Follow this outline when you write your entry. Points for each section are included on the Written Entry Evaluation Form. Each section must be titled, including the appendix (if included).

### I. INTRODUCTION

Give a brief description of the fundraiser(s) and why the fundraiser(s) were selected.

### II. SUMMARY OF TARGET MARKET/BUSINESS SITUATION

### III. SUMMARY OF FUNDRAISER

### IV. PROMOTION

This section must include:

- A press release that was printed in a local publication.
- A copy of promotional materials used for the fundraiser(s).
- Photographs – at least five (5) to document fundraiser(s).
- Letter from chapter advisor, teacher or administrator, with signature, testifying to the authenticity of the fundraiser(s).

## V. STEPS TAKEN TO COMPLETE PROJECT & ACTIVITIES

This section must include:

- A calendar of planning/events
- Organizational chart

## VI. CONCLUSION

This section must include:

- Financial information: income and expenses for the activity
- Learning outcomes of the project

## CHECKLIST STANDARDS

In addition to following the outline above, when preparing your written entry you must observe all of the following rules. The purpose of these rules is to make competition as fair as possible among participant teams.

1. The entry must be submitted in an official DECA folio.
2. Sheet protectors may not be used.
3. The body of the written entry must be limited to 14 numbered pages, including the appendix (if an appendix is included), but excluding the title page and the table of contents.
4. The pages must be numbered in sequence, starting with the introduction and ending with the final page of the document. Do not use separate sheets between sections or as title pages for sections.
5. Major content of the written entry must be double-spaced. The title page, table of contents, appendix, footnotes, long quotes (more than three typed lines), and material in tables, figures, exhibits, lists, headings, letters, and forms may be single-spaced.
6. Entry must be typed/word processed. Handwritten corrections will be penalized. Charts and graphs may be handwritten.
7. All material must be shown on 8 ½ X 11-inch paper. Pages may not fold out to a larger size. Tabs may not be used.
8. Decorative artwork, pictures, illustrations and desktop publishing techniques may be used throughout the manual, including the title page and table of contents.
9. The body of the written entry must follow the sequence outlined. Additional subsections are permitted.
10. The table of contents must follow the title page.

Please refer to the following pages for competitive event checklist and evaluation form.

## COMPETITIVE EVENT CHECKLIST

Participant(s): \_\_\_\_\_  
 \_\_\_\_\_

Chapter: \_\_\_\_\_

**Any project that is not received in the New Jersey DECA office by the deadline date will not be read and will not be awarded two spots in a leadership academy at ICDC. A donation of \$500 or more must accompany the project for the two spots to ICDC.**

	Checked	Penalty Points Assessed	Page No.
1. Entries submitted in an official DECA folio.	_____	5	_____
2. Sheet protectors may not be used.	_____	5	_____
3. Limited to 14 pages (plus the title page and table of contents)	_____	5 (per page)	_____
4. All pages are numbered in sequence starting with the introduction.	_____	5	_____
5. Major content must be double-spaced. Title page, table of contents, appendix, footnotes, long quotes, material in tables, figures, exhibits, lists, headings, letters, and forms may be single-spaced.	_____	5	_____
6. Entry must typed/word processed. Hand-written corrections will be penalized. Charts and graphs may be handwritten.	_____	5	_____
7. Paper is 8 ½ X 11 inches. No fold-outs or tabs used.	_____	5	_____
8. The body of the written entry follows the sequence outlined in the guidelines. Additional subsections are permitted.	_____	5	_____
<b>Total Penalty Points Assessed</b>			_____

A check indicates that the item has been examined.  
 A circled number indicates that an infraction has been noted.  
 A page number indicates the location of the infraction.

# NEW JERSEY STATE COMMUNITY SERVICE PROJECT "HARVEST FOR HOPE"

Written Entry Evaluation Form

Participant(s) \_\_\_\_\_

Chapter \_\_\_\_\_

**Written entry must meet a minimum score of 70% to be recognized at your State Conference and be offered two spots at ICDC in a leadership academy. A donation of at least \$500 must accompany the manual. Any manual that does not meet the deadline will not be read and scored.**

	Exceeds Expectations	Meets Expectations	Below Expectations	Little/No Value	Judged Score
I. INTRODUCTION .....	10-8	7-5	4-2	1-0	_____
II. SUMMARY OF TARGET MARKET/ BUSINESS SITUATION .....	10-8	7-5	4-2	1-0	_____
III. SUMMARY OF FUNDRAISER .....	10-8	7-5	4-2	1-0	_____
IV. PROMOTION					
1. Press release included .....	10-8	7-5	4-2	1-0	_____
2. Promotional materials .....	10-8	7-5	4-2	1-0	_____
3. Photographs – at least 5 .....	10-8	7-5	4-2	1-0	_____
4. Letter of authenticity of fundraiser(s) .....	5	4	3-2	1-0	_____
V. STEPS TAKEN TO COMPLETE PROJECT & ACTIVITIES					
1. Calendar of planning/events .....	5	4	3-2	1-0	_____
2. Organizational chart .....	5	4	3-2	1-0	_____
VI. CONCLUSION					
1. Financial information .....	10-8	7-5	4-2	1-0	_____
2. Learning outcomes .....	5	4	3-2	1-0	_____
VII. APPEARANCE AND WORD USAGE (Professional layout, neatness, proper grammar, spelling and word usage) .....	10-8	7-5	4-2	1-0	_____

Written Entry Total Points (maximum 100 points): \_\_\_\_\_