# WSPTA Reflections Program At-a-Glance

## Orient Yourself to the Reflections Program
- Read through this guide to familiarize yourself with the program and what will be required.
- Confirm with your president 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 the WSPTA website at [https://www.wastatepta.org/events-programs/reflections/](https://www.wastatepta.org/events-programs/reflections/).
- Determine which arts categories your PTA will offer. New program leaders may start with one or more categories.

## Establish a Timeline
- Register your PTA to participate at [www.ptareflections.org](http://www.ptareflections.org).
- Set a turn-in deadline for your program using your council or state (non-council local PTAs) turn-in date.
- Set a turn-in location (school office, library, etc.) and include in posters and fliers.
- Set a sorting date to check eligibility and prepare entries for judging.
- Set a judging date.

## Organize a Team of Volunteers
- Recruit your Reflections committee.
- Engage school personnel and community members for additional support.
- Recruit creative professionals to judge student artwork.

## Promote the Reflections Program to Students, School Personnel, and the Community
- Launch your program (in the library, at an assembly, through classroom visits, etc.)
- Fill in all PTA information on student entry forms prior to printing copies (Your president will have your National PTA ID number).
- DO NOT OTHERWISE CHANGE OR ALTER FORM.
- Make Student Entry Form and rules available to students and parents.
- Promote artwork submission deadlines and instructions.
- Promote the National PTA Reflections Theme Search Contest.

## Collect and Organize Entries for Judging
- Verify all student entry forms are completely filled out and signed.
- Verify all requirements have been met including sizing, mounting, thickness, length of performances, and word counts by comparing to the Reflections Submission Checklist.

## Judge Entries and Identify Advancing Entries
- Decide ahead of time how advancing entries will be determined.
- Have judging sheets and copies of rules available.
- Follow the judging rubric.
- Inform judges of awards offered (i.e. if you will award honorable mentions or rankings aside from 1st–3rd).
- Use judging results to determine advancing entries.
- Verify original student entry forms are complete and signed.
- Review Submission Checklist to ensure eligibility.

## Advance Entries to the Next Round of Judging
- Enter all student submissions that are moving onto council (or State for non-council PTAs) in the Student Entry Portal: [https://ptareflections.fluidreview.com/](https://ptareflections.fluidreview.com/)
- Package advancing entries securely and include all required forms before sending to the Washington State PTA office in Tacoma.

## Celebrate and Recognize Participants
- Inform winning students and their parents of the timeline for advancing art and when it will be returned.
- Recognize students at a PTA or school event.
- Use websites and social media (Facebook, Twitter, etc.) to announce results and recognition events.
- Consider awarding certificates, ribbons, or prizes to participants and/or winners.

## Wrap Up
- Recognize volunteers.
- Return non-advancing student artwork.
- Evaluate your program and consider future improvements.

## Where to Go for Help
**Local:** Your council Reflections chair (if applicable) or your Region Programs Chair (contact your PTA President)
**State:** State Reflections Chair – [reflections@wastatepta.org](mailto:reflections@wastatepta.org)
State Programs Chair – [ptaprogdir@wastatepta.org](mailto:ptaprogdir@wastatepta.org)