



REGIONAL AND COUNCIL PTA REFLECTIONS CHECKLIST



PTA Eligibility – Ensure your Local PTAs are eligible by attaining Active Status by October 31. Entries advanced to the next level of judging from an ineligible PTA will not be judged. For questions regarding Active Status, contact Member Services at memberservices@txpta.org.

This checklist is a guide to help you prepare for Reflections, execute the program and advance your entries to the next level of judging.

PROGRAM PLANNING AND PROMOTION

☐ Reflections Timeline Overview

A common Council PTA/Regional Reflections timeline is provided below, but you may customize for your own program.

- May – November: Establish contact with your Local PTA Reflections Coordinators. Provide them with your Council PTA or Regional deadline. Support them with training to share ideas with new and seasoned coordinators.
- November – December: Collect entries from your Local PTAs.
- December – January 15: Host a judging event and advance your entries to Texas PTA by January 15 (or next business day).
- January – May: Recognize the students who participated and promote any future plans for the program. During this time, you may also introduce the next theme.

☐ Committee Formation

As the Coordinator, you do not have to be the person to complete every task. Ask other PTA volunteers or parents to help with the Reflections program. Possible duties could include the following:

- Publicist: Works with Local PTAs, teachers and school leaders to promote Reflections.
- Computer Whiz: Tracks student participation information and completes the Council PTA/Regional Results Summary.
- Judging Coordinator: Recruits judges, collects artwork, and hosts the judging event.
- Awards Specialist: Coordinates with community and school leaders to exhibit the entries, plan the awards ceremony, etc.

☐ Establishing Due Date for Entries

The Texas PTA due date to submit your advancing entries is 5:00 pm, January 15th (or next business day). When setting your deadline, allow 3-4 weeks to collect, organize, judge and advance your entries to Texas PTA. Keep in mind working around the holidays. The typical Council PTA or Regional Reflections deadline is the last week of November or the first week of December.

☐ Promotion

Get creative! Share tools with your Local PTAs such as; fliers, posters, emails, social media, skits in the classroom, and morning announcements to promote participation. Encourage them to work with teachers to integrate the program into their lesson plans. Graphics and resources are available on the [Texas PTA website](http://www.txpta.org).

☐ Distribution of Program Rules and Forms

The category rules and student entry form are available on the Texas PTA website. Local PTAs may upload the documents to their website or navigate the students to the Texas PTA website. www.txpta.org.

ENTRY COLLECTION AND JUDGING

☐ Recruiting Judges

Engage members of your community (photographers, art curators, authors, film students, etc.) and teachers from other campuses within your district. Ensure impartial judging and refrain from recruiting teachers or parents from a school participating in the program. Refer to the Council PTA & Regional Judging Guidelines and Suggestions when calculating how many judges you will need.

☐ Entry Collection

Determine how the Local PTAs will submit their advancing entries. There are many options you can explore for your entry collection.

- Designate a single location on a certain day or multiple days and a set time period.
- Set-up multiple locations with multiple volunteers collecting on a certain day or multiple days and a set time period.
- Coordinate your judging and collection on one long Reflections centered day or spread it out over a few weeks.

☐ Student Eligibility

Verify all entries meet the Membership Requirement. The student, or at least one person from their primary household, must be a current member of the Local PTA where the student is participating. Verification must be noted on the top of the student entry form prior to advancing to the next level of judging. If this is incomplete, the Local Coordinator should be contacted for this verification.

☐ Host Your Judging

Regions and Council PTAs are to advance one entry per age group and arts category for a total of 30 entries sent to Texas PTA. Substitutions may not be made when advancing entries. If an arts category does not have an entry to advance, it may **NOT** be compensated by sending an extra entry from another arts category. Please refer to the Council PTA & Regional Judging Guidelines and Suggestions when separating entries into groups.

FORMS AND DOCUMENTATION

☐ Student Entry Forms

- Contact Local PTAs for missing information (signatures, addresses, phone numbers, email, membership, etc.).
- Make two copies of each Student Entry Form (advancing entries only) in addition to the original.
- Retain one copy for your records and review the *Advancing Your Entries* section below for the placement of the second copy.

