



LOCAL (SCHOOL) PTA REFLECTIONS CHECKLIST

PTA Eligibility – Ensure your Local PTA is eligible 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 Reflections, execute the program and advance your entries to the next level of judging.

PROGRAM PLANNING AND PROMOTION

☐ Reflections Timeline Overview

A common Local (School) PTA Reflections timeline is provided below, but you may customize for your own Local PTA.

- May – October: Decide whether you will hold an all-digital entry, all physical entries, or hybrid Reflections program. Establish contact with your Council (District) PTA Coordinator or President to learn the advancing deadline. Promote the current year's theme.
- August – October: Distribute program [rules, guidelines and entry forms](#).
- End of October/Early November: Collect physical or digital entries. See [How to Host a Virtual Reflections Program](#) on TXPTA website.
- November – December: Host the judging event and advance your entries to the next level of judging.
- December – 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 teachers, student leaders, and community partners to promote Reflections.
- Computer Whiz: Tracks student participation information and completes the Local PTA Advancing Entrant Spreadsheet.
- Judging Coordinator: Recruits the 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

- Confirm the due date for advancing entries to the next level of judging and if they are accepting entries physically, digitally or both by contacting your Council (District) PTA Coordinator. Texas PTA does not set due dates for Local (School) and Council (District) PTAs.
 - Allow 3-4 weeks to collect, organize, judge and advance entries to the next level of judging. If you need assistance connecting with your Council (District) PTA or your Local (School) PTA does not have a Council (District) PTA, contact programs@txpta.org. Example: If Council/Region's due date is Nov. 30, you may want your due date to be around Oct. 30.

☐ Promotion – Get creative! Utilize fliers, posters, emails, social media, skits in the classroom, ask students who participated the previous year to help, and utilize morning announcements to promote participation. Work with teachers to integrate the program with their lesson plans. Graphics and resources are available in the Reflections area of the [Texas PTA website](#).

☐ Distribution of Category Rules and Student Entry 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 [Eligibility & Participation](#) page and/or provide printed forms in a central location (school office, library, etc.) **NEW OPTION:** Replace your paper or PDF Student Entry Form with a Google Form option. More information can be found on the Texas PTA website. [Download Your Google Form Template Here!](#)

ENTRY COLLECTION AND JUDGING

☐ Recruiting Judges

- Engage members of your community (photographers, art curators, authors, film students, retirees, etc.) and teachers from other campuses within your district. Ensure impartial judging and refrain from recruiting teachers or parents from your own school. Refer to the Local PTA Judging Guidelines and Suggestions, available on the Reflections Leader Resources page of the [Texas PTA website](#), when calculating how many judges you will need.

☐ Entry Collection

- Communicate the student deadline multiple times in a variety of ways. Determine how students will submit entries (classroom, central location, digitally or another method).

☐ 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 at the top of the student entry form prior to advancing to the next level of judging.

☐ Host Your Judging

- Local PTAs may advance up to 20% or at least one entry from each grade division and arts category. Please refer to the Local PTA Judging Guidelines and Suggestions, available on the Reflections Leader Resources page of the [Texas PTA website](#), for further explanation.

FORMS AND DOCUMENTATION – Available on the Reflections Leader Resources page of the [Texas PTA website](#)

☐ **Student Entry Forms**

- Ensure each Student Entry Form is legible; complete all required information. Replace forms in pencil with the form in pen.
- Make a copy 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 original copy.
- Texas PTA will accept a Google Form version of Student Entry Forms.

☐ **Local PTA Advancing Entrants Spreadsheet**

- Download and utilize this spreadsheet to keep a digital record of your participating students, their contact information, and their awards.
- You will be asked to upload this spreadsheet when completing your Local PTA Participation Summary (more instructions in the next paragraph). Include only the advancing students on the file you upload.

☐ **Local PTA Participation Summary - <https://tinyurl.com/LocalParticipationSummary>**

- Submit this REQUIRED form after judging is complete and you know how many entries you are advancing.
- While completing the participation summary, you will be asked to upload your Local PTA Advancing Spreadsheet or a link to your Google Sheet. This will automatically forward your spreadsheet to your Council (District) PTA/Regional Reflections Coordinator.
- If your entries are advancing to council-level judging, please be prepared to provide the email address for the Reflections Chair.
- If your PTA is not a member of a Council PTA, we will connect you with your Regional Reflections Coordinator after you submit your form.

ADVANCING YOUR ENTRIES

- ☐ **Date and Location to Advance Entries** – Confirm this with your Council (District) PTA contact person. If your PTA is not a member of a Council or you are unsure of who to contact, please email programs@txpta.org so that we can connect you with your Council PTA or a Regional Reflections Coordinator. If you are not available to deliver the entries to the next level on the day/time they specify, have a backup person available.

- ☐ **If Advancing Digital Entries** – Please include student name, category and age group in file names.

☐ **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.

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

- Label the media and case/sleeve with the student's name.
(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 and high school grade division entries include the music score.*

☐ **If advancing physically packaging: Literature**

- Include the student's name on the back of each page.
- Include the literature entry in a manila folder.
- Staple the original Student Entry Form to the outside of the folder.

CELEBRATE YOUR STUDENTS AND WRAP UP!

- ☐ **Recognize! Recognize! Recognize** all participating students in as many ways as possible – Public announcements, school events, community-wide events, PTA Meetings, School Board or City Council Meetings, etc. This will help with participation and support for Reflections the following year!

- ☐ **Keep the Excitement Going!** – Exhibit entries around the school 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, students who helped to promote or administer the program, PTA and Community Volunteers, School Personnel, Judges, Community partners that provided donations such as prizes or exhibit space)

- ☐ **Return Student Artwork** – As 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 as some students graduate, move to another school, another city, or out-of-state. Texas PTA will return non-advancing entries to Councils in April. 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 and take notes for next year. Pass along any vital information or procedures to the next Reflections Coordinator. Let them know what worked well for your school and anything that did not work well. Pass the knowledge on!

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