

I Matter Because...

2020-2021



Call for
Entries

Deadline For Entries:

For Details, Contact:

Learn more and get involved! [PTA.ORG/REFLECTIONS](https://pta.org/reflections)

Local Unit/School Suggested Timeline (Page 1 of 2)

Before the end of School in June

- 1) Print double-sided copies of Reflections rules and entry form or have them available electronically.
- 2) Newsletter & eBlast Announcements – Ask your communications VP/chair to announce this year's Reflections theme, due date and where extra copies of the entry form can be found. Post copies of flyer on your PTA bulletin board and/or around campus.
- 3) **** IMPORTANT TIP FOR SUCCESS**** Suggest to parents that summer is the perfect time to create an entry (or two or three or more) to submit in the fall. Remind them that their student may enter as many entries as they wish, in as many categories as they choose to.

Summertime Prep Work

- 1) Print additional double-sided copies of Reflections rules and entry form or have them available electronically.
 - 2) At the elementary level, the suggested number of copies is based on projected enrollment numbers plus extras you may want to keep in the school office or provide electronically. Be sure to post copies of the Reflections packet on your PTA website.
 - 3) For middle and high school, you may want to provide your language arts, music, film and fine arts teachers with a few copies. Encourage the teachers to provide extra credit for participating and make sure to check with your principal to make sure they are on board with the idea of extra credit for submitting a Reflections entry. Have extra copies of the Reflections packets available in the main office or posted on the PTA website.
 - 4) Calendar Dates – Work with your school principal in setting up dates for the following activities: Reflections program kick-off (in classroom presentations, assembly, or town hall meeting), entry due date, setting up artwork in cafeteria/library, judging and art show.
 - 5) Go online to PTA.org/Reflections and register your school.
- Starting on July 1st enroll and receive a free digital kit in your inbox.**

PTA Reflections toolkit will provide you with info, tools and resources you need to take your program to the next level including, a call for entries poster, themed images as well as planning tools, judging resources, celebration ideas and more!

September

- 1) **Reflections Kick-off presentation - Suggested date - Early to mid-September.** This is the day to announce the program to the students, give the theme, explain how they can participate and pass out student packets, if applicable. Student packets will contain information about entry requirements/rules and student entry form or provide electronically.
- 2) **Order ribbons or awards – You want to get a head start in ordering your participant and division winner ribbons or awards. Try to have your ribbons or awards in hand by mid-October.**

Elementary – 3 divisions (Primary, Intermediate, Special Artist) x 6 categories =

18 Award of Excellence ribbons (possible)

18 or more Award of Merit ribbons

18 or more Honorable Mention ribbons

Middle and High School–2 divisions (Middle or High School, plus Special Artist) x 6 categories =

12 Award of Excellence ribbons (possible)

12 or more Award of Merit ribbons

12 or more Honorable Mention ribbons

Number of participant ribbons – This will depend on your best estimate of student participation based on past history. If you plan to take a different approach this year to increase student participation, please be sure to factor this in when ordering ribbons.

Local Unit/School Suggested Timeline (Continued - Page 2 of 2)

- 3) Collection Bin/Folders – Work with the front office staff and classroom teachers on how to best collect student art entries. Keep in mind some art entries may be turned in several days before your deadline. You can provide each teacher with an inexpensive art folder to collect student entries and also have a large plastic bin in the office to receive artwork.
- 4) Newsletter & eBlast Announcements – Ask your communications VP/chair to announce this year's Reflections theme, due date and where extra copies of the entry form can be found. Post copies of flyer on your PTA bulletin board and/or around campus.
- 5) Contact local artists, photographers, etc. to help judge your student entries. It may take 1-2 days to judge the entries, depending on the judges' availability.
- 6) **THEME SEARCH** - Provide information to the students about the National Reflections Theme Search. Theme ideas may be input on the California State PTA Reflections Theme Search page starting on September 1st. Theme search closes on November 1st.

