

MISSOURI PTA REFLECTIONS PROGRAM

2008-2009



“Wow!”

Entries must be delivered to:

Missouri PTA
2101 Burlington Street
Columbia, MO 65202-1997

**no later than 4:30 p.m.
Friday, January 16, 2009**

GENERAL REFLECTIONS INFORMATION

What is the Reflections Program?

This program was started in 1969 by Colorado PTA board member, Mary Lou Anderson. Since that time, the Reflections Program has become one of the most popular programs that National PTA offers. The Reflections Program provides opportunities for students to express themselves through the arts.

The theme for the 2008-2009 program is, "Wow!" Students may enter their original photographs, paintings, drawings, prints, sonnets, poems, plays, short stories, musical compositions, or films. Each student may enter any or all of the six art areas:

- Literature
- Musical Composition
- Photography
- Visual Arts
- Dance Choreography
- Film Production

Each student enters in one grade division:

Primary	Preschool – Grade 2
Intermediate	Grade 3 – Grade 5
Middle/Junior	Grade 6 – Grade 8
Senior	Grade 9 – Grade 12

Students may enter the Reflections Program through the local PTA or PTSA. All entries at the national level must be submitted by a state PTA. National PTA will give three Awards of Excellence in each art area in each grade division. They also choose up to five Awards of Merit in each art area in each grade division. At the national level, students are recognized for their participation with medallions, monetary awards and scholarships.

How does our school get started?

To present the program to students, parents and teachers, first explain what the Reflections Program is. Judging will take place at the school with the **top three winning entries in each art area** being chosen to advance to the state level of judging.

Every year a new theme is chosen by suggestions submitted from students. Students use this theme to create artwork. They may create it at home or in school, as long as the work is created specifically for this program and uses the theme. The entry must be the student's original thoughts and creation, with limited guidance. Discuss the theme and what it means to the student and discuss the rules with the teachers. Let them know what kind of materials may be used, the size limits and the deadline for your school.

Students may compete in all six art areas within their grade division. Remind students and teachers about the program and the deadline. Be enthusiastic! Do not tell the students what to draw, write, compose or photograph. Let them be original. Accept all entries.

Do not provide an Official Entry Form until the art entry has been selected to go on to the state level of judging. Allow several days to have the form filled out. **Make sure that all of the information required on the form has been completed and that both the student and parent have signed the form.**

The top three entries in each art area per school will advance to the Missouri PTA level of judging. If the PTA unit includes more than one building, three entries in each art area may be submitted per building with a separate principal. (For instance, a PTA unit that is a kindergarten through grade 5 building may

only submit three entries in each of the six art areas of Literature, Musical Composition, Photography, Visual Arts, Dance Choreography and Film Production. This PTA unit **can not** submit more entries to allow for both Primary and Intermediate grade divisions.)

Missouri PTA has a committee that selects twenty-five entries from each grade division in each of the six art areas to advance. Professionals in each of the art areas then judge these entries for the final state level standings. Missouri PTA recognizes First through Fifth places and up to ten Honorable Mentions in each grade division in each art area. The First Place winners in each grade division in each of the six art areas then advance to National PTA for further consideration.

How will I know if our students are state winners?

A list of state winners will be mailed in early April to local PTA Presidents and Reflections Chairmen. They are the only ones who will receive this mailing. This information should be shared with the winning students, their families, and the building principal.

How and when are entries returned?

Students' entries that are not chosen are returned to the units with Regional Directors after the spring Board of Managers meeting. Only Visual Arts and Photography entries are returned. Literature, Musical Composition, Dance Choreography and Film Production entries are not returned. Please keep copies of the Literature, Musical Composition, Dance Choreography and Film Production entries if you want to use them at the local level. Entries that are chosen to be state winners will be retained by the Missouri PTA Reflections Chair and will be displayed at the Missouri PTA Leadership Conference in the spring. They may be picked up at the conclusion of the conference. The Visual Arts and Photography entries that are not picked up by the end of the conference weekend will be returned to your unit with Regional Directors.

What if I need more information?

Please read carefully all the rules in this booklet. If you have questions or need assistance, contact the Missouri PTA Reflections Chair, whose name and address is in the current issue of *Contact* magazine, or contact the Missouri PTA office at 1-800-328-7330.

2008–2009 PTA Reflections Program
LOCAL, COUNCIL, AND DISTRICT/REGION PTA INFORMATION:
FAQS AND THE JUDGING PROCESS
Theme: “Wow!”

The national PTA office receives many inquiries about eligibility, specific arts areas, student information protection, and the judging process. The following information addresses these concerns.

Frequently Asked Questions

Participation

Who is eligible to participate? Participation in the Reflections Program is open to any student through a local PTA/PTSA in good standing. It is the responsibility of the local unit to determine each student’s eligibility in the Reflections Program.

May students participate through a local PTA not affiliated with their school? State PTAs may adopt policies regarding this situation. The national PTA organization requires only that national entries come from local PTAs/PTSA’s in good standing.

May students no longer attending a PTA school still enter the Reflections Program through their former school? State PTAs establish their own policies regarding this situation. Since some states restrict this practice, please contact your state PTA about its participation policy.

May home-schooled students participate in the Reflections Program? State PTAs may adopt their own policies regarding this situation. The national PTA organization requires only that national entries come from local PTAs/PTSAs in good standing.

Under what division should developmentally challenged students participate? PTA believes that each child with a disability should be provided a free and appropriate public education. Therefore, the Reflections Program at the national level does not have a special division for students with disabilities. The national PTA organization believes it is the right of parents to place their child in the Reflections Program grade division that best reflects the child’s developmental age. However, guidelines for state and local Reflections Programs may vary. Check with your state PTA for its guidelines.

May developmentally or physically challenged students receive help from a parent or teacher? Rules or policies regarding developmentally or physically challenged students are left up to the discretion of each state PTA and may be handled on a case-by-case basis.

Arts Areas

Use of copyrighted material

May students use copyrighted material as a source for their artwork? Use of copyrighted material is not acceptable in any submission, with the following exceptions:

Photographs, visual artworks, and films may include public places, well-known products, trademarks, or certain other copyrighted material as long as that copyrighted material is incidental to the subject matter of the piece and/or is a smaller element of a whole. The resulting work cannot try to establish an association between the student and the trademark/business/material, or influence the purchase/non-purchase of the trademarked good.

Visual arts collages may include portions of existing copyrighted works, such as photographs, magazine clippings, Internet images, and type cut out of a newspaper, as long as those portions of copyrighted works are used to create a completely new and different work of art. A collage should be judged for its

whole, not by its parts, and whether the resulting work stands as a creative, *original* work of art on its own.

Dance choreography and film production entries may use copyrighted music. The title, composer, and performer of any music used must be credited and documented on the Student Entry Form.

