

2009–2010 PTA Reflections Program Requirements Checklist

The requirements checklist is for your use in preparing your Reflections Program packet for advancement.
Please keep this list for your records.

LOCAL PTAs (Councils/Areas please see second page)

- PTAs must be in good standing - Artwork advanced by a PTA that is not in good standing will **NOT** be judged
 - Local PTA dues must be submitted to State by October 15th to be in good standing – this does not include Council dues
 - Contact the Membership Department at 1-800-TALK PTA or membership@txpta.org to verify your PTA's good standing
- Confirm the deadline for advancing artwork to the Council/Area level by contacting your Council/Area Reflections Chairman or President. Local PTAs may advance up to 20% of their total number of entries, or at least one from each arts area

FORMS

Original

- Official Entry Forms completely filled out and legible, including
 - Local Unit ID number (call State if unknown)
 - Original signatures of student and parent/guardian
 - Local Chairman and school information completed in its entirety at the bottom of the form (no abbreviations)
 - If entry form is submitted in Spanish, accompany with a translated English form
 - Unfold forms to their full length before advancing to the next level
- Local PTA Participation Form completely filled out
- 2008-2009 Advancing Entrants Excel Spreadsheet (available on Texas PTA website)
 - Fill out in its entirety
 - Re-read to catch any typos (students do not appreciate a misspelling on a certificate)
 - Print a copy to use as a packing slip for your box
 - Prepare on a CD and submit to the Council or Area level Chairman by including it with your advancing artwork. Also email the spreadsheet to the next level.

Copies

- Make 2 copies of all the advancing artwork Official Entry Forms
 - 1 Copy for your Local PTA's Reflections records
 - 1 copy for the Council/Area – Organize alphabetically by last name, put in an envelope, include your CD and packing slip, and send along with advancing artwork to Council/Area prominently placed in your box

ENTRIES

- Visual Arts and Photography entries
 - Official Entry Form inside a sheet protector and attached to the back of each entry with masking tape so that it is still accessible and can be removed for photocopying
- Musical Composition entries
 - CD packed in a paper sleeve, plastic jewel case or cardboard container (CD and container both identified with the student's name, title of work, grade division, state, and year) and placed in a large envelope
 - Scores included for middle/junior and senior entries
 - Official Entry Form inside a sheet protector and attached to the outside of each envelope with masking tape so that it is still accessible and can be removed for photocopying
- Literature entries
 - Student's name written on the back of each page or, if a picture book, the student's name included somewhere on the entry
 - Each entry is in a manila file folder with the Official Entry Form stapled to the back of the folder
 - One original entry (stapled to the folder) and one copy of the entry (loose) included in the folder
- Dance Choreography entries
 - DVD packed in a paper sleeve, plastic jewel case or cardboard container (DVD and container both identified with the student's name, title of work, grade division, state, and year) and placed in a large envelope
 - Official Entry Form inside a sheet protector and attached to the outside of each envelope with masking tape so that it is still accessible and can be removed for photocopying
- Film Production entries
 - DVD or CD packed in a paper sleeve, plastic jewel case or cardboard container (DVD/CD and container both identified with the student's name, title of work, grade division, state, and year) and placed in a large envelope
 - Official Entry Form inside a sheet protector and attached to the outside of each envelope with masking tape so that it is still accessible and can be removed for photocopying

COUNCIL / AREA PTAs

- Confirm that all Local PTA requirements listed above have been met for any artwork advancing to State
- PTAs must be in good standing -
Artwork advanced to the State level from a PTA that is not in good standing will **NOT** be judged
 - Local PTA dues must be submitted to State by October 15th to be in good standing – this does not include Council dues
 - Artwork may be judged and acknowledged at the Council or Area level with the discretion of that Council or Area
 - Contact the Membership Department at 1-800-TALK PTA or membership@txpta.org to verify a PTA's good standing
- The deadline for advancing artwork to the State level is 5:00 pm, Friday, January 15, 2010. Council/Area PTAs may advance up to 10% of their total number of entries, or at least one from each arts area.

Artwork advanced to the State level exceeding the allotted 10% will have entries removed from the judging to the discretion of the State Office in the amount of the exceeded number.

FORMS

- Contact Local PTAs for missing information on the forms
- Council/Area PTA Participation Form completely filled out
 - No P.O. Boxes
 - No Abbreviations
 - The artwork will be returned to the Reflections Chairman, to the address on this form
- 2008-2009 Advancing Entrants Excel Spreadsheet (available on Texas PTA website)
 - Fill out in its entirety (or copy and paste from what Local PTAs have sent you)
 - Re-read to catch any typos (students do not appreciate a misspelling on a certificate)
 - Print a copy to use as a packing slip for your box
 - Prepare on a CD and submit to the State level by including it with your advancing artwork. Also email the spreadsheet to programs@txpta.org.
- Make 1 copy of the Official Entry Forms for the artwork advancing to State
 - Organize alphabetically by last name, put in an envelope
 - Include your CD, your Council/Area participation form, and all Local participation forms
 - Keep copies of all paperwork for your records

Advancing Entries

- Secure entries for travel
 - Stack entries no taller than 1 ft., by size and arts area
 - Wrap the stack in butcher paper like a gift
 - Arrange the individual packages in an appropriate sized box so that there is not room for the packages to shift
 - Fill open spaces with waded butcher paper to eliminate any unfilled space
 - DO NOT USE PACKING PEANUTS
- Prepare your box
 - Include your Council name and Area # on the outside of the box
 - If shipping, use a carrier that has a tracking system in place (i.e. UPS, FedEx)
 - Ship in ample of time for the artwork to arrive at the State office by the deadline
- Ship or deliver to;

**Texas PTA
Attn: Programs
408 W. 11th St.
Austin, TX 78701**

It must arrive by 5:00 pm, Friday, January 15, 2010

**If you have any questions,
please contact the Texas PTA Programs Department at 1-800-TALK-PTA
or by email at programs@txpta.org**