PTA® REFLECTIONS

PTA Reflections Program Local Arts Chairs' Guide

Please contact your state PTA office regarding deadlines.

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Everything a Local Arts Chair Needs to Know

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About PTA Reflections

Since 1969, the national PTA Reflections Program has encouraged students across the nation and in American schools overseas to explore their artistic talents.

The PTA Reflections Program is designed to enhance quality arts education for students in preschool through grade 12, encouraging them to create works of art in the areas of dance choreography, film production, literature, musical composition, photography, and the visual arts. Hundreds of thousands of students participate through their local PTAs each year—millions over the course of the program's history

The Reflections Program helps parents encourage the creativity and lifelong learning of their children, and offers children recognition for their artistic endeavors.

Parents, teachers, and community members all play a critical role in providing a positive learning environment for children. Supporting the PTA Reflections Program is one way you can increase student achievement, foster student talents, and promote the arts in your home, your school, and your community.

Local Arts Chair Responsibilities

Local arts chairs are responsible for the following in running the PTA Reflections Program at their schools:

- Contacting the state PTA office for the year's updated rules, materials, and deadlines
- Establishing a Reflections Program network and answering questions
- Establishing a timeline
- Promoting the Reflections Program to parents, students, and teachers
- Distributing the rules, local deadlines, Student Entry Forms and Consent Forms
- Collecting and cataloging entries
- Recruiting judges and setting up the judging process and judging dates
- Announcing and recognizing winners
- Submitting winning entries to the next level of judging
- Submitting required forms and tracking participation
- Keeping records
- Returning artwork to participants

Contacting the State PTA Office

To start the Reflections Program year, contact your state PTA office for the most up-to-date rules, deadlines, and submission guidelines, all of which may differ from state to state. Each state may establish requirements beyond those of the national program. National PTA does not set, alter, or record state rules or deadlines. Please contact your state PTA office for this information.

Provide the state PTA office your contact information as local arts chair to make sure you receive Reflections Program updates and reminders throughout the program year.

Establishing a Reflections Program Network

Create a network of teachers and volunteers to help distribute information about the Reflections Program and answer questions from parents and students regarding rules and deadlines. Consider establishing a Reflections Program committee of two to three additional volunteers to assist in running the program. Make sure your team knows how the Reflections Program works and what the deadlines are for your state. **Your unit is <u>not required</u> to participate in all six arts areas, but you should be familiar with the rules and submission requirements for each arts area that you do accept entries.**

Establishing a Timeline

When establishing your timeline, allow ample time for students to create the works of art and for entries to be received and judged. When setting the deadline for student submissions, work backward from the deadline established by your state PTA for submitting entries to the next level of judging. Allow at least two weeks for the judging process, and another two to three weeks for copying paperwork and packaging the winning artwork for the next level of judging.

To avoid confusion, **distribute only the student submission deadline to parents and students**. Do not share the deadline for entries to be sent to the next level of judging.

Make sure you know where to send winning entries for the next level of judging.

Promoting the PTA Reflections Program

Once you've established the deadline for student submissions, promote the Reflections Program to families and students, as well as teachers. (Reflections Program submissions may be developed in or outside of school as long as the entries are new pieces inspired by the current year's theme and created expressly for the program.) The school's art, music, theater, film, dance, and photography teachers can be strong allies in encouraging all students to participate.

Consider kicking off the program with a PTA-hosted arts night at which you share the submission deadline, rules, and Student Entry Form (see below). Promotional fliers for the program are available at PTAreflections.org in English and Spanish. Be sure to also include Reflections Program information and reminders in PTA and school newsletters and websites. In all promotions, include the student submission deadline and contact information for where to direct questions.

Distributing the General Student Participation Rules, Arts Area Rules, Student Entry Form, and Consent Form

General Student Participation Rules and Arts Area Rules

All students must adhere to the General Student Participation Rules as well as the rules for their specific arts area. Provide teachers with the rules in advance. Then distribute all rules, as well as the Student Entry Form and Consent Form, to families and students through a kick-off meeting, other PTA or school events, fine arts classes, newsletters, and the PTA/school website. Be prepared to answer questions.

Student Entry Form

In order to be accepted, the Student Entry form must be completed entirely and signed. **The form must have the signatures of both the student and the parent/guardian, unless the student is 18 years old. If the student is 18 or over, only the student's full signature is required. Entries submitted without the entry form or the appropriate signatures will be disqualified.**

Do not change the Student Entry Form.

Student Entry Forms need to be on 8½-inch by 11-inch (8½" x 11") paper. Do not reduce the size of the form.

The Student Entry Form is available in English and Spanish. All Student Entry Forms submitted in Spanish must have an English translation attached.