What should an arts chair do if it is discovered that a child has plagiarized an entry? Unfortunately, plagiarism is not uncommon. Plagiarized entries should be disqualified and returned to the student. If a plagiarized entry has already received an award, the arts chair needs to determine if the award (including award money, pins, certificates, etc.) should be returned. The arts chair and local unit will need to work with the student and the student's family to help the student understand the seriousness of copying someone else's work and claiming it as their own. School counselors or teachers might also be able to provide assistance in helping the student deal with the discovery and the consequences.

Literature

May a student use unacceptable language in an entry? The Reflections Program makes no restriction on content or subject in the literature area. Students who are submitting entries created in a school setting should be mindful of school and/or local or state PTA standards for writing. Judges should be reminded that entries are to be reviewed for creativity, artistic merit, and interpretation of the theme.

Musical composition

May students use notation software for creating musical composition scores? A student may use notation software. Imported MIDI files or files from other sources are not acceptable.

Photography

May students submit computer-manipulated photos? Images may be manipulated conventionally or digitally.

Visual arts

May students submit visual arts pieces generated on a computer? The national PTA organization accepts visual artworks created digitally.

Dance choreography

Does the choreographer (the student submitting the entry) have to be one of the performers? The choreography must be the work of one student and must demonstrate both creativity and interpretation of the theme. There may be up to three dancers. The choreographer need not be one of the dancers.

Film production

Does the student submitting the entry have to appear in the film? The student must be the director, screenwriter, and cameraperson. He or she does not have to appear in the film.

Display of Artworks

What student information can be displayed with artworks? When artwork is on display, label the back of the piece with only the student's name, school, and town. Do not have the Student Entry Form attached to the back of the artwork in a display setting. No one outside of PTA should have access to student information. Develop a system to easily match and reattach Student Entry Forms to artwork for returning to the student or sending on to the next judging level.

Judging Process

Finding Judges

You may already have a judging system in place that works well for your program. However, if you are having difficulty recruiting qualified judges, here are some ideas of others to invite to participate:

- Art, literature, dance, film, journalism, and music educators or college/university professors

- Teachers from other schools participating in the Reflections Program
- Art museum directors, docents, curators, or historians
- Professional photographers and local artisans
- Local symphony orchestra or choral directors, musicians, conductors, or composers
- Local dance conservatories, dance studios, ballets, or theaters
- Local multimedia/video production companies
- Newspaper journalists, editors, or photographers
- Local television stations
- Arts advocacy organization presidents or directors

Inviting professionals in the arts or influential community leaders to participate in Reflections Program judging increases the exposure of the PTA, its work, and the wonderful benefits students derive from participating in the arts.

If a judge knows a student participant, the judge should remove himself or herself from the judging process for that particular arts area to prevent a conflict of interest. Teachers from the host school serving as judges would also have a conflict of interest, so it is better to invite teachers from another school that offers the Reflections Program.

Remember to recognize judges in promotions and thank them for their participation. Some PTAs provide each judge with a small gift or certificate of appreciation.

Judging at the National Level

All national entries are judged on artistic merit, creativity, and interpretation of the theme.

- **Literature, musical composition, dance choreography, and film production:** Each of the four judges in the arts area receives entries from one grade division to review. Each judge selects 10 entries from his or her assigned grade division for presentation to the full panel. After the presentation, the judges assign awards of excellence and awards of merit in each grade division.
- **Photography and visual arts: Entries are judged from electronic files of the original artwork.** The judges view all of the artwork for one grade division and select the pieces that they would like to see in a second round of viewing. In the second round, they pick the top eight and assign awards of excellence and awards of merit. They then repeat the process for the other grade divisions.
- **Tiebreakers:** If two entries are judged as equal in all areas, the entry that best interprets the theme receives more recognition.
- **Outstanding Interpretation selection:** All recipients of awards of excellence in each arts area are reviewed together. The piece in each arts area that best interprets the theme is selected for the Outstanding Interpretation Award.

A local, council, or regional PTA might want to use a similar judging process.

Blind Judging

It is important to conduct *blind judging*—where judges do not see the artists' names—in situations or settings where judges may know a student or a work.

- **Literature:** Distribute photocopies of *only* the front side of each literature entry. However, send the *original* manuscript of each winning entry on to the next level of judging.
- **Musical composition, dance choreography, and film production:** For each arts area, prepare a CD or DVD of all the entries, as well as a list of the entries, using a code for the students' names. Include the grade division, title of work, playing time, and artist statement in the list of entries.
- **Photography and visual arts:** Cover the personal information attached to the artwork.

Beyond the local PTA level, blind judging will need to occur only if there is a chance that the judges will recognize a student's entry. In most situations, judges at the council, regional, and state PTA levels should be able to use the original materials for judging.

2008–2009 PTA Reflections Program
GENERAL STUDENT PARTICIPATION RULES
Theme: “Wow!”

Students must adhere to the following general participation rules as well as the rules for their specific arts area.

1. Theme

The theme for the 2008–2009 PTA Reflection Program is “Wow!” Only new pieces of artwork inspired by the theme are acceptable.

2. Student Eligibility through Local PTAs

Students must participate in the Reflections Program through a local PTA/PTSA in good standing. Parent groups not affiliated with the national PTA organization are not eligible to sponsor this program. It is the responsibility of the state and local PTA/PTSA to determine each student’s eligibility in the Reflections Program.

A student may develop an entry in or outside of school.

3. Grade Divisions

Students may enter the Reflections Program in the appropriate division for their grade. The divisions are as follows:

- Primary: **preschool–grade 2**
- Intermediate: **grades 3–5**
- Middle/Junior: **grades 6–8**
- Senior: **grades 9–12**

If students do not fall under specific grade divisions, the national PTA organization suggests that they be grouped as follows:

- Primary: **up to age 7**
- Intermediate: **ages 8–10**
- Middle/Junior: **ages 11–13**
- Senior: **ages 14+**

It is the responsibility of the local PTA/PTSA to determine the appropriate division if necessary.

4. Arts Areas

Students may submit works in any of the six arts areas:

- Literature
- Musical composition
- Photography
- Visual arts
- Dance choreography
- Film production

The national PTA organization does not limit the number of entries a student may submit. All entries must include an artist statement that describes how the piece relates to the theme.

5. Children with Disabilities

PTA believes that each child with a disability should be provided a free and appropriate public education. Therefore, the Reflections Program at the national level does not have a special division for students with disabilities. The national PTA organization believes it is the right of parents to place their child in the

Reflections Program grade division that best reflects the child's developmental age. However, guidelines for state and local Reflections Programs may vary. Check with your state PTA for its guidelines.

6. Deadlines

Each student must submit his or her work by the deadline established by his or her local PTA/PTSA. Each local PTA/PTSA sponsoring the program will set a deadline for entries in adherence with the state, district, and council needs. These entries are judged, and the selected works are forwarded to the next level of judging (council, district, or state). Direct all questions regarding deadlines or rules to your state PTA or state arts chair. The national PTA organization does not have deadlines for local, council, district, or state PTAs.

7. Judging

All national entries are judged on artistic merit, creativity, and interpretation of the theme.

The Reflections Program makes no restriction on content or subject in artwork. Students who are submitting entries need to meet school and/or local and state PTA standards. Judges review entries based upon creativity, artistic merit, and interpretation of the theme.

