

2007–2008 PTA Reflections Program Requirements Checklist

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

- Confirmed that all entries are from PTAs in good standing**

Forms

Hard-copy

- Official Entry Forms completely filled out, including
- Eight-digit PTA ID number (found in upper left corner of PTA mailing labels)
 - Original signatures of student and parent/guardian
- State PTA Participation Form completely filled out for all levels applicable for your state

Copies

- Made copies of Official Entry Forms for state files
- Copies of photography and visual arts Official Entry Forms included in the packet

Compact disc

- A CD clearly labeled with your state, containing:
- State entrants list spreadsheet completely filled out
 - Photography and visual arts files prepared according to guidelines
 - Photography and visual arts files labeled correctly with state, arts area, student's last name, and grade division

Musical composition entries

- Each audiocassette or CD packed in a plastic or cardboard container (audiocassette/CD and container both identified with the student's name, grade division, state, and year) and placed in a large envelope
- Scores included for middle/junior and senior entries
- Official Entry Form attached to the outside of each envelope

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 and one copy of the entry included in the folder

Dance choreography entries

- Each VHS videotape or DVD packed in a plastic or cardboard container (videotape/DVD and container both identified with the student's name, grade division, state, and year) and placed in a large envelope
- Official Entry Form attached to the outside of each envelope

Film/video production entries

- Each DVD or CD packed in a plastic or cardboard container (DVD/CD and container both identified with the student's name, grade division, state, and year) and placed in a large, catalog-style envelope
- Official Entry Form attached to the outside of each envelope

- Met deadline: Local –Oct. 31, Council –Nov. 30, Area –Jan. 2. If one of these dates falls on a weekend please change deadline to following Monday.**