Required Title and Artist Statement

Each entry must include a **Title** and an **Artist Statement**. The purpose of this statement is for the child to explain how the entry relates to, embodies, or is inspired by the national theme. The statement should not exceed 250 words; there is no minimum length. The Student Entry Form provides a space for the artist statement; if the statement does not fit in the space given, it must be written on a separate page and labeled with the following **lower case** letters:

Label the Artist Statement in **lower case** letters **exactly** as follows:

state abbreviation.arts category.grade level.statement.student last name.student first name
Example: md.music.mid.statement.smith.mary.doc

Label the original signed Student Entry Form in **lower case** letters **exactly** as follows:
state abbreviation.arts category.grade level.entry.student last name. student first name.pdf
Example: md.vis art.mid.entry.smith.mary.pdf

Arts categories should be labeled as: dance, film, literature, music, photography, and vis art. Please do not use any other abbreviations or name classifications when labeling files. You are required to send the original Student Entry Form on with the winning piece. Please make a copy of all Student Entry Forms that are sent to the next level of judging. Keep this information until the art work has been returned to the child.

Local PTA Information

Before submitting entries to the next level of judging, complete the local PTA information at the bottom of the Student Entry Form. All information is required. Please provide the ***official*** PTA/PTSA name; **no initials**. This will be used in student recognition. You may want to type in the information before copying and distributing the form.

Required Consent Form

The National PTA requires that signed consent forms be submitted along with the Student Entry Form for all individuals who appear in a dance choreography, film production, or photography entry—and if it includes images of an individual in a literature or visual arts entry. If an individual appearing in an entry is under the age of 18, parental consent should also be obtained and submitted.

Label each consent form with student entry's label in the lower right corner as follows:

state abbreviation.arts category.grade level.consent.student last name.student first name.pdf

Example: md.vis art.mid.consent.smith.mary.pdf

Keep a copy of the consent forms on file for your records.

Collecting Entries

As artwork is submitted, catalog the entries for judging. Check for obvious disqualifications due to size or length of entry, per the requirement outlined in the arts category rules.

Judging

Establishing Judging Dates

Establish judging dates based on the date entries are due within your school, the deadline for submitting entries to the next level of judging, and the number of entries you expect to receive. If your unit participates in all six arts areas of the Reflections Program, expect to need at least two weeks for the judging process, and another two to three weeks to prepare artwork for the next level of judging. Refer to the earlier section "Establishing a Timeline" for additional information.

Recruiting Judges

All judges should have a working knowledge of their assigned arts area. Sources of judges might include:

- Art, literature, dance, film, journalism, and music educators or college/university professors
- Teachers from other schools participating in the Reflections Program
- Art museum directors, docents, curators, or historians
- Professional photographers and local artists
- Local symphony orchestra or choral directors, musicians, conductors, or composers
- Local dance conservatories, dance studios, ballets, or theaters
- Local multimedia/video production companies
- Newspaper journalists, editors, or photographers
- Local television stations
- Arts advocacy organization presidents or directors

Inviting professionals in the arts or influential community leaders to participate in Reflections Program judging increases the exposure of your PTA, its work, and the wonderful benefits students derive from participating in the arts.

Once judges are selected, provide them with the **General Student Participation Rules and their Arts category Rules, as well as the Judging Rubric.**

Remember to recognize judges in promotions and thank them for their participation. Some PTAs provide each judge with a small gift or certificate of appreciation.

Avoiding Conflicts of Interest

It is always preferable to conduct Blind Judging. Teachers from the host school may know student work and/or have a conflict of interest in judging, so it is better, whenever possible, to invite teachers from another school that offers the Reflections Program.

File names are listed in the bottom right hand corner of all forms so that student names can be easily covered or so that the bottom of the form can simply be folded over during the judging process.

Beyond the local PTA level, blind judging will need to occur only if there is a chance that the judges may know a student. In most situations, judges at the council and district/region levels should be able to use the original materials for judging.

Judging at the National Level

All national entries are judged on artistic merit/creativity, mastery of the medium, and interpretation of the theme. Mastery of the medium in the context of the national Reflections Program pertains to the level of skill the student demonstrates in the basic principles/techniques of the arts category. Entries will be judged primarily on how well the student uses his or her artistic vision to portray the theme.

At national levels, the submission in each arts category that best interprets the theme is selected for the Outstanding Interpretation Award. There are a total of six Outstanding Interpretation Award recipients—one in each arts area. Three Awards of Excellence and Five Awards of Merit are also selected within each of the six arts categories.

Tiebreakers: If two entries are judged as equal across all areas, the entry that best interprets the theme receives more recognition.

A local, council, or district/region judging process could have a similar design.