Each PTA determines its own judges for the program. Under no conditions may parents or students contact the judges to dispute the status of an entry. All decisions of judges are final.

8. Award Recipient Notification

State arts chairs will notify students who receive national recognition. State arts chairs will submit original photography and visual arts pieces to the national PTA organization for the creation of the Reflections Program Gallery on the PTA national website. Any artworks, awards, or certificates returned to the national PTA office due to insufficient or incorrect addresses will be mailed to the appropriate state office.

9. Further Information

Only your state PTA office and state PTA arts chair can provide you with information about your state's Reflections Program rules and deadlines.

REFLECTIONS PROGRAM CHECKLIST

Before submitting entries from your school, please check (and confirm with your unit President as needed) all of the following items as well as the individual checklists for each art area. Missouri PTA will *disqualify* those entries submitted without adhering to National PTA requirements and the following:

___ **Your unit is current with their dues for this year.** Dues MUST be submitted to the state office prior to the Reflections Program deadline of Friday, January 16, 2009.

___ **Missouri PTA must have approved your unit's bylaws within the last three years.** Units with bylaws must be current by January 16, 2009. Check with your PTA President to make sure bylaws are current.

___ **The entire Official Entry Form is complete. Print clearly or type.** Both the student and parent (if the student is under 18 years old) must sign the form. Your unit's eight digit National PTA ID number can be found on any mailing label of material received from National PTA.

___ **List a title on the Official Entry Form.** If there is not a title, use the theme or write "Untitled". Judges look closely at theme relationship to the entry.

___ **Do not put students' names on the front of the entries.**

___ **Missouri PTA requests two complete copies of each entry in the Musical Composition, Dance Choreography, Literature, and Film Production category.** Retain copies of everything for your files. You may wish to take a photograph or obtain a color copy of your Visual Arts and Photography entries. Only Visual Arts and Photography entries will be returned.

___ **Include a completed Form A with your entries.** If you have more than one building in your unit, you need to fill out a separate Form A for each building that has a separate principal. If you ship your entries in more than one package, include a Form A in each package to avoid confusion and to show contents of that package. Clearly mark packages and Form A's, "Package/Form A 1 of 2," etc. A separate Form A must be submitted for each building.

___ **Include a completed Form B with your entries.** Up to three entries per art area per building with a separate principal will be accepted. Schools exceeding this limit will be disqualified. A separate Form B must be submitted for each building.

___ **Package entries for damage protection.** See Tips for Packaging and Shipping Entries.

Missouri PTA disclaims responsibility for any loss/damage to the entries. Every possible safeguard will be taken to protect the students' entries.

All entries must be delivered to Missouri PTA, 2101 Burlington St., Columbia, MO 65202-1997, no later than 4:30 p.m., Friday, January 16, 2009

2008–2009 PTA Reflections Program

LITERATURE

Theme: “Wow!”

Students must adhere to the general participation rules as well as the following Literature Rules.

Description

A literature entry may be a work of fiction or nonfiction. Prose, poetry, and drama are all accepted. The entry must relate to the current Reflections Program theme.

Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme. A well-developed concept is more important than technique.

Originality

Each entry must be the original work of one student only. An adult may not alter the creative integrity of a student's work. Because the program is designed to encourage and recognize each student's individual creativity, help from an adult or collaboration with other students is not allowed. Use of copyrighted material is prohibited. Literature entrants are not to borrow from copyrighted material.

Plagiarism is defined as taking and using another person's ideas, writings, or inventions as one's own. Plagiarized entries will be disqualified and returned to the students.

Student Entry Form

All participants are required to fill out in its entirety and sign the Student Entry Form. Each participant is also required to submit an artist statement to describe how his or her piece relates to the theme. While there is no required length, the artist statement is mandatory for all entries. Students who have not completely filled out the entry form will not be eligible to participate in the program. In situations where the child cannot fill out the entry form or write legibly, a parent may sign his or her child's name.

Students have the option of placing the titles of their works on the Student Entry Form. If the entry has no title, please write “Untitled.”

Return of Artwork

The national PTA office does not return literature entries.

Judging

All national entries are judged on artistic merit, creativity, and interpretation of the theme. Due to the diversity of literary genres, the interpretation of the theme is weighted very heavily in judging.

Presentation

- Entries must not exceed 2,000 words.
- One original and one copy of the entry are to be submitted.
- Entries may be handwritten or typed, either on a typewriter or with a computer.
- Number all pages.
- Illustrated entries, including “books,” with pictures drawn by the student are acceptable; however, only literary content is judged.

- Entries are to reflect grade-appropriate grammar, punctuation, and spelling.

Format

- Submit entries on any kind of paper, not to exceed 8½ inches by 11 inches in size.
- Submit the original and one copy of the entry in a manila file folder with the Student Entry Form stapled to the back of the folder.
- Do not mount entries.
- Do not offer entries with printed text on both sides of the page.
- Write the student's name on the back of each page in case pages become separated.
- Collections of poems or short stories are not acceptable. A student may submit more than one work, but each one must be submitted separately.

Assistance

Dictation and typing:

- Students may have their entries typed by another person as long as the original work or a copy of the original work is attached.
- Students who are physically challenged or students in kindergarten or 1st grade may dictate to another person who may type or write down the original work.
- Transcribers should make every attempt to retain the same level of language and accuracy that is reflected in the student's original work.

Translation:

- Students for whom English is not their first language may submit literature entries in their own languages. **An interpretive translation must accompany the entry.**
- Translators should make every attempt to retain the same level of language and accuracy that is reflected in the student's original work.

Required Artist Statement

On the Student Entry Form, describe what inspired you to create this work and how it relates to the theme. This is required for all grade divisions.

LITERATURE CHECKLIST

_____Paper size cannot exceed 8-1/2 x 11 inches. Entries cannot exceed 2,000 words.

_____The student's name must be written on the back of each page. All pages must be numbered.

_____National PTA requires one original and one copy of the Literature entries.

_____Do not mount entries. Place entries in a manila file folder, with the Official Entry form in a sheet protector, stapled to the back of the file folder.

_____The Official Entry Form must contain both the student's signature and the parent's signature and should be stapled to the back of the manila folder.

_____Students must complete the Required Artist Statement on the Official Entry Form. Students should describe what inspired them to create the work and how the artwork relates to the theme. This is required for all grade divisions. **The entry will be disqualified if the student does not completely answer each of the questions.**

_____Each school or building with a separate principal and/or may submit three Literature entries. **All entries must be delivered to Missouri PTA, 2101 Burlington Street, Columbia, MO 65202-1997, no later than 4:30 p.m., Friday, January 16, 2009.**

Literature entries will not be returned. Keep a copy of the entries for your records.

2008–2009 PTA Reflections Program

MUSICAL COMPOSITION

Theme: “Wow!”

Students must adhere to the general participation rules as well as the following Musical Composition Rules.

Description

A musical composition entry may be for voice, instruments, or a combination of voice and instruments. Lyrics may or may not be included in vocal compositions. The composition is not to exceed five minutes. The entry must relate to the current Reflections Program theme.