October

- 1) Post a Reflections reminder in your school newsletter and eBlast in early October. You are also encouraged to post one last reminder a week before the due date.
- 2) **Reflections entry due date for schools: October 15th (SUGGESTED date).**
- 3) Reflections committee checks entry paperwork, makes sure names on entries are not displayed on the front of student work (for blind judging) and assigns numbers to student entries.
- 4) Reflection committee members to speak with after school groups regarding student art work displayed in lunchroom/library and to be respectful of the artwork.

November (SUGGESTED Reflections entry due to Council: November 1)

- 1) Display student entries in school lunchroom/library: early November during school hours.
- 2) Blind judging by local community members who are experts in their field. Note: Election Day is the first Tuesday in November. Do your best to work with your judges' schedules. Be sure to provide your judges with the list of numbered art entries, rubric and artist statements. Make sure the student names on the artwork and entries list are hidden from sight.
- 3) Prepare list of division winners and provide this list to your school principal. The list of winners can also be posted in the PTA display on the same day as your art show.
- 4) **Reflections Art Gallery open to students and families:** School principal to prepare classroom viewing schedule. This is the day when we do a formal presentation to the student winners in each category for each grade division. This can be scheduled during school hours or at a night time event. The Reflections committee will present a Reflections certificate to the division winners and all participants.
- 5) **Take down first place entries and prepare paperwork to submit to your council. Make sure all entry paperwork is complete. All winning entries must have a title, artist statement, and required student and parent signatures.**
- 6) **Turn in your AOE division winners to your council Reflections chair by the specified due date. Check with your council Reflections chair for your due date.**
- 7) Your council will conduct the next round of judging and forward the selected council division winners to 31st District PTA
- 8) **Student entries not forwarded for the next level of judging will be returned to your schools.**
- 9) There will be a 31st District PTA Reflections Celebration on TBD.



Official Rules

By submitting an artwork to the “National PTA Reflections Program,” entrants accept and agree to be bound by the official rules for participation as well as the entry requirements for their specific arts category and division. Additional state program requirements may apply. Any violation of these rules may, at PTA’s discretion, result in disqualification. All decisions of the reviewers regarding this program are final and binding in all respects. (The “PTA” referred to in these rules include all PTAs reviewing the submission).

1. **ELIGIBILITY.** Students must participate through a local PTA/PTSA. Each student’s eligibility is determined by the state and local PTA/PTSA. A student may develop an entry inside or outside of school.
2. **ARTS CATEGORIES.** There are six arts categories—dance choreography, film production, literature, music composition, photography and visual arts. Students may enter the National PTA Reflections Program in one or more arts categories. See each arts category rules for additional entry requirements.
3. **GRADE DIVISIONS.** Students may enter in the appropriate division for their grade (Primary: Preschool-Grade 2; Intermediate: Grades 3-5; Middle School: Grades 6-8; High School: Grades 9-12; Special Artist: All grades welcome).

