**THEME:** Look Within

**DEADLINE:**

<table>
<thead>
<tr>
<th>Local PTAs (part of a council)</th>
<th>Local PTAs (not part of a council)</th>
<th>Councils</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your council determines your deadline.</td>
<td>January 24, 2020 (not a postmarked date)</td>
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</tbody>
</table>

**ADDRESS:**

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<tr>
<td>You submit directly to your council.</td>
<td>Submit to WSPTA: Washington State PTA Attn: Reflections Chair 15 Oregon Avenue, Suite 202 Tacoma, WA 98409-7463</td>
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**SUBMISSION LIMITS:**

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<td>Your council determines your submission limits.</td>
<td>Eight (8) entries or 10% of the total entries received (whichever is greater) PLUS six (6) additional special artist entries</td>
<td>Refer to Reflections Handbook</td>
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**KEY DOCUMENTS:**

- Rules: Student Entry Packet

**WHERE TO GO FOR HELP:**

- Local: Council Reflections chair (if applicable) or Region Programs Chair (contact your PTA president)
- State: WSPTA Reflections Chair at reflections@wastatepta.org
  - WSPTA Program Director at ptaprogdir@wastatepta.org

**Websites:**

- [www.wastatepta.org/events-programs/Reflections/](http://www.wastatepta.org/events-programs/Reflections/) (WSPTA Reflections Facebook Group)
Step 1. Getting Started
- Register in the national program at PTA.org/Reflections.
- Visit https://www.wastatepta.org/events-programs/reflections/ for important information and materials.
- Determine which arts categories and grade divisions your PTA will offer.
- Plan and budget for your awards, prizes and recognition activities.
- Recruit a committee to help you promote participation, coordinate judging and host events.
- Recruit experienced artists to review student works.
- Share your program plans with your PTA and school leaders.

Step 2. Promote Your Program
- Distribute student entry packets to students and teachers.
- Promote your submission deadline and instructions on how to enter. Don’t forget to include any available awards, scholarships and prizes! It helps to have a collection box in an easily accessible location.
- Use #PTAReflections to share how your school participates in Reflections during National Arts & Humanities Month this October.

Step 3. Review Submissions
- Collect and organize submissions by category and division.
- Qualify entries according to each arts category rules.
- Share judging materials and submissions with your volunteer judges.
- Collect scores from judges and rank submissions.
- Gather awards and prizes and prepare works for exhibition.

Step 4. Celebrate Participants
- 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. Enter Advancing Entries Online
- Head to https://ptareflections.fluidreview.com/ to enter all student entries you are turning in to your council (or state for non-council PTA’s).
- Create an account using your own name and contact information.
- Enter student information – you will need their completed student entry form.
- Confirm student entries – click “home” to see a list of what you’ve entered. Ensure all entries have a status of “submitted.”

Step 6. Wrap Up
- Return non-advancing submissions to students.
- Recognize volunteers, community partners, and judges.
- Evaluate your program to consider future improvements.