The use of composition software is permitted. Students are strongly discouraged from submitting highly edited MIDI sequences or audio files. The recording submitted must capture performers in real-time. The entry may not include imported MIDI or other source files, or use algorithmic composition software.

Use of notation software for the purpose of creating scores and printed parts is permitted. Whether the score is handwritten or computer-generated, appropriate instrumentation and voicing are required for the performance.

Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme. A well-developed concept is more important than technique.

Originality

Each entry must be the original work of one student only. An adult may not alter the creative integrity of a student’s work. Because the program is designed to encourage and recognize each student’s individual creativity, help from an adult or collaboration with other students is not allowed. Use of copyrighted material is prohibited. Musical composition entrants are not to borrow from copyrighted material.

Plagiarism is defined as taking and using another person’s ideas, writings, or inventions as one’s own. Plagiarized entries will be disqualified and returned to the students.

Student Entry Form

All participants are required to fill out in its entirety and sign the Student Entry Form. Each participant is also required to submit an artist statement to describe how his or her piece relates to the theme. While there is no required length, the artist statement is mandatory for all entries. Students who have not completely filled out the entry form will not be eligible to participate in the program. In situations where the child cannot fill out the entry form or write legibly, a parent may sign his or her child’s name.

Students have the option of placing the titles of their works on the Student Entry Form and must answer a few questions about how they created their works (see Required Information).

Return of Artwork

The national PTA office does not return musical composition entries.

MUSICAL COMPOSITION CHECKLIST

_____Entries cannot exceed five minutes.

_____The score size should be no larger than 11 inches by 14 inches, except band and orchestra compositions, which may be 11 inches by 16 inches.

_____Entries submitted in the Middle/Junior and Senior grade divisions *must* submit notation with the **CD recording**. Entries can be on no other form of media. **Cassettes, DVDs, etc will be disqualified.**

_____Missouri PTA **REQUESTS** two complete copies of the Musical Composition entries, recorded on a CD only, notation (if required by grade division) and the Official Entry Form. This is to ensure there is a second recording if the first one malfunctions.

_____CDs must be submitted in a plastic or cardboard container. Identify both CD and the container with the student's name, grade division, state and year.

_____The Official Entry Form must contain both the student's signature and the parent's signature and should be attached to the back of the envelope in a sheet protector taped on the 3 closed sides. **DO NOT TAPE THE OPEN SIDE.**

_____Students must complete the Required Artist Statement on the Official Entry Form. Students should describe what inspired them to create the work and how the artwork relates to the theme. This is required for all grade divisions. **The entry will be disqualified if the student does not completely answer each of the questions.**

_____Answer the four Musical Composition questions on the Official Entry form. **The entry will be disqualified if the student does not completely answer each of the questions.**

_____Each school or building with a separate principal and/or PTA may submit three Musical Composition entries. **All entries must be delivered to Missouri PTA, 2101 Burlington Street, Columbia, MO 65202-1997, no later than 4:30 p.m., Friday, January 16, 2009.**

Musical Composition entries will not be returned. Keep a copy of the entries for your records or in the event an additional copy is needed.

2008–2009 PTA Reflections Program

PHOTOGRAPHY

Theme: “Wow!”

Students must adhere to the general participation rules as well as the following Photography Rules.

Description

A photography entry must be an original black-and-white or color image, or a group of images, produced by a photographic process. The entry must relate to the current Reflections Program theme.

The entry may incorporate such techniques as montage, multiple exposure, negative sandwiches, and photograms. Images may be manipulated conventionally or digitally. Images should demonstrate the student’s proper use of photographic techniques such as depth of field and exposure. The images may be created using various lenses, filters, and light sources. Photographs with added graphics over the image, including lettering, are not acceptable.

Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme. A well-developed concept is more important than technique.

Originality

Each entry must be the original work of one student only. An adult may not alter the creative integrity of a student’s work. Because the program is designed to encourage and recognize each student’s individual creativity, help from an adult or collaboration with other students is not allowed. Use of copyrighted material is prohibited. This includes the use of copyrighted cartoon characters or other such material.

Plagiarism is defined as taking and using another person’s ideas, writings, or inventions as one’s own. Plagiarized entries will be disqualified and returned to the students.

Student Entry Form

All participants are required to fill out in its entirety and sign the Student Entry Form. Each participant is also required to submit an artist statement to describe how his or her piece relates to the theme. While there is no required length, the artist statement is mandatory for all entries. Students who have not completely filled out the entry form will not be eligible to participate in the program. In situations where the child cannot fill out the entry form or write legibly, a parent may sign his or her child’s name.

Students have the option of placing the titles of their works on the Student Entry Form and must answer a few questions about how they created their works (see Required Information).

Return of Artwork

Please contact your state PTA for its artwork return policy. If your entry receives a national-level award, your original artwork will be used to prepare the Reflections Program online gallery. Your artwork may also be chosen to participate in other shows or exhibits; if so, the national PTA office will contact you to inform you of the approximate date of the return of your artwork.

If your work is not chosen for additional display outside the online gallery, the national PTA office will make every effort to return your artwork by early 2010.

Judging

All national entries are judged on artistic merit, creativity, and interpretation of the theme. Due to the diversity of photographic processes and treatments, the interpretation of the theme is weighted very heavily in judging.

Presentation

- A single print or collage may not exceed 11 inches by 14 inches, including a mat.
- Print the entries on paper or other two-dimensional material.
- Mount all prints on a cardboard mat, poster board, or some other sturdy material.
- Protecting the work with shrink-wrap or a transparent plastic cover is optional but highly recommended.
- Framed entries, original film (negatives or transparencies), and multidimensional pieces are not accepted.
- Place the Student Entry Form in a sheet protector and tape it (with masking tape) to the back of the photograph on top of the shrink-wrap.

Required Information

On the Student Entry Form, give the dimensions of the piece and describe the process used in preparing the piece.

Required Artist Statement

On the Student Entry Form, describe what inspired you to create this work and how it relates to the theme. This is required for all grade divisions.

PHOTOGRAPHY CHECKLIST

_____The size of a photography entry may not exceed 11 inches by 14 inches including the mat.

_____Prints **MUST** be mounted on sturdy material such as cardboard or foam core. Poster board is acceptable but not recommended.

_____Framed entries, original film (negatives or transparencies), and multi-dimensional pieces are not accepted.

_____Shrink- wrapping is optional but highly recommended.

_____The Official Entry Form must contain both the student's signature and the parent's signature. This form must be placed in a sheet protector and taped with masking tape to the back of the photography entry on top of the shrink-wrap. Tape the sheet protector on the 3 closed sides only – please leave access to the form.

_____Students must complete the Required Artist Statement on the Official Entry Form. Students should describe what inspired them to create the work and how the artwork relates to the theme. This is required for all grade divisions. **The entry will be disqualified if the student does not completely answer each of the questions.**

_____Photography entries will be returned; however, it is recommended that you keep a negative of your entry for your files.