The **Special Artist Division** welcomes students from all grades and abilities and offers non-artistic accommodations (e.g. adaptive technology; transcribing; holding a camera) for students to participate fully in PTA Reflections. Assistants must refrain from being involved in the artistic process (e.g. developing an artist statement, choreography, music lyrics, storyboards, etc.) Student recognition and awards are announced as part of the Special Artist Division.
4. **HOW TO ENTER.** Entrants must submit their artwork and student entry form to their local PTA/PTSA program according to local and state PTA procedures. Entrants must follow requirements and instructions specific to each arts category and division. Contact local PTA programs for deadlines and additional information.
5. **ENTRY REQUIREMENTS.** (All participants must also follow arts category and if applicable, Special Artist Division rules)
 - Only new pieces of artwork inspired by the current year’s theme may be submitted.
 - Each entry must be the original work of one student only. An adult may not alter the creative integrity of a student’s work. Because the program is designed to encourage and recognize each student’s individual creativity, help from an adult or collaboration with other students is not allowed except in the Special Artist Division. Other individuals may appear in or perform a student’s work, but the work itself must be the creative product of one student only. Only one student may be recognized as the award recipient for each entry. *See the specific arts category rules and special artist division rules for details.*
 - Each entry must contain a title and all entries must include an artist statement. The artist statement communicates what inspired the work, how it relates to the theme, and the content of the work. The statement must include at least 10 words and not exceed 100 words.
 - Use of copyrighted material is prohibited, except for background music in dance choreography and film production entries. If used in dance choreography and film production entries, background music must be cited on the entry form. Plagiarized entries will be disqualified. Use of PowerPoint templates are prohibited.
6. **FINALIST SELECTION AND NOTIFICATION.** Entries are reviewed at local, regional, state and national levels. Each PTA determines its own reviewers for the program. Entries will be reviewed primarily on how well the student uses their artistic vision to portray the theme, their originality and creativity. The National PTA Reflections® program makes no restrictions on content or subject matter in artwork. Under no condition may parents or students contact a reviewer to dispute the status/score of any entry. Each PTA in its sole discretion will select finalists for exhibition and provide awards/prizes. Awards are announced per local and state procedures. National awards and events are announced May 1, 2020 at PTA.org/Reflections.
7. **OWNERSHIP AND LICENSE.** Ownership in any submission shall remain the property of the entrant, but entry into this program constitutes entrant’s irrevocable permission and consent that PTA may display, copy, reproduce, enhance, print, sublicense, publish, distribute and create derivative works for PTA purposes. PTA is not responsible for lost or damaged entries. Submission of entry into the PTA Reflections program constitutes acceptance of all rules and conditions.
8. **PARTICIPATING ENTITIES.** This program is administered by the National Parent Teacher Association (PTA) and PTA affiliates. Parent groups not affiliated with National PTA are not eligible to sponsor this program.



How To Enter

Use the arts to share your personal *Reflections* on this year's theme: **Look Within**

Submissions are due to **<INSERT TEACHER NAME AND ROOM NUMBER>** by **<INSERT DEADLINE>**.

Experienced artists will review your work for interpretation of theme, creativity and technique. We look forward to celebrating your artistry and achievement in the arts! Save the date for this year's Reflections Celebration **<INSERT DATE OF ARTS SHOWCASE & AWARDS CELEBRATION>**

Dance Choreography: Solo and ensemble works of all dance styles are accepted. Entrant must be the choreographer and may also be the performer, or one of the performers. If background music is used, cite it on the entry form. **Video** file must not exceed 5 min. and 1 GB in size. Accepted formats: AVI, FLV, WMV, MOV, MP4.

Film Production: Accepted short film styles include: Animation, narrative, documentary, experimental or media presentation. Use of PowerPoint is prohibited. Entrant must be the screenwriter, cinematographer, editor and producer. If background music is used, cite it on the entry form. **Video** file must not exceed 5 min. and 1 GB in size. Accepted formats: AVI, FLV, WMV, MOV, MP4.

Literature: Accepted forms of fiction and nonfiction include: Prose, poetry, reflective essay, screen play and play script, narrative, and short story. Entrants may write in their primary language as long as an interpretive English translation is also attached. Use of copyrighted material is prohibited. **Writing** must not exceed 2,000 words and may be handwritten or typed. Accepted formats: Single-sided print on 8 1/2x11" paper, PDF file.

Music Composition: All music styles and combinations of instrumentation are accepted. Entrant must be the composer and may also be the performer, or one of the performers. Use of copyrighted material is prohibited. **Audio** file must not exceed 5 min. and 1 GB in size. Accepted formats: MP3, WMA, WAV, ACC, FLAC. **Notation** (score/tablature) in PDF format is only required for middle and high school divisions.

Photography: Photo must be a single print/digital image. Collages and collections of photos are not accepted. Entrant must be the photographer and may use a variety of digital editing techniques including but not limited to, multiple exposure, negative sandwich and photogram. Use of copyrighted material is prohibited. **Print** image dimensions must be no smaller than 3x5 inches and no larger than 8x10 inches. Accepted print formats: Mounted on mat or poster board no larger than 11x14 inches. Framed prints are not accepted. **Digital** image dimensions must be at least 640x960 (pixels) and 300 dpi (resolution). Accepted file formats: JPEG, JPG, GIF, PNG.

