



Important Reflections Dates

NOW | Register your PTA's Reflection Program

https://www.magnetmail.net/custom_projects/npta/reflections/reg.cfm

November 21, 2017 | Deadline to submit 2019-2020 Reflections Theme Search; form available at www.SCPTA.org

February 10, 2018 | Deadline to submit entries to SCPTA¹*All entries must be entered in National PTA Reflections Student Portal by close of business February 8, 2018* <https://ptareflections.fluidreview.com/>

March 1, 2018 | Deadline to advance State Reflections Entries to National²

April-May | State Reflections Gala, all state winners to be invited & celebrated (Date, Time and Location TBD)

May 1, 2018 | National Reflection Awards Announcement

¹The only physical entries to be dropped off are your Visual Arts and Photography entries. All other entries will be accessed digitally by state judges.

²SCPTA Reflections Committee will advance entries to the National round

LOCAL UNIT REFLECTIONS CHAIR TIMELINE

→ FORM A COMMITTEE (July - August - September) Your committee can be created by seeking help in the following ways from PTA volunteers and board members, past Reflections participant's parents, staff, community members, grandparents, retired teachers, etc.

- ◆ Distributing Rules
- ◆ Advertising
- ◆ Collecting, Checking & Returning Art
- ◆ Entering Data into National PTA Reflections Database
- ◆ Securing Judges and all details regarding Judging
- ◆ Award Recognitions
- ◆ Exhibiting Art

→ REGISTER YOUR PTA REFLECTION PROGRAM

- ◆ https://www.magnetmail.net/custom_projects/npta/reflections/reg.cfm

→ SETTING YOUR TIMELINE (July – August - September) Once you know the date you are required to submit your school's advancing entries to your **district and/or state**, then ... YOU DECIDE with your Principal, PTA, & Committee!

- ◆ Date: _____ YOUR SCHOOL Start Date (avoid school schedule conflicts)
- ◆ Date: _____ YOUR SCHOOL Entry Due Date



- ◆ Date: _____ YOUR SCHOOL Judging Date
- ◆ Date: _____ YOUR SCHOOL Awards Recognition/Exhibit

FIND OUT the following dates from your **District Reflections Chairperson**

- ◆ Date: _____ Advancing Entry Drop-off to District
- ◆ Date: _____ Pick –up after being judged on District Level
- ◆ Date: _____ Awards Recognition Ceremony for District Level
- ◆ Date: _____ Return artwork from State to Schools/Students

→ BUDGET (August – September) Identify Reflections needs to achieve the goals of your local PTA/PTSA.

Possible expenditures:

- ◆ Advertising: copies of fliers, rules, posters, reminder fliers, advertising treats for staff, incentives for participants who turn in entries (pencil, eraser, coupon, spirit sticks)
- ◆ Judging: hospitality for judges, thank you, post-its, copies of literature entries
- ◆ Awards: Certificates, Ribbons, Medals, Trophies,
- ◆ Art Exhibit/Recognition/Gallery Night etc. – things to make it special ... invites, supplies for creating the art gallery, art name tags, programs, decorations, refreshments

→ PROMOTING THE PROGRAM (August – September – October) Choose diverse ways to advertise the current theme with the permission of your principal.

- ◆ Distribute fliers in first day packets as well as throughout program
- ◆ Promote Reflections at staff meetings (with permission). Find a way to get them excited!
- ◆ Advertise at “Back to School” functions, consider parent nights at school
- ◆ Display posters and flyers in classrooms and hallways on campus
- ◆ Host a Reflections Kick-off Art Exhibit or Assembly
- ◆ Sponsor after school art events such as Family Art Night
- ◆ Post info in school newsletter/newspaper, school websites, and other school media
- ◆ Show posters on scrolling TV announcements
- ◆ Post past Reflections artwork around campus (see on-line gallery from National PTA)
- ◆ Record interviews with past Reflections participants or specialists on school news broadcasts

→ DISTRIBUTING RULES, DEADLINES AND ENTRY FORMS (August – September – October) Choose what works best for your school and PTA Reflections budget:

- ◆ Go “green”/ paperless - distribute on-line links to rules and entry forms
- ◆ Distribute sets of rules to all teachers

→ COLLECTING ART WORK FOR JUDGING (October – November) Determine secure entry drop off location such as a large box in the main office, library, or teacher workroom (include drop off location on advertising) Collect art and keep in a safe storage area – preferably at school

- ◆ Verify each entry follows rules - size restrictions, one artist per entry, word limit, 2-D art, etc.
- ◆ Enter each student’s in to the National PTA Student Entry Portal

<https://ptareflections.fluidreview.com/a/>



→ ORGANIZING AND HOSTING THE JUDGING (September – October – November)

- ◆ Find judges as early as possible. Independent judges can be found by swapping judges with neighboring schools, PTA members, teachers, businesses, librarians, district arts directors, private art and dance teachers, newspaper journalists, photographers, or people you or your committee know who are highly skilled in these areas.
- ◆ Choose the number of judges depending on how many entries you receive
- ◆ Send each judge guidelines (see “Judging Rubric” www.scpta.org), along with category rules, judging time and location
- ◆ Thank your judges

→ CELEBRATING THE WINNERS (October – November – December, based on District deadlines)

- ◆ Recognize each awarded artist and participant (certificate, ribbon, medal, coupons, treat)
- ◆ Exhibit art at your school (Gallery night, standing exhibit in the school, scrolling TV presentation of entries, assemblies, awards night, ice cream social after school, etc.)
- ◆ Showcase awarded art and artists in school newspaper or yearbook

→ SUBMITTING WINNING ARTWORK AND REQUIRED FORMS TO THE NEXT LEVEL OF JUDGING

- ◆ Complete Local Unit Participation Form - You will enter this online, you will need to know how many entries your school receives in EACH CATEGORY.

→ ADVANCING ENTRIES

- ◆ Double check all entries and forms of advancing art are complete – protect with wrapping
- ◆ Entry forms need to be COMPLETE - Names, contact information, TITLE, ARTIST STATEMENT and PARENT SIGNATURES, as well as, local unit information (at the bottom of form) are REQUIRED.

→ RETURNING THE REMAINING ARTWORK TO STUDENTS

Visual Arts and Photography Entries (used a district and/or state celebration) will need to be returned to students after completion of the program. Remind families to keep a copy of all other category entries. Also make a copy for yourself!!

- ◆ Do NOT return any entries until instructed by SCPTA
- ◆ Pick up non-advancing art after judging at the next level (district/state), when directed and return to students
- ◆ Keep in touch with district and State to check on advancing entries
- ◆ Inform advancing artists about the progress of their entry at each advancing level

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