_____Answer the Photography question on the Official entry form describing the process in preparing the piece and the dimensions of the artwork. **Students will be disqualified for not answering the question.**

_____Each school or building with a separate principal and/or PTA may submit three Photography entries. **All entries must be delivered to Missouri PTA, 2101 Burlington Street, Columbia, MO 65202-1997, no later than 4:30 p.m., Friday, January 16, 2009.**

2008–2009 PTA Reflections Program

VISUAL ARTS

Theme: “Wow!”

Students must adhere to the general participation rules as well as the following Visual Arts Rules.

Description

A visual arts entry must be an original print, drawing, painting, collage, photographic collage, metal etching or punch work, fiber work, or computer-generated artwork that relates to the current Reflections Program theme.

Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme. A well-developed concept is more important than technique.

Originality

Each entry must be the original work of one student only. An adult may not alter the creative integrity of a student’s work. Because the program is designed to encourage and recognize each student’s individual creativity, help from an adult or collaboration with other students is not allowed. Use of copyrighted material is prohibited. This includes the use of copyrighted cartoon characters or other such material.

Plagiarism is defined as taking and using another person’s ideas, writings, or inventions as one’s own. Plagiarized entries will be disqualified and returned to the students.

Student Entry Form

All participants are required to fill out in its entirety and sign the Student Entry Form. Each participant is also required to submit an artist statement to describe how his or her piece relates to the theme. While there is no required length, the artist statement is mandatory for all entries. Students who have not completely filled out the entry form will not be eligible to participate in the program. In situations where the child cannot fill out the entry form or write legibly, a parent may sign his or her child’s name.

Students have the option of placing the titles of their works on the Student Entry Form and must answer a few questions about how they created their works (see Required Information).

Return of Artwork

Please contact your state PTA for its artwork return policy. If your entry receives a national-level award, your original artwork will be used to prepare the Reflections Program online gallery. Your artwork may also be chosen to participate in other shows or exhibits; if so, the national PTA office will contact you to inform you of the approximate date of the return of your artwork. If your work is not chosen for additional display outside the online gallery, the national PTA office will make every effort to return your artwork by early 2010.

Judging

All national entries are judged on artistic merit, creativity, and interpretation of the theme. Due to the diversity of artistic media, the interpretation of the theme is weighted very heavily in judging.

VISUAL ARTS CHECKLIST

_____ Visual arts entries must be flat and may not exceed more than a 3/8 inch thickness. Artwork may not exceed 24 inches by 30 inches including a mat.

_____ Entries may be submitted on paper, canvas board, cardboard, hot or cold pressboard or canvas. Mount all paper or canvas entries on sturdy cardboard mats. Poster board is NOT recommended. Wooden, metal, plastic or glass frames are not allowed.

_____ Follow National PTA Visual Arts Rules for Description guidelines. It is outlined very specifically what will be accepted for Visual Arts entries.

_____ The Official Entry Form must contain both the student's signature and the parent's signature. This form must be placed in a sheet protector and taped with masking tape to the back of the Visual Arts entry on top of the shrink-wrap. Please tape the 3-closed sides, leave access to the form.

_____ Students must complete the Required Artist Statement on the Official Entry Form. Students should describe what inspired them to create the work and how the artwork relates to the theme. This is required for all grade divisions. **The entry will be disqualified if the student does not completely answer each of the questions.**

_____ Visual Arts entries will be returned; however, it is recommended that you keep a color copy of your entry for your files.

_____ Answer the Visual Arts question on the Official entry form describing the media used to create the piece and its dimensions. **Students will be disqualified for not answering the question.**

_____ Each school or building with a separate principal and/or PTA may submit three Visual Arts entries. **All entries must be delivered to Missouri PTA, 2101 Burlington Street, Columbia, MO 65202-1997, no later than 4:30 p.m., Friday, January 16, 2009.**

2008–2009 PTA Reflections Program

DANCE CHOREOGRAPHY

Theme: “Wow!”

Students must adhere to the general participation rules as well as the following Dance Choreography Rules.

Description

Dance choreography entries must be original choreographed dance composition works recorded on a DVD or CD. The choreography must be the work of one student and must demonstrate creativity and interpretation of the current Reflections Program theme.

There may be up to three dancers performing the choreography. The choreographer may be the performer or one of the performers, but does not have to be. Costumes are not necessary. If costumes are used, however, the choreographer must also create the costumes or directly note that the costumes are not the original work of the student.

Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme. A well-developed concept is more important than technique. Therefore, it is very important that the student show a clear relation of the dance choreography to the theme. The connection should be made evident through the use of song, props, or the dance itself.

Originality

Each entry must be the original work of one student only. An adult may not alter the creative integrity of a student’s work. Because the program is designed to encourage and recognize each student’s individual creativity, help from an adult or collaboration with other students is not allowed. Use of copyrighted material other than music is prohibited.

Plagiarism is defined as taking and using another person’s ideas, writings, or inventions as one’s own. Plagiarized entries will be disqualified and returned to the students.

Student Entry Form

All participants are required to fill out in its entirety and sign the Student Entry Form. Each participant is also required to submit an artist statement to describe how his or her piece relates to the theme. While there is no required length, the artist statement is mandatory for all entries. Students who have not completely filled out the entry form will not be eligible to participate in the program. In situations where the child cannot fill out the entry form or write legibly, a parent may sign his or her child’s name.

Students have the option of placing the titles of their works on the Student Entry Form and must answer a few questions about how they created their works (see Required Information).

Return of Artwork

The national PTA office does not return dance choreography entries.

DANCE CHOREOGRAPHY CHECKLIST

_____The presentation should not exceed five (5) minutes in length.

_____Missouri PTA **REQUESTS** two complete copies of the Dance Choreography entries, including the DVD or CD and the Official Entry Form. This is to ensure there is a second recording if the first one malfunctions. **Videocassettes will be disqualified.**

_____DVDs or CDs must be submitted in a plastic or cardboard container. Identify both the DVD/CD and the container with the student's name, grade division, state and year.

_____The Official Entry Form must contain both the student's signature and the parent's signature and should be attached to the back of the envelope in a sheet protected taped on the 3 closed sides. **DO NOT TAPE THE OPEN SIDE.**

_____Students must complete the Required Artist Statement on the Official Entry Form. Students should describe what inspired them to create the work and how the artwork relates to the theme. This is required for all grade divisions. **The entry will be disqualified if the student does not completely answer each of the questions.**

_____Answer the Dance Choreography questions on the Official Entry form. **The entry will be disqualified if the student does not completely answer each of the questions.**

_____Each school or building with a separate principal and/or PTA may submit three Musical Composition entries. **All entries must be delivered to Missouri PTA, 2101 Burlington Street, Columbia, MO 65202-1997, no later than 4:30 p.m., Friday, January 16, 2009.**

Dance Choreography entries will not be returned. Keep a copy of the entries for your records or in the event an additional copy is needed.

2008–2009 PTA Reflections Program

FILM PRODUCTION

Theme: “Wow!”