Visual Arts: Works of both fine and design arts are accepted, including but not limited to: architectural drawing and models, ceramics, collage, computer generated images and graphics, crafts, drawing, fashion clothes and jewelry, fiber work, mixed media, painting, printmaking and sculpture. Use of copyrighted material is prohibited. **2D** artworks must be mounted on sturdy material and no larger than 24x30 inches with matting. Framed entries are not accepted. Include one digital image of artwork with your submission. **3D** artwork submissions must contain 3 digital images of artwork at different angles. Image(s) are used for artwork identification, judging and exhibition purposes.

Special Artist: Students who identify as having a disability and may receive services under IDEA or ADA: Section 504 may enter in the Special Artist Division or grade division most closely aligned to their functional abilities. See Official Rules for details.



Entry Form

To be completed by PTA before distribution.

LOCAL PTA Calahan Elementary

LOCAL PTA ID 00006760

LOCAL PROGRAM CHAIR Andie Stuckey

EMAIL 31reflections@gmail.com

PHONE (323)806-9922

COUNCIL PTA NW Valley

DISTRICT PTA 31st District

REGION PTA Los Angeles

STATE PTA California

MEMBER DUES PAID DATE 10/05/2020

INSURANCE PAID DATE 10/10/2020

BYLAWS APPROVAL DATE 03/05/2020

^It is extremely important that you fill in this section before sending the entry form out. ^

STUDENT NAME Lovey Stuckey

GRADE 5 **AGE 11**

CLASSROOM Rm. 18

PARENT/GUARDIAN NAME Andrea Stuckey

EMAIL stuckeygirls@gmail.com

PHONE (323)804-9199

MAILING ADDRESS 12345 Calahan St.

CITY Northridge **STATE** CA **ZIP** 91324

Ownership in any submission shall remain the property of the entrant, but entry into this program constitutes entrant's irrevocable permission and consent that PTA may display, copy, reproduce, enhance, print, sublicense, publish, distribute and create derivative works for PTA purposes. PTA is not responsible for lost or damaged entries. Submission of entry into the PTA Reflections program constitutes acceptance of all rules and conditions. I agree to the above statement and the National PTA Reflections Official Rules.

STUDENT SIGNATURE

Lovey

PARENT/GUARDIAN SIGNATURE

Andrea Stuckey

^These can be the ONLY areas with a "signature" the rest must be legible. ^

GRADE DIVISION (Check One)

☐ PRIMARY (Pre-K-Grade 2)

☒ INTERMEDIATE (Grades 3-5)

☐ MIDDLE SCHOOL (Grades 6-8)

☐ HIGH SCHOOL (Grades 9-12)

☐ SPECIAL ARTIST (All Grades)

ARTS CATEGORY (Check One)

☐ DANCE CHOREOGRAPHY

☐ FILM PRODUCTION

☐ LITERATURE

☐ MUSIC COMPOSITION

☒ PHOTOGRAPHY

☐ VISUAL ARTS

TITLE OF WORK "Within an Ancient Redwood"

DETAILS 5X7 photograph

If background music is used in **dance/film**, citation is required. Include word count for **literature**. List musician(s) or instrumentation for **music**. List dimensions for **photography/visual arts**.

ARTIST STATEMENT (In 10 to 100 words, describe your work and how it **relates to the theme**)

Please note-If the Artist Statement does not relate to the theme "I Matter Because...", it probably won't win EVEN if the art itself is exceptional. Reflections is all about the process and how the child interprets the theme. I cannot emphasize this enough! Also...make sure the statement is legible.



Theme Search Entry Form

The search is on for a future Reflections theme!

National PTA's Reflections program has helped students explore their own thoughts, feelings and ideas, develop artistic literacy, increase confidence and find a love for learning that will help them become more successful in school and in life.

Each year, over 300,000 students in Pre-K through Grade 12 create original works of art in response to a student-selected theme. In response to this theme, students create works of art in one or all the available arts categories: Dance Choreography, Film Production, Literature, Music Composition, Photography, Visual Arts.

Help us pick the theme idea that will spark fun and creativity during the 2022—2023 Reflections program! The student who submits the winning entry will receive \$100 prize from National PTA.

Past themes and duplicate submissions are not considered. This means we're looking for the most original theme ideas.

To participate, complete this form and submit to **your state PTA** by **November 1, 2020**.

