



## PTA Leader's Checklist

### Step 1. Getting Started (August - October)

- Register your local PTA at [PTA.org/Reflections](https://pta.org/reflections). (REQUIRED)
- Register your local PTA in fluidreview <https://ptareflections.fluidreview.com/> (REQUIRED)
- Confirm that your local PTA is in good standing with the state PTA and eligible to participate.
- Make sure the Reflections program is included in your PTA's program budget for the school year.
- Visit your state PTA website for program deadlines and student materials.
- Recruit volunteers and engage school personnel and community members for additional support.
- Recruit creative professionals to review student works.
- Determine which arts categories and grade divisions your PTA will offer. New program leaders may consider getting started with one or more arts category and division.
- Establish a timeline for your program according to deadlines set by your state PTA.

### Step 2. Promote Your Program (August - October)

- Distribute program rules and student entry form.
- Promote submission deadline and instructions.

### Step 3. Coordinate the Review of Student Submissions (October/November)

- Collect and organize submissions by category and division. Qualify entries according to category rules.
- Local PTA's enter all submissions into the student portal on fluidreview <https://ptareflections.fluidreview.com/> and print out a screenshot when all entries have been entered
- Facilitate judging and support judges as needed.
- Collect judges' scores and rank entries. Assign awards and prepare works for exhibition.

### Step 4. Celebrate Your Student Participants (January – April)

- Announce awardees to the whole school community.
- Host a Reflections Celebration Event to showcase student work and distribute certificates/awards.
- Offer state and national opportunities for student recognition by sending your finalists to the next judging round.

### Step 5. Wrap Up and Report Program Success (January – June)

- Return non-advancing submissions to students.
- Recognize volunteers and evaluate your program to consider future improvements.
- Report student participation totals and program success at [PTA.org/Reflections](https://pta.org/reflections).

*Don't forget to register and report your success at [PTA.org/Reflections](https://pta.org/reflections).*

*Visit <https://www.wastatepta.org/events-programs/reflections/> for available template tools and resources.*