

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/>.
- 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.
- 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.)
- Visit <https://www.wastatepta.org/events-programs/reflections/> for posters, fliers & useful templates available for download.
- Fill in all PTA information on student entry forms prior to printing copies (Your president will have your National PTA IDnumber).
- 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 PTA's) in the Student Entry Portal: <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
State Programs Chair – ptaprogrid@wastatepta.org