Theme Idea:

Student Name _____ Grade _____

Address _____

City _____ State _____ ZIP _____

Parent/Guardian Phone _____ Email _____

Student Signature _____ Parent/Guardian Signature _____

This box is to be completed by PTA before distribution.

PTA LEADER NAME _____ EMAIL _____ PHONE _____

PTA ID _____ PTA NAME _____ STATE _____

COUNCIL PTA _____ DISTRICT PTA _____ REGION PTA _____

MEMBER DUES PAID DATE _____ INSURANCE PAID DATE _____ BYLAWS APPROVAL DATE _____



Theme Search Judging Instructions

The search is on for a future National PTA Reflections program theme!

One child's theme search submission will be chosen to inspire the creativity and imagination of thousands of students across the country and in U.S. schools overseas.

Only **five** state finalists will be chosen to advance to the national round and one national winner will be selected in February. The winner's theme will be used the year after next (i.e., the theme is chosen two years in advance).

Use the considerations and scale below to score each theme submission.
Please send your scores to <EMAIL> by <DATE>.

Considerations:

- Theme is **unique**, inspiring and unlike past program themes.
- Theme is **focused** without being too narrow or too broad.
- Theme is **clear**, concise and appropriate for all grade levels.
- Theme is **applicable** to all arts categories.
- Theme **promotes PTA values**.
- Theme is **relevant in 2 years**.
- *Past themes and duplicate entries are not considered.*

Score Range:

- 10 pts Exceptional Theme
- 8 pts Strong Theme
- 6 pts Appropriate Theme
- 4 pts Weak/Basic Theme
- 2 pts Less Appropriate Theme
- 0 pts Disqualified



Past Program Themes

1969-1970 Reflections: Children and Youth, Mirror Their World

1970-1971 Reflections: Children and Youth, Look to Tomorrow

1971-1972 Reflections: America, The Beautiful, The Ugly

1972-1973 Reflections: This is Our Country

1973-1974 From Sea to Shining Sea

1974-1975 Our Heritage—Our Hopes

1975-1976 Spirit of '76—Miracle of America

1976-1977 What the World Needs Now

1977-1978 Love Is...

1978-1979 Look Out Your Window

1979-1980 Behind the Gates of Tomorrow

1980-1981 What a Family Means to Me

1981-1982 What Makes Me Smile

1982-1983 Life in These United States

1983-1984 I Have a Dream

1984-1985 What Sparks My Imagination

1985-1986 From Liberty's View

1986-1987 In Celebration: A Past to Remember, a Future to Mold

1987-1988 Wonders of the World

1988-1989 Proud Experiences

1989-1990 Where Does the Sky End?

1990-1991 If I Had a Wish

1991-1992 Exploring New Beginnings

1992-1993 Imagine That

1993-1994 If I Could Give the World a Gift

1994-1995 Dare to Discover

1995-1996 Just Open Your Eyes and See

1996-1997 It Could Happen

1997-1998 Wouldn't It Be Great If...

1998-1999 Suddenly You Turn Around And...

1999-2000 Anything is Possible...

2000-2001 It Would be Really Strange If...

2001-2002 I Hold in My Hand...

2002-2003 Signs of Courage

2003-2004 I Am Really Happy When...

2004-2005 A Different Kind of Hero

2005-2006 I Wonder Why...

2006-2007 My Favorite Place

2007-2008 I Can Make a Difference By...

2008-2009 Wow!

2009-2010 Beauty Is...

2010-2011 Together We Can...

2011-2012 Diversity Means...

2012-2013 The Magic of a Moment...

2013-2014 Believe, Dream, Inspire

2014-2015 The World Would Be a Better Place If

2015-2016 Let Your Imagination Fly

2016-2017 What Is Your Story?

2017-2018 Within Reach

2018-2019 Heroes Around Me

2019-2020 Look Within

2020-2021 I Matter Because...

2021-2022 I Will Change the World By...



Leader's Guide

Instructions for Judges

Welcome Reflections Judge!

