REFLECTIONS CHAIRPERSON
"WATCH FOR" LIST

DO:

1. Remember: Reflections is a *Program*, not a *Contest* when publicizing the event.
2. Verify your PTA is in good standing with the Washington State PTA.
3. Use the current year's forms and the correct forms. This is critical. Entries risk disqualification if the incorrect form is missing.
    - Non-council units MUST submit non-council form.
    - Council units MUST submit the COUNCIL form, not the non-council form.
    - Councils MUST submit the COUNCIL form, not the local unit form.
4. Type your LU/Council information in the blanks before you make copies of the Official Entry Form.
5. Two copies of the Official Entry Form must accompany all entries. One copy to be attached to the entry and the other placed in a folder.
6. Reproduce forms on white paper only!
7. Take the time to find your correct local unit/council WSPTA number. Without that, your entries may get lost. Call the state office (1-800-562-3804).
8. Select judges who will be fair and impartial. Judges should have an expertise in the particular discipline (e.g., college English professors and authors, art teachers or docents, professional photographers and musicians, dance/ballet instructors, etc).
9. Make sure parents have copies of Music, Literature, Film/Video, and Choreography/Dance entries before sending the original on to Council and/or State.
10. Keep a photographic record (digital cameras are ideal) of all Visual Arts and Photography forwarded to the next level.
11. Make copies of everything you send to state.
12. Double check what children have written on the Official Entry Forms. If you can't read it, neither can anyone else. If students or local chairs have omitted data, fill it in for them before you send entries to the next level.
13. Ensure that entry forms are signed by the student and parent/legal guardian. Forms without signatures are disqualified.
14. Make sure the *Required Information* section on the Official Entry Form is completed as necessary. Entries lacking the appropriate information will be disqualified.
15. Utilize the WSPTA website to access current Reflections Rules Packet and Official Entry Form. Reflections information can be obtained under PROGRAMS at http://www.wastatepta.org/.

DO NOT:

1. Use last year's forms.
2. Use the wrong forms.
3. Omit required information from the Official Entry Form.
4. Send entries on to the next level that do not reflect the theme.
5. Select judges that are affiliated with your school or council.
6. Reproduce official forms on colored paper.