☐ Council PTA/Regional Results Summary

- It is **mandatory** that all students advancing to state-level judging be entered into this platform.
- You should allow 20-30 minutes to complete this form. You will be asked to create a login so that you can return at a later date to complete the form if needed or to make small edits prior to January 15th. After the deadline, please email programs@txpta.org to make additional edits.

☐ Local PTA Participation Summary - ADDITION TO THE FORM, PLEASE READ

Remind your Local PTAs to submit this form. This allows Texas PTA to track how many students are participating in the Reflections program each year.

NEW this year, Local PTAs will be asked to upload their Advancing Entrant Spreadsheet into the Local PTA Participation Summary. They will also be asked to enter the Regional or Council PTA Coordinator's email address. When they submit their form, a copy of the spreadsheet along with their participation numbers will be automatically emailed to the Regional or Council PTA Coordinator. Every Local PTA must complete this form, even if they are not participating.

ADVANCING YOUR ENTRIES

☐ Packaging: Visual Arts and Photography

- Place the Student Entry Form and its copy in a plastic sheet protector and secure it to the back of the artwork with masking tape. Do not tape over the opening of the sheet protector.

☐ Packaging: Music Composition, Dance Choreography and Film Production

- Label the media and case/sleeve with the student's name, title of work, grade division, and year. (Acceptable media are CDs, DVDs and Flash Drives – CD/DVDs should be protected by a case or sleeve.)
 - Pack the media inside a large envelope. Use masking tape to secure a plastic sheet protector on the outside of the envelope with Student Entry Form and its copy inside. Do not tape over the opening of the sheet protector.
- *Note for Music Composition entries: Ensure middle school and high school grade division entries include the music score.*

☐ Packaging: Literature

- Include the page number and student's name on the back of each page.
- Include the literature entry and two copies in a manila folder.
- Staple the original Student Entry Form to the outside of the folder. Place a copy of the form inside the folder with the entry itself.

☐ Secure entries for travel

- Stack entries by size and wrap each stack in butcher or newspaper like a gift.
- Arrange the individual packages in an appropriate sized box so that there is no room for the packages to shift.
- Fill open spaces with wadded butcher or newspaper to eliminate any unfilled space.
- **DO NOT USE PACKING PEANUTS AS THESE MAKE A HUGE MESS WHEN UNPACKING**

☐ **Prepare your box**

- Include your Council name or the Regional Coordinator's name 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 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**

The box must ARRIVE by 5:00 pm on January 15 (or the next business day)

CELEBRATE YOUR STUDENTS AND WRAP UP!

☐ **Recognize all participating students in as many ways as possible!**

This will help with participation and support for Reflections the following year!

- Public announcements
- Community-wide events
- School Board or City Council Meetings

☐ **Keep the Excitement Going!**

Exhibit entries around the community or at a local business to promote participation in the program. Protect student privacy by temporarily removing the Student Entry Form and replacing with basic information while on display.

☐ **Say "Thank You"**

Don't forget to thank those who helped make Reflections a success. (Students who entered, volunteers who helped to promote or administer the program, PTA and Community Volunteers, Judges, Community partners that provided donations such as prizes or exhibit space)

☐ **Return Student Artwork**

As the entries move through the different levels of judging, it may be returned to you at different times of the year. Return all artwork prior to the end of the school year before some students graduate, move to another school, another city, or out-of-state. Entries that advance to Texas PTA and National PTA may not be returned. Texas PTA will return Visual Arts and Photography entries in May. Dance, Music, Film and Literature entries are only returned if the family sends a request to programs@txpta.org. These mediums are easily copied and not considered original artwork. National PTA will return Visual Arts and Photography entries within 1-3 years following the close of any exhibits.

☐ **Evaluate Your Program**

Take notes for next year. Pass along any vital information or procedures to the next Reflections Coordinator. Let them know what worked well and anything that did not work well. Pass the knowledge on!

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