Sample Judging Rubric

Below is a basic judging rubric units may use in evaluating entries and assigning awards.

All entries should be judged on artistic merit/creativity, mastery of the medium, and, most heavily, interpretation of the theme.

Sample Judging Rubric

Interpretation of Theme	How closely the piece relates to the theme, based on the artwork itself and the artist statement	**20pts**
Artistic Merit/Creativity	How creative and original the piece is in its conception of the theme and its presentation	**10pts**
Mastery of Medium	The level of skill demonstrated in the basic principles/ techniques of the arts area	**10pts**

With this rubric, each entry would have a total of no more than 40 possible points from each judge. Add the points from each judge and rank the artwork accordingly. A sample chart is included below for reference:

Sample Scoring Chart

Name of Entry	Interpretation of Theme	Artistic Merit/ Creativity	Mastery of Medium	Total Points
Allison Denny	18	7	7	32
Jane Smith	15	8	7	30
Tom Smyth	8	7	8	23
John Doe	10	5	5	20

Originality

All entries into the Reflections Program must be new pieces of artwork inspired by the current year's theme and created expressly for the program. Artwork produced before the dissemination of the theme or created and used for another competition or program may not 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. Only one student may be recognized as the award recipient for each entry. Other individuals may appear in or perform a student's work, but the work itself—the dance choreography or film production (including screenplay, camerawork, and directing) or musical composition (including written score and any lyrics), etc.—must be the creative product of one student only. (See the specific arts area rules for details.)

Use of copyrighted material is prohibited in the literature, musical composition, visual arts, and photography categories. This includes the use of copyrighted cartoon characters or other such material.

Examples of copyrighted materials:

- Cartoon characters from television, videos, and comic books are copyrighted. Even if the character is in a new setting, the character itself is copyrighted and is not to be used.
- Copyrighted material from the Internet is not to be used.
- Advertisements and advertising ideas from print, film, TV, or radio are not to be used.
- Using a musical theme from an existing copyrighted composition (printed music) is not acceptable.
- Copyrighted recorded music is not to be used.
- Copyrighted photographs, especially from print media, are not to be used.
- Copyrighted photographs or stock photography may not be used as a subject for any visual arts entries.

Use of copyrighted music in dance choreography and film production entries is acceptable. **The title, composer, and performer of any music used must be credited and documented** on the Student Entry Form. Use of any other copyrighted material is prohibited.

Misuse of the above materials constitutes plagiarism—taking and using another's ideas, words, or inventions as one's own.

Please note: Photographs, visual artworks, and films may include public places, well-known products, trademarks, or certain other copyrighted material as long as that copyrighted material is incidental to the subject matter of the piece and/or is a smaller element of a whole. The resulting work cannot try to establish an association between the student and the trademark/business/ material, or influence the purchase/non-purchase of the trademarked good.

Visual arts collages may include portions of existing copyrighted works, such as photographs, magazine clippings, Internet images, and type cut out of a newspaper, as long as those portions of copyrighted works are used to create a completely new and different work of art. A collage should be judged for its whole, not by its parts, and whether the resulting work stands as a creative, *original* work of art on its own.

Plagiarized and Resubmitted Entries

Occasionally, entries submitted to the Reflections Program are ineligible. Two of the most common reasons for declaring an entry ineligible are plagiarism and resubmission. The Reflections Program rules define plagiarism as taking and using another person's ideas, writings, or inventions as one's own. The rules also state that only new pieces of artwork **inspired by the theme** are acceptable. If a student submits an entry that was created and submitted the previous year, it is ineligible because all artwork needs to express the current year's theme. Recommended procedures for dealing with both plagiarized and resubmitted entries follow.

When students use another artist's work to gain recognition from PTA, a remedy is needed to protect the integrity of the program.

Here's what you can do to maintain the Reflections Program's integrity:

- Assume that there will be entries that are not original.
- Institute a process to confirm originality.
- Alert judges to the possibility that some pieces might not be original.
- Seek judges' guidance for determining originality if a piece is questionable.
- Check questionable entries via the Internet. Google is a great tool. For example, if the submitted visual arts entry or photograph is of a famous person, type in that person's name and search listed websites to see if the image is from a book cover or a collection of published photos.

The discovery that an artwork is ineligible can be very disappointing. The rules clearly state that plagiarized entries should be disqualified and returned to the student. All levels of the program—local, council, district/region, state, and national—need to be unified in their efforts to deal with this issue. The following are necessary procedures for managing a plagiarized or resubmitted work:

- At the level of discovery, return the piece to the student and let the student know why the piece has been disqualified. If the piece is discovered at the council, district/region, state, or national level, the arts chair at that level will notify the local arts chair that the submitted piece is ineligible and then return it to the student.
- If judging has already occurred at the level of discovery, have the level-of-discovery arts chair (and prior-level arts chair, if applicable) determine if awards (including award money, pins, certificates, etc.) should be returned.
- If judging has not occurred at the level of discovery, have the prior-level arts chair determine if the award should be returned (if applicable).