Students must adhere to the general participation rules as well as the following Film Production Rules.

Description

A film production entry must be an original work of fiction or nonfiction relating to the current Reflections Program theme. Entries may be with or without sound.

The student submitting the entry must be the director, screenwriter, and cameraperson. If using a computer, the student must do all of the work. If the student chooses to appear in the production, a camera on a tripod may be used. All storyboarding, editing, etc., must be done by the student.

Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme. A well-developed concept is more important than technique.

Categories

- **Animation:** Animation may be drawn; created from a collection of objects, clay, torn paper, etc.; or computer-generated.
- **Narrative:** A story told through the images created on film or computer. (This is not the same as a storyteller narrating an original story.)
- **Documentary:** Nonfiction documentation using narration, facts, and images.
- **Experimental:** Video that explores movement, light, and montage.
- **Media presentations:** Computer-generated media presentations must be completely original, and the student must do all the work. Cutting and pasting from other sources is not permitted.
- **PowerPoint presentations will not be accepted.** Students must adhere to copyright laws. Software should be used only to enhance and present the work of the student. Due to the fact that most graphic elements of PowerPoint presentations are copyrighted clip art, use of this program is prohibited.

Originality

Each entry must be the original work of one student only. An adult may not alter the creative integrity of a student's work. Because the program is designed to encourage and recognize each student's individual creativity, help from an adult or collaboration with other students is not allowed. Use of copyrighted material other than music is prohibited.

Plagiarism is defined as taking and using another person's ideas, writings, or inventions as one's own. Plagiarized entries will be disqualified and returned to the students.

Student Entry Form

All participants are required to fill out in its entirety and sign the Student Entry Form. Each participant is also required to submit an artist statement to describe how his or her piece relates to the theme. While there is no required length, the artist statement is mandatory for all entries. Students who have not completely filled out the entry form will not be eligible to participate in

the program. In situations where the child cannot fill out the entry form or write legibly, a parent may sign his or her child's name.

Students have the option of placing the titles of their works on the Student Entry Form and must answer a few questions about how they created their works (see Required Information).

Return of Artwork

The national PTA office does not return film production entries.

Judging

All national entries are judged on artistic merit, creativity, and interpretation of the theme. Due to the diversity of film styles, the interpretation of the theme is weighted very heavily in judging.

Music

The title, composer, and performer of any background music must be credited and documented on the Student Entry Form. If the connection to the theme is expressed in the song choice, this should be explained in the artist statement.

Presentation

- Entries may not exceed five minutes.
- The film should directly relate to the theme.
- The student submitting the entry is not required to appear in the video.
- Submissions should be in one of the following file formats:
 - .MPG / .MPEG
 - .MOV / .QT (QuickTime Video)
 - .WMV (Windows Media Video)
- Entries should be submitted on CD or DVD. The entry should be saved as a file on the CD/DVD, not as a CD/DVD movie.
- Submit the CD or DVD in a plastic or cardboard container; identify both the CD/DVD and the container with the student's name, grade division, state, and year.
- Pack the CD/DVD in a large envelope.
- Secure the Student Entry Form to the outside of the envelope with masking tape.

Recommendations for Quality Recordings

- Use a tripod to hold the camera still.
- Make sure there is plenty of lighting, especially if shooting indoors.
- Think about sound. Use an extra microphone (boom mike) if needed. Turn off all noise-making devices in the room (air conditioners, fans, telephones, etc.).

Required Information

On the Student Entry Form, please answer the following:

- Who appears in your film? (It is suggested that you gain parental consent for any minors who appear in your film.)
- Was a computer used? If so, name the software and hardware.
- Was any background music used? If so, credit the music.

Required Artist Statement

On the Student Entry Form, describe what inspired you to create this work and how it relates to the theme. This is required for all grade divisions.

FILM PRODUCTION CHECKLIST

_____The presentation should not exceed five (5) minutes in length.

_____All entries must be submitted on a CD or DVD. Film must be transferred to one of these mediums for judging before submitting to Missouri PTA. If submitted on DVD, it must be saved as a file on the disc, not as a DVD movie. **Videocassettes will be disqualified.**

_____Submission must use .MPG/.MPEG, .MOV/.QT(Quick Time), or .WMV(Windows Media) only.

_____Missouri PTA **REQUESTS** two complete copies of the Film Production entries, including the DVD or CD and the Official Entry Form. This is to ensure there is a second recording if the first one malfunctions.

_____CDs, or DVDs must be submitted in a plastic or cardboard container. Identify both the CD/DVD and the container with the student's name, grade division, state and year.

_____Make sure to answer the Film Production questions on the Official Entry form. **The entry will be disqualified if the student does not completely answer each of the questions.**

_____The Official Entry Form must contain both the student's signature and the parent's signature and should be attached to the back of the envelope in a sheet protected taped on the 3 closed sides. **DO NOT TAPE THE OPEN SIDE.**

_____Students must complete the Required Artist Statement on the Official Entry Form. Students should describe what inspired them to create the work and how the artwork relates to the theme. This is required for all grade divisions. **The entry will be disqualified if the student does not completely answer each of the questions.**

_____Each school or building with a separate principal and/or PTA may submit three Musical Composition entries. **All entries must be delivered to Missouri PTA, 2101 Burlington Street, Columbia, MO 65202-1997, no later than 4:30 p.m., Friday, January 16, 2009.**

Film Production entries will not be returned. Keep a copy of the entries for your records or in the event an additional copy is needed.

2008–2009 PTA Reflections Program
Local PTA Participation Form A

Theme: “Wow!”

Deadline is January 16, 2009

Please complete this form and forward it with your Reflections Program entries to the next level of judging. This form documents the number of students participating in the Reflections Program at the local PTA level. Please provide all of the information requested.

Local PTA Information This form is to be completed by the local PTA representative.

PTA/PTSA name _____

PTA/PTSA address _____

City _____ State _____ ZIP _____

PTA/PTSA president’s name _____

Reflections Program chair’s name _____

Reflections Program chair’s address _____

City _____ State _____ ZIP _____

Phone () _____ E-mail address _____

School name _____

School address _____

City _____ State _____ ZIP _____

Total number of students enrolled in the school _____

Total number of students participating in the Reflections Program _____

	Total entries received	Total entries forwarded
Literature		
Musical composition		
Photography		
Visual arts		
Dance choreography		
Film production		
Total number of entries		

**Please forward this completed form with your entries to: Missouri PTA
2101 Burlington Street
Columbia, MO 65202-1997**

2008-2009 PTA Reflections Program

MOPTA Participation Form B (only 1 form per unit)

Theme: "Wow!"

Please complete this form and attach to your Form A and send with your Reflections Program entries to the state level of judging. This form documents the total number of student entries allowed in each art category/grade division along with each student's contact information. Form B will also be used to help track student artwork for its safe return back to each unit (Visual Arts and Photography entries only).