Thank you for supporting the artistic and cultural exploration of our students by serving as a volunteer reviewer for the PTA Reflections program! Your artistic expertise and enthusiasm contributes to the vibrancy and creativity of our school community. Before you begin, please familiarize yourself with the following criteria, theme and scoring materials.

Criteria: All PTA Reflections program entries are judged on three criteria:

1. **Interpretation of Theme (20 pts.)**
2. **Creativity (10 pts.)**
3. **Technique (10 pts.)**

Notice how heavily "Interpretation of Theme" is weighted? This is what makes the National PTA Reflections Arts Program unique. A well-developed concept is more important than technique. **If two entries are tied, the entry with the higher score for interpretation of theme receives more recognition.** Use the provided rubric to keep your scores consistent.

Theme: Entries should be judged primarily on how well the student uses his or her artistic vision to portray the **2019-20 theme: "Look Within"**

Materials: The following entry information will be provided to you during your review.

- **Title of Artwork and student's Artist Statement:** These may provide insight on the student's artistic style/genre and the materials the student used. Look for personal meaning and reflection on the theme to help you decide the student's *Interpretation of Theme* score.
- **Grade Division:** The student's division may provide insight on student's range of technical skill, ability and competencies displayed in their submission.
- **Additional Artwork Details:** If noted, artwork details will offer information related to cited material, submission size/length, etc.

Please record points for each entry on the provided score card. To flag questionable entries, contact your PTA Reflections Chair. After scoring your assigned entries, please turn in your scores to the PTA Reflections Chair.



PTA REFLECTIONS

Leader's Guide

Instructions for Judges

Score Card

Criteria / Level	Beginning 1-8 pts.	Developing 9-16 pts.	Proficient 17-24 pts.	Accomplished 25-32 pts.	Advanced 33-40 pts.
Interpretation How closely the piece relates to the theme, based on the Work itself and the artist statement.	The interpretation lacks clarity and does not communicate the student's concept.	The interpretation lacks clarity and does not fully communicate the student's concept based on the theme.	The interpretation communicates the student's concept based on the theme.	The interpretation clearly communicates the student's concept based on the theme but lacks meaning, purpose, and integrity.	The interpretation clearly communicates the student's whole concept based on the theme with meaning, purpose and integrity.
Creativity How creative and original the piece is in its conception of the theme and its presentation.	1-6 pts. Work is somewhat original and reflects the theme using very conventional ways.	7-12 pts. Work is somewhat original and reflects the theme using conventional ways.	13-18 pts. Work is original and reflects the theme using conventional ways.	19-24 pts. Work is primarily original and reflects the theme using imaginative ways.	25-30 pts. Work is highly original and reflects the theme using unconventional, interesting, imaginative and new ways.
Technique The level of skill demonstrated in the basic principles/ techniques of the arts area.	1-6 pts. Work demonstrates very limited skill of the arts area.	7-12 pts. Work demonstrates limited skill of the arts area.	13-18 pts. Work demonstrates capable skill of the arts area.	19-24 pts. Work demonstrates expertise of skill of the arts area.	25-30 pts. Work demonstrates mastery of skill and knowledge of the arts area.



Leader's Guide

Instructions for Judges

Score Card

Entry	Interpretation (40 pts)	Creativity (30 pts)	Technique (30 pts)	Total Score	Notes
1					
2					
3					
4					
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25					



Leader's Guide

Events Planning Guide

What is a PTA Reflections Celebration?

The PTA Reflections Celebration is a powerful tool for encouraging students to explore and be involved in the arts. Together, school leaders and families **offer positive reinforcement for participation in the National PTA Reflections program.**

Parents and community leaders are welcomed into the school to discover the rich culture and artistic skills presented by student artists. An art exhibit with live student performances and an awards ceremony will showcase the importance of arts education in your school.

During the PTA Reflections Celebration, families will:

- Recognize their child's participation and achievement in the arts.
- Discover new opportunities to stay involved in their child's learning through the arts.
- Understand how arts programs provide necessary educational benefits and share their positive experiences with school and community leaders.

Why Is Student Recognition Important?

Celebrating student learning provides an opportunity for schools and families to connect with each other and to their community.

When PTAs and schools celebrate the arts together, all families feel welcomed into the school and are encouraged to take an active role in their child's learning. Research shows positive recognition and engaged families attribute to higher rates of student success.

