

COUNCIL PTA REFLECTIONS CHECKLIST



PTA Eligibility – Ensure your Local PTAs are eligible for state-level judging by attaining Active Status by October 31. Entries advanced to Texas PTA from an ineligible PTA will not be judged. For questions regarding Active Status, consult the online [Local PTA Roster](#) or contact Leader Engagement at leaderengagement@txpta.org.

This checklist is a guide to help you prepare for hosting the Reflections program for your Council or Region (district-level). Listed items are meant to assist in the execution of the program and guidelines for advancing your entries to State-level judging.

PROGRAM PLANNING AND PROMOTION

☐ Reflections Timeline Overview

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

- May – November: Decide whether you will collect Reflections entries digitally, physically, or both digitally and physically. Establish contact with your Local PTA Reflections Coordinators and Presidents. Provide them with your Council PTA 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.
- 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 available on the Theme Search page in the Reflections area of the [Texas PTA website](#).

☐ 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 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 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 Promotional Materials page in the Reflections area of the [Texas PTA website](#).

☐ 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 Eligibility & Participation page in the Reflections area of the [Texas PTA website](#).

NEW OPTION: Local PTAs may replace the paper or PDF Student Entry Form with a Google Form option. More instructions can be found on the [Texas PTA website](#). Before clicking the template link, sign into your PTA Google account or the account you will be using for your Reflections program. Then create your copy and customize for your PTA. [Google Form Template](#)

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. If hosting a digital program, utilize judges from all over the world. Share the entries and scorecard digitally for them to judge on their own time. Refer to the [Council PTA & Regional Judging Guidelines](#) and Suggestions when calculating how many judges you will need.



☐ Entry Collection

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

- Designate a single location on a certain day or multiple days and a set time period for Local PTAs to drop off entries.
- 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.
- If hosting a digital program, set-up Goggle Drive or some other file-sharing platform for Local PTAs to upload entries.
- Provide an email address to receive emailed entries.

☐ 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

Council PTAs are to advance one entry per age group and arts category for a maximum 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 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 verification, etc.).
- Make a copy of each Student Entry Form (advancing entries only) in addition to the original.
- Retain that copy for your records and utilize them when completing your Council PTA/Regional Results Summary.
- **NEW THIS YEAR:** Texas PTA will accept a Google Form version of Student Entry Forms. Councils will no longer need to transfer the data to the PDF version of the student entry form.

☐ Council PTA/Regional Results Summary

- This will be available in December so Local PTAs don't accidentally submit the wrong participation 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 later to complete the form if needed. Once you submit the form, please email programs@txpta.org to make additional edits.

☐ Local PTA Participation Summary

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

Local PTAs will be asked to upload their Advancing Entrant Spreadsheet or link their Google Sheet in the Local PTA Participation Summary. They will also be asked to enter their Council PTA Coordinator's email address (your email address). When they submit their form, a copy of the spreadsheet along with their participation numbers will be automatically emailed to you as the Council PTA Coordinator. Every Local PTA must complete this form, even if they are not participating.

ADVANCING YOUR ENTRIES

☐ If Advancing Digital Entries – Texas PTA Google Drive

- Please include student name, category and grade division in your file names. Category and division can be abbreviated.
- Upload up to three documents for each entry – take care to get clear and legible copies of the entries and forms;
 - PDF of Student Entry Form or the Google Form version
 - Word Doc or PDF of Supporting Documents (music score, lyrics, script, poem, essay, etc.)
 - Reflections Entry File – these will be used during judging and must be good quality to represent the entry well
 - Dance or film video (AVI, MOV, MP4, WMV, FLV and F4V - 1GB or less)
 - Literature (Word Doc or PDF)
 - Music audio file (MP3, WMA, WAV, ACC (M4A) and FLAC – 1GB or less)
 - Music score file – scores are required for middle and high school grade divisions (Word Doc or PDF)
 - Photography or visual arts – high-resolution image file (JPG, EPS, TIFF)



☐ **If advancing physically packaging: Visual Arts and Photography**

- Place the Student Entry Form 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.
- Physical entries advanced to Texas PTA will be digitized. Both Texas and National PTAs hold a digital judging.

☐ **If advancing physically packaging: Music Composition, Dance Choreography and Film Production**

- Label the media and case/sleeve with the student's name, category and grade division. May be abbreviated. (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 the Student Entry Form 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.*

☐ **If advancing physically packaging: Literature**

- Include the page number and student's name on the back of each page.
- Include the literature entry in a manila folder.
- Use masking tape to secure a plastic sheet protector on the outside of the folder with the Student Entry Form inside. Do not tape over the opening of the sheet protector.

☐ **Secure entries for travel**

- Stack entries and wrap each stack in butcher or newspaper like a gift. Multiple categories can be wrapped together.
- Arrange the individual packages in an appropriately 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 on the outside of the box.
- If shipping, use a carrier that has a tracking system in place (i.e. USPS shipping, 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., Ste 300
Austin, TX 78701**

The digital entry or box must ARRIVE by 5:00 pm on January 15 (or following 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 it 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.
- You could utilize inter-office mail between the schools or deliver entries to each PTA during a Council meeting.
- Texas PTA will return non-advancing entries in April.
- If National PTA decides to hold a physical exhibit, awarded photography and visual arts entries may be on display for 1-3 years. National PTA will return those entries following the close of any exhibits.
- While each level makes every attempt to return entries to the student in the same shape it was submitted, entries that advance throughout the levels may deteriorate or could be lost in shipping.

☐ **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**