Local PTA/PTSA Name _____ Grade Division _____
 Reflections Program Chair Name _____
 Telephone __(__)_____ Email _____

Art Category	Student Name	Home Phone	Office Use (in)	Office Use (out)
Literature				
Literature				
Literature				
Visual Arts				
Visual Arts				
Visual Arts				
Photography				
Photography				
Photography				
Musical Composition				
Musical Composition				
Musical Composition				
Film Production				
Film Production				
Film Production				
Dance Choreography				
Dance Choreography				
Dance Choreography				



PTA Reflections Program

Theme Search for 2010–2011

The national PTA organization is looking for a theme for its Reflections Program for 2010–2011. The student who submits the winning entry will receive \$100, and his or her theme will be presented at the 2009 PTA National Convention. Use this form to submit theme ideas. Only signed original forms will be considered. Please submit entries to your state PTA office.

State deadline for theme submissions: October 17, 2008

Local PTA/PTSA name _____

PTA/PTSA president's name _____

PTA/PTSA address _____

City _____ State _____ ZIP _____

Daytime phone () _____ E-mail address _____

Eight-digit PTA ID 00 _ _ _ _ _ School name _____

Student's name _____ Grade _____

Student's address _____

City _____ State _____ ZIP _____

Daytime phone () _____ E-mail address _____

Theme idea _____

Student's signature _____

Parent/guardian's signature _____

TIPS FOR PACKAGING AND SHIPPING ENTRIES

Missouri PTA recruits local PTA volunteers to assist with the unpacking and sorting of the Reflections Program entries. It takes about thirty volunteers an entire day to unpack the entries, sort the entries by art category and check all the entries to make sure all the National PTA rules have been followed. Please take the following precautions to ensure that your school's entries arrive at the Missouri PTA office by the required deadline and that they arrive in good condition.

When packing Visual Arts and Photography entries, separate artwork with sheets of tissue or brown paper. This will help prevent the entries from getting smeared or from sticking to one another. Entries that have been shrink-wrapped or covered with acetate mail the best.

Place Musical Composition, Dance Choreography and Film Production entries, in a large manila envelope. Secure the Official Entry Form to the outside of this envelope.

When packing your school's entries, try to make them as immobile as possible. The best packaging seems to be two sturdy pieces of corrugated cardboard used to "sandwich" the entries and strapped tightly together with heavy strapping tape.

It is your responsibility as Reflections Chair to make sure entries are sent to the Missouri PTA office by the required deadline. There are many mailing and courier services in addition to the special services that the Post Office offers. We highly recommend that you use them if they guarantee a delivery date.

Include all required paperwork. Each entry should have a completed Official Entry Form. Make sure to include a Form A in the package with your unit's entries. Many entries have been disqualified in the past because a Form A was not included.

If you mail more than one unit's entries together, package and label each unit's entries separately within the box. A separate Form A needs to be completed for each unit. Make sure that each Form A is securely attached to the appropriate unit's entries so that there is no mistake when the entries are unpacked. (This applies when mailing entries from a PTA that has more than one building and each building has its own principal.)

Your unit's eight digit National PTA ID number, required on the Official Entry form, can be found on any mailing label of material received from National PTA. If you have a question, please phone Missouri PTA.

Missouri PTA requests that you NOT use Styrofoam peanuts as they created a large amount a trash and are very time consuming to sort through and clean up.

All entries must be delivered to Missouri PTA, 2101 Burlington Street, Columbia, MO 65202-1997, no later than 4:30 p.m., Friday, January 16, 2009.

Please download the original pdf form from National PTA website to submit your grant.

www.PTA.org/reflections

Sample Grant information below:

2009 Mary Lou Anderson Reflections Arts Enhancement Grant Program

Description of Program

A limited number of matching grants of up to \$1,000 are awarded each year to local PTAs for student-centered programs focused on arts education. Special consideration is given to programs that reach large numbers of students, especially students who are at risk. At risk is the term applied to children whose environmental, familial, and/or socioeconomic situation may affect their academic success or ability to learn.

The grant program complements PTA's long-standing commitment to quality arts education in public schools by providing funds to local PTAs to establish or enhance school arts programs in one or more arts areas: visual arts, photography, music (including dance), and literature (including theater). Local PTAs must submit complete applications and provide funds that match the amount they are requesting from the national PTA organization.

Program Objective

To enhance arts education for students in the classroom or other learning environments through activities; materials; introduction of new technologies, techniques, or methods; visiting artists; or programs.

Requirements

To be considered for a grant, interested applicants must submit the following:

- * A completed application form
- * Responses to the Selection Criteria listed on the application form
- * A letter of commitment with the local PTA president's original signature stating the amount and source of matching funds from the local PTA

Restrictions

Grant money will be given to local PTAs for the management and implementation of programs such as visiting artist programs.

Grant money and matching funds may not be used for any overhead costs. Overhead costs refer to the cost of doing business (rental of space, teacher salaries, utilities, etc.). Funds may not be used for capital improvements, construction, or the purchase of permanent equipment. Funds may support the purchase of software.

Selection of Award Recipients

A panel of judges selected by and including one or more members of the PTA National Board of Directors will determine the grant recipients.

Timeline for Grant Application and Awards

Completed applications must be received by the national PTA office on or before May 1, 2009, for consideration. Grant recipients will be notified in early June, and grants will be distributed during the beginning of October 2008. All applicants will be notified of the status of their applications by the end of July 2008.

Mail all application materials to:

PTA Office of Programs and Public Policy

Mary Lou Anderson Reflections Arts Enhancement Grant Program

1400 L Street NW, Suite 300

Washington, DC 20005-9998

No faxed applications will be accepted.

Grant Application Form Instructions

The application form is designed so that text may be entered electronically or typed in using a typewriter.

To complete the form:

1. On a typewriter
 - a. Print it.
 - b. Fill it out using a typewriter and get the necessary signatures.
 - c. Mail in the completed form along with the responses to the Selection Criteria and the letter of commitment.
2. Electronically (on a computer)
 - a. To see what information needs to be filled in, click the box next to "highlight fields" in the instructions bar in the upper right-hand corner of the screen.
 - b. Click on the highlighted fields to type in the required information. You will be able to enter information only in the highlighted fields.

Please note: Unless you have Adobe Acrobat, you will not be able to save the application form with your information filled in. Adobe Reader will not allow you to save your changes. Collect all the information you will need before sitting down to fill out the form, and make sure you will be able to print the form from the computer at which you are working.
 - c. Print out the completed form and get the necessary signatures.
 - d. Mail in the completed form along with the responses to the Selection Criteria and the letter of commitment.

Complete application sets must be received at the PTA Office of Programs and Public Policy on or before May 1, 2009, for consideration.

2009 Mary Lou Anderson Reflections Arts Enhancement Grant Program

Application Form

This application form must be typed. The entire form must be completed.