Celebration events also serve as a platform for communicating the importance of arts education in your school. Ensure school leaders, policy makers and community leaders recognize the value of learning through the arts.



Leader's Guide

Steps for Planning Your PTA Reflections Celebration

1. **Build your team** to discuss the objectives for this event, as well as plan event logistics (e.g., space, time, date, promotion).
2. **Decorate the school with student artwork.** Prior to the event, recruit parent and student volunteers to assist teachers with displays of student art in the classrooms and hallways. Place your Reflections exhibit in a prominent location in the school such as the lobby, cafeteria, library or hallway.
3. **Plan your awards ceremony.** Secure a location in the school that is large enough for all attendees, as well as performances (e.g., gym, auditorium, multi-purpose room, library or cafeteria). Then identify student artists to exhibit their art or perform during the awards ceremony. Consider including welcoming or closing remarks from your PTA President, PTA Reflections Chair and/or school principal. You could also invite special guests to deliver remarks. Create a program listing the names of student performers and featured presenters. Also include names of students whose artwork is exhibited.
4. **Gather event supplies** for your awards ceremony and art exhibit. Consider certificates, medallions and prizes to present during your awards ceremony. Visit ShopPTA.com and click on "Reflections" to see options. Other supplies may be small gifts to recognize guest speakers, as well as table cloths, signage for reserved seats, decorations, audio visual needs and a microphone. Art exhibit materials may include name cards, a welcome sign and refreshments.
5. **Promote your event.** All families are welcome to celebrate the arts together. Send personalized invitations to school leaders, community arts advocates and policymakers. Use all of your PTA and school communications tools. Feature your award-winning entries in these communications. Invite local media to attend and generate visibility for your school and PTA.
6. **Host your PTA Reflections Celebration.** Revise the schedule below to best fit your school community. This is one example for a 2-hour event with 30 minutes of celebration in the beginning as families congregate, 60 minutes of awards ceremony featuring student performances and guest speakers, and 30 minutes of celebration at the end.



Leader's Guide

Events Planning Guide

Sample Timeline

1. Set-up

- Decorate reception room and prepare refreshments, exhibits and awards ceremony space.
- Prepare the welcome table to include programs, marked school maps of exhibit space, as well as PTA membership information.
- Hang directional signage where appropriate (including parking areas).

2. Families Arrive: Welcome families with a program, encourage them to visit the exhibit and take a membership card if new to PTA.

3. Opening Reception (30 minutes): Families visit the PTA Reflections Exhibit and enjoy live student performances.

4. Awards Ceremony (60 minutes):

- Welcoming remarks by school principal and/or PTA President.
- Keynote speaker such as arts teacher, community arts professional or public official.
- Presentation of awards.
- Closing remarks by PTA Reflections Chair, PTA President or student leader.

5. Closing Reception (30 minutes): Families visit the PTA Reflections Exhibit and enjoy live student performances.

After your celebration concludes, thank those who helped make it a success. Be sure to include all of the following groups in your recognition plan: student leaders, volunteers, school personnel and community partners.

Entry submissions -

Visual Arts 2D entries - Put the entry form into a sheet protector and attach the sheet protector to the back of the artwork. If the artwork is smaller than a sheet protector, then put the art into a 10" x 13" envelope and attach the sheet protector to the side with the flap opening. Make sure to check that the size does not exceed 24" x 30" with matting.

Visual Arts 3D entries - Put the entry form into a sheet protector and attach it to the art piece.

Photography - Put the entry form into a sheet protector and attach the sheet protector to the back of the Photograph. If the Photo is smaller than a sheet protector, then put the photo into a 10" x 13" envelope and attach the sheet protector to the side with the flap opening. Make sure to check that the image is at least 3" x 5" and no larger than 8" x 10" and that the total size does not exceed 11" x 14", including matting. Photography entries must be a single print. Collages or collections of photos are not Photography entries. The student MUST be the photographer.

