



PTA Leader's Checklist

Step 1. Getting Started

- Register your PTA at [PTA.org/Reflections](https://pta.org/reflections).
- 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

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

Step 3. Coordinate the Review of Student Submissions

- Collect and organize submissions by category and division. Qualify entries according to category rules.
- 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

- 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

- 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 [PTA.org/ReflectionsToolkit](https://pta.org/reflectionstoolkit) for available template tools and resources.*