Local PTA/PTSA name _____ Local PTA ID number _____
Local PTA address _____

City _____ State _____

ZIP _____

PTA president _____

President's address _____

City _____ State _____

ZIP _____

President's daytime phone _____ E-mail address _____

School name _____

School address _____

School phone _____ Total number of students in school _____

The school is Elementary Middle/Junior Secondary

Does the school receive Title I funds? Yes No Percent of students receiving reduced-cost or free lunches _____%

Grant request amount _____

Person submitting application _____

Address of person submitting application _____

City _____ State _____

ZIP _____

Submitter's phone _____ E-mail address _____

Signature of PTA president _____

Date _____

Signature of person submitting application _____

Date _____

Please indicate where you would like correspondence sent (check one): Local PTA address Local PTA president Person submitting application

Selection Criteria (required)

Type or word process the answers to the Selection Criteria on 8½" x 11" white paper, single-sided, double-spaced, with 1-inch margins. Use a standard 12-point or larger computer font, or equivalent typewriter pitch, in black ink. Responses to all five selection criteria together may be up to four pages total. Present a narrative for all five selection criteria. Responses become part of the complete application set. Send the one

(1) original and two (2) copies of the complete application set—each set paper clipped (no staples or binders)—to the

PTA Office of Programs and Public Policy on or before May 1, 2009.

1. Program/project: What program/project would you like to implement with the grant?

2. Objective: What is your program/project objective? What steps will you take to implement the program? How will they achieve the objective?

3. Funding: What amount of funding are you requesting? What is your source of matching funds? How will these funds be used (budget)?

4. Timeline: What is your timeline for implementing your proposed program?

5. At-risk factor: Please clarify how the at-risk factor applies to your school's student population.

**2009 Mary Lou Anderson Reflections Arts Enhancement
Grant Program**

Application Checklist

Yes No Local PTA in good standing

An application set, totaling up to six (6) pages, that includes

* A one-page letter of commitment of funds from the local PTA president, with the president's original signature

* A one-page completed application form:

—Word processed or typed

—Correct eight-digit local PTA ID number

—Original signature of PTA president

—Original signature of applicant

* A four-page (maximum) response to the Selection Criteria questions:

—Word processed or typed

—In black ink and standard 12-point or larger computer font, or equivalent typewriter pitch

—Double-spaced, single-sided pages

—On white paper

—1-inch margin on all sides

—Responses to questions numbered and in the order the questions appear on the application

Original application set and two copies (on white paper); each set paper clipped—no staples or binders

Shipped/mailed in time to ensure delivery to the PTA Office of Programs and Public Policy, 1400 L Street NW, Suite 300, Washington, DC, 2005-0099, by the May 1, 2009, deadline.

REFLECTIONS AWARDS

Does your unit need ribbons or certificates to recognize your **local (school level)** winners and participants? Missouri PTA has material available for purchase. Ribbons are available individually or in packages. There is an order form at the end of this section.

RIBBONS

(yellow ribbon)

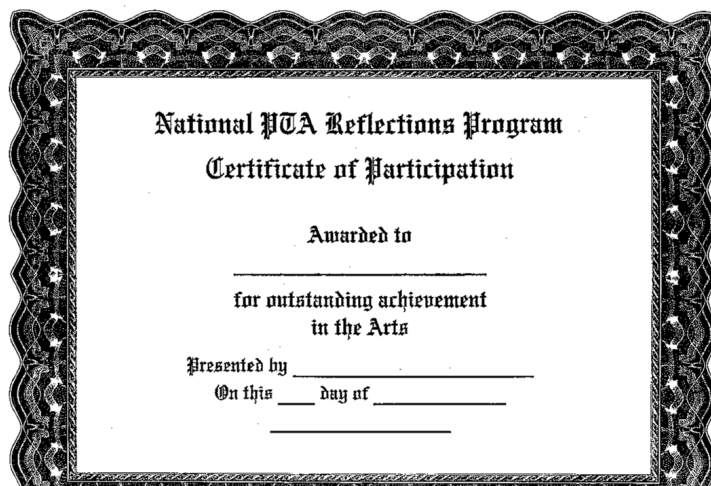
(white ribbon)

(red ribbon)

(blue ribbon)



CERTIFICATES – black printing on parchment paper



PTA PUBLICATIONS and REFLECTIONS RIBBONS

The publications listed here are available from Missouri PTA for use by local units and councils as resource materials. The materials may be ordered from: Missouri PTA, 2100 I-70 Drive SW, Columbia, MO 65203-0099.

**PLEASE NOTE: ORDERS MUST BE PRE-PAID.
WE REGRET WE CANNOT SHIP ORDERS COD.**

MISSOURI PTA PUBLICATIONS

You are Duly Installed (Beat the Drum).....	3.00
Incoming Officers' Guide (extra copies for Officers).....	3.00
PTSA Handbook.....	3.00
Fast Facts	1.00
Legislative Handbook	3.00
Resolutions Book.....	10.00
TOOL KIT for Officers and Chairman (current year).....	7.50

PACKETS (extra copies, current school year)

Call to Convention (Missouri Convention information).....	3.00
Summer Packet (Tool Kit, Calendar, etc.).....	10.00
Winter Packet (Information update-available Jan.).....	3.00

Reflections Ribbons:

4 art category package 32 ribbons (4 each 1 st , 2 nd , 3 rd and 20 honorable mention).....	25.00
6 art category package 48 ribbons (6 each 1 st , 2 nd , 3 rd and 30 honorable mention)	40.00
Any 10 Ribbons.....	8.00
Single Ribbon	1.00
Certificate of Participation.....	.25

PRICES SUBJECT TO CHANGE WITHOUT NOTICE

**Missouri PTA
2100 I-70 Drive SW
Columbia, MO 65203-0099
Local 573 – 445-4161 Fax 573-445-4163**

1-800-328-7330
email: office@mopta.org
Website: www.mopta.org

**MISSOURI CONGRESS OF PARENTS AND TEACHERS
PTA PUBLICATION/ RIBBON ORDER FORM**

DATE _____

ORDER FROM: Missouri PTA
2100 I-70 Drive SW
Columbia, MO 65203-0099

NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP CODE _____

UNIT OR COUNCIL NAME _____

REGION _____

**ORDER EARLY! Orders must be pre-paid. We regret we cannot ship orders COD.
Make checks payable to MISSOURI PTA
Credit Card Orders are accepted – See Below**

QUANTITY	NAME OF PUBLICATION/ RIBBONS NEEDED	UNIT PRICE	TOTAL
		SUB TOTAL	

CHART OF SHIPPING & HANDLING CHARGES

UP TO \$2.00, Add.....\$1.50
 \$2.01 TO \$4.00, Add\$2.00
 \$4.01 TO \$6.00, Add\$2.50
 \$6.01 TO \$8.00, Add\$3.00
 \$8.01 TO \$10.00, Add\$3.50
 \$15.01 TO \$40.00, Add\$5.00
 Over \$40.00, Add\$10.00

Shipping & Handling _____
 Credit card charge(if used) _____
 Total* \$ _____

Any Ribbon order S & H \$1.50

If using a Credit Card add an additional \$2.50 to Shipping and Handling Charges

Credit Card Information: VISA or MasterCard

Name _____ Phone Number () _____
 (as it appears on credit card)

Credit Card Number _____ Exp. Date _____

*Subject to a \$10 returned check fee