Literature - If printed, must be on 8 1/2" x 11" paper, single sided, not to exceed 2,000 words. If a student has submitted a book or anything that isn't on 8 1/2" x 11" paper, this is not a literature entry, it may have been a 3D visual arts entry. If a literature entry, on 8 1/2" x 11" paper includes artwork, the literature reviewer needs to disregard any visual art included, and only review based on the writing. (In this case, if the student wanted to have the visual art included in the reviewing, the entry should have been submitted in the Visual Arts category.) A single copy is all that is needed. Put the entry form into a sheet protector and attach the sheet protector to the back of a 10" x 13" envelope and attach the sheet protector to the side with the flap opening. Put the literature entry into the envelope.

Dance Choreography - Put the entry form into a sheet protector and attach the sheet protector to the back of a 10" x 13" envelope and attach the sheet protector to the side with the flap opening. Put the Dance Choreography entry (CD, DVD, Flash drive) into the envelope. Only one copy is needed. Make sure that the entry is no longer than 5 minutes and 1 GB in size. Make sure it is either a AVI, FLV, WMV, MOV, MP4. Make sure that the file that comes up when the media is opened is one of the files listed. Make sure that the students name is not shown during the dance.

Film Production - Put the entry form into a sheet protector and attach the sheet protector to the back of a 10" x 13" envelope and attach the sheet protector to the side with the flap opening. Put the Film Production entry (CD, DVD, Flash drive) into the envelope. Only one copy is needed. Make sure that the entry is no longer than 5 minutes and 1 GB in size. Make sure it is either a AVI, FLV, WMV, MOV, MP4. Make sure that the file that comes up when the media is opened is one of the files listed. Make sure that the students name is not shown during the film. **The submitting student DOES NOT need to be the camera person. The student must be the Cinematographer and directs the camera person, but no longer needs to hold the camera. This allows the student to be in the film, without the use of a tripod.**

Music Composition - Put the entry form into a sheet protector and attach the sheet protector to the back of a 10" x 13" envelope and attach the sheet protector to the side with the flap opening. Put the Music Composition entry (CD, DVD, Flash drive) into the envelope. Only one copy is needed. Make sure that the entry is no longer than 5 minutes and 1 GB in size. Make sure it is either a MP3, WMA, WAV, ACC (M4A), FLAC. Basically it must be audio ONLY. A Music entry may NOT be a video. Make sure that the file that comes up when the media is opened is one of the files listed. Music Notation/Score/Tabulature IS REQUIRED for all Middle School and High School entries. Make sure that the students name is not revealed on the audio recording of the piece.

Make copies of all paperwork you are sending to 31st District to keep for your records. This includes entry forms, music tabulature, literature entries, etc.

Take photos of all of your visual arts and photography entries, and make a copy of all files for dance, music and film, for your records.



National PTA® Reflections



California State PTA Local PTA Unit Participation Form

OFFICIAL PTA COUNCIL NAME: _____ PTA DISTRICT #: _____ STATE: CALIFORNIA
OFFICIAL PTA/PTSA NAME: _____ NATIONAL 8-DIGIT ID NUMBER: _____
REFLECTIONS CHAIR NAME: _____ PHONE: _____ EMAIL: _____
CITY: _____ STATE: _____ ZIP: _____
TOTAL SCHOOL ENROLLMENT: _____

CHECK ALL DIVISIONS THAT YOUR PTA/PTSA REFLECTIONS PROGRAM OFFERED:

☐ Primary (Grades PK-2) ☐ Intermediate (Grades 3-5) ☐ Middle School (Grades 6-8) ☐ High School ☐ Special Artist (All Grades)

By division, how many entries did your PTA receive in each arts category?

	Dance Choreography	Film Production	Literature	Music Composition	Photography	Visual Arts	Total
Primary							
Intermediate							
Middle School							
High School							
Special Artist							
Total							

GRAND TOTAL NUMBER OF ENTRIES RECEIVED: _____

By division, how many entries did your PTA advance to the next judging round in each arts category?

	Dance Choreography	Film Production	Literature	Music Composition	Photography	Visual Arts	Total
Primary							
Intermediate							
Middle School							
High School							
Special Artist							
Total							

GRAND TOTAL NUMBER OF ENTRIES ADVANCED: _____