Reflections Chair’s Checklist
Helpful Hints and Reminders

- Online Registration for the 2014-2015 school year will open July 1.
- Put the **deadline for advancing entries to the state round of judging (Wednesday, December 10, 2014 at 4 p.m.)** on your calendar and build your program’s timeline around that date.
- Make sure the program is included in the unit’s budget for the year.
- Plan to attend the MO State Convention and the Reflections workshop in Chesterfield, October 17-19th for the latest updates.
- Form a committee and start planning the different phases of the program, i.e. promotion, online registration, securing judges, collection & processing the artwork, advancing winning entries to the state level, recognition & celebration and evaluation.
- The Reflections Program is broken down into judging levels. The level determines how & when entries are submitted.
  - Local – Your unit picks the date they are due and how they are to be submitted (i.e. original artwork or original artwork & digital format saved to a CD, DVD or USB).
  - State – MO PTA will accept up to 3 winners in each age/special artist division per art category from local units, submitted online by December 10, 2014 by 4 p.m.
  - National – National PTA will accept up 1 winner in each age/special artist division per art category from Missouri PTA, submitted online by March 1, 2015.
- Take advantage of the Webinar Trainings (see Appendix B)
- Establish a deadline for artwork submission that allows plenty of time for the artwork to be “processed”, judged and uploaded to the state round of judging by the **4 p.m. Wednesday, December 10, 2014 deadline**. Be sure to consult your school’s calendar for “not in session” days.
- Verify with the president your unit is/will be in good standing (Appendix L).
- Visit [www.PTA.org/Reflections](http://www.PTA.org/Reflections) to create an account and register your PTA. This is the first step in the online process. Use Appendix C to gather the information to get you started.
- Utilize the flyers (Appendix F) to publicize the program and create student interest. Customize them with your contact information and deadlines.
- Have students request information for the art areas they are interested in then provide the general participation rules and guides for that art category only,
This saves paper and the student (& parent) will not feel so overwhelmed with the rules. This can be done by tailoring the “Explore the Arts! Participate in PTA Reflections” form (Appendix F) with instructions to circle the category and details about how to submit the request.

- Promote the 2016-2017 Theme Search Contest using the entry form (Appendix A). If a student’s entry is picked by National PTA, they will receive $100. Deadline is October 31, 2014 to Missouri PTA.
- Use the excitement of Back to School time to kick off the Reflections program at your school. Distribute the theme search form and the Reflections flyer.
- If your unit has a Cultural Arts Chair – work closely to increase knowledge and excitement about the arts. Maybe hold workshops featuring professionals that could give helpful hints. I.E. A film production professional could give insight on converting videos to the acceptable format for the program. A photographer could give hints about lighting.
- If you school has a website, provide the link to National PTA’s Reflections Gallery or to MO PTA’s Reflections page.
- Enlist the help of teachers (i.e. art, music, band, language arts, private piano teachers, etc.) to promote the program to their students.
- Complete a blank student entry form (Appendix D) with the local PTA information then make copies for students to submit with their artwork. Provide this form together with the art category rules they have requested.
- Have students submit the original artwork in visual arts and photography for the local level of judging to ensure they meet the submission requirements. Direct them to put their name, title, grade division and arts category on the back of the entry. I.E. Visual Arts artwork must be matted on sturdy material and not exceed 24 X 30 inches including the matting.
- You may choose to have visual arts and photography participants also submit their artwork in digital form. Have them follow the guidelines for file format, size and naming listed in the art specific category. This will help save the local chair time when advancing artwork. It is still recommend the original artwork is also submitted on the local level to ensure it meets all requirements.
- Instruct students participating in Music Composition, Film Production, Literature and Dance Choreography to follow the submission requirements listed for the specific category. I.E. Literature entries must not exceed 2,000 words and film needs to be in an acceptable file format.
- “Processing” the artwork means:
  - Keeping an accurate record of artwork that is received and where it is in the Reflections process, i.e. a spreadsheet form works great with
column headings of “DQ” or disqualified, “judge”, “advanced”, “placed#”, “returned”.

- Make sure the entry has a completed student entry form with it. Title of Artwork and Artist Statement are required areas on the form for all art categories.
- Make sure the entry is appropriately labeled with student name, title of artwork, art category and division. For Photography & Visual Arts this would be on the back of the original artwork.
- Make sure the entry meets the submission criteria of its art category. Entries that will be advancing to the judges need to meet all the rules and guidelines.
- Determining those entries that are disqualified and will not be forwarded to the judges for consideration.
- Entries advancing to the judges need to be prepared for “blind judging”. Only the title and artist statement is available, not the student’s name.

✓ Appendix G has very valuable information for your judges including a judging rubric and score card. It is beneficial to instruct the judges to clearly identify the 1st thru 3rd place winners.

✓ Only 3 winners in each grade division of each arts category (i.e. 3 high school entries of literature) or 3 Special artists in each art category may be advanced to the state round of judging. Advancing more than 3 will result in all entries in the category being disqualified.

✓ Winners must be advanced to the state round of judging using the online submission process. This is done at www.PTA.org/Reflections. Utilize the information provided on the paper student entry form when completing the online form.

✓ Submitting the artwork for the advancing entries is also done online at www.PTA.org/Reflections. Have the artwork in the correct format as described in the category guidelines (i.e. Accepted file formats for film production include: AVI, MOV, MPG, MPEG, MP4, WMV, FLV and F4V).

✓ Relax over Christmas break! Put the finishing touches on your local celebration and anxiously await the state winners list from Missouri PTA.

✓ Showcase artwork at Founders Day celebration or get permission to display at the District Office.

✓ Recognize students in the local newspaper and in their school community.

✓ Do not hesitate to contact Missouri PTA with questions. We are here to help you. Email – reflections@mopta.org