The arts chair and local unit will need to work with the student and the student's family to help the student understand the seriousness of copying someone else's work and claiming it as their own. School counselors or teachers might also be able to provide assistance in helping the student deal with the discovery and the consequences.

Recognition

Recognizing Award Recipients

Each unit determines how it will recognize and award participants. Formal award ceremonies, certificates of participation, ribbons, and plaques are some types of recognition. In addition, units may recognize students by publishing photography, visual arts, and literature entries in local newsletters; hosting a Reflections Program exhibit; or creating an online gallery or special publication of award-winning entries

Displaying Artwork

When displaying student artwork, be sure to protect student information. Whether the artwork is on display in the school, community, or online, National PTA suggests displaying only the following information for each piece of artwork:

- Title of work
- Artist's first name and last initial
- City and state of school
- Arts area and grade division

Remove the manila folder attached to the back of the artwork in a display setting. No one outside of PTA should have access to student information. Develop a system to easily match label on back of artwork to the manila folder and reattach to artwork for returning to the student or sending on to the next judging level.

Submitting Entries to the Next Level of Judging

Each state has different regulations on the number of entries a unit may submit to the next level of judging. Please check with your state PTA for this number, as well as the deadline, mailing address, and any additional requirements for sending entries to the next level of judging.

All entries must be submitted in the appropriate format, as described below and specified by the state PTA office. Some states require paper copies of forms and Literature entries, but **all winning local entries must also include electronic copies of all forms. All arts entries must be submitted as electronic files, saved to a CD or DVD, as appropriate to each arts category.** Should you have any questions, please contact your State PTA office. Additional training materials will be posted to the National PTA website.

New! Naming and Labeling Entries

All electronic files must be saved with names using the following naming convention:

state abbreviation.arts category.grade level.student last name.student first name.
(doc/pdf/mp3/pdf/flv)

All pages of hard copy documents, including the Student Entry Form, Consent Form(s), literature entries, Artists Statements, and other documents must also be labeled using the name above. Please label each document in the bottom right hand corner.

Visual Arts and Photography entries must be labeled only on the back of the artwork and should not be labeled on the front.

Dance Choreography and Film Production Entries:

- Each Dance Choreography and Film Production entry should be submitted on a DVD as an **.flv file.**
- Place the DVD into a plastic or cardboard container and label both the DVD and the container in **lower case** letters **exactly** in this order:

state abbreviation.arts category.grade level.student last name.student first name: flv
Example: md.dance.mid.smith.mary.flv OR md.film.mid.smith.mary.flv

Forms that accompany Dance Choreography and Film Production entries are to be labeled exactly as follows: **Please save typed Artist Statements and Consent Forms as word (.doc) files and handwritten statements and consents as .pdf files. Examples follow:**

- Student Entry Form should be labeled as follows:
  state abbreviation.arts category.grade level.entry.student last name.student first name.pdf
  Example: md.dance.mid.entry.smith.mary.pdf OR md.film.mid.entry.smith.mary.pdf

- Artist Statement should be labeled as follows:

  state abbreviation.arts category.gade level.statement.student last name.student first name
  Examples: md.dance.mid.statement.smith.mary.doc OR md.film.mid.statement.smith.mary.doc

- Consent Form(s) are labeled as follows:

  state abbreviation.arts category.grade level.consent.student last name.student first name.pdf
  Examples: md.dance.mid.consent.smith.mary.pdf OR md.film.mid.consent.smith.mary.pdf

If an entry requires more than one consent form, place ALL consent forms together and save as ONE .pdf file.

Keep a copy of each dance and film entry for your files.

Literature Entries:

Label each page of the original literature entry. In the bottom right corner, write the following student label in the lower case letters as follows:

state abbreviation.arts category.grade level.student last name .student first name.
Example for typed entry: md.literature.mid.smith.mary.doc OR
Example of handwritten entry: md.literature.mid.smith.mary.pdf

Below is the format for the forms that you will put with each literature entry. Please save typed literature entries and Artist Statements as word (.doc) files and handwritten literature entries and artist statements as .pdf files.

- Student Entry Form should be labeled as follows:

  state abbreviation.arts category.grade level.entry.student last name.student first name.pdf
  Example: md.literature.mid.entry.smith.mary.pdf

- Artist Statement is labeled for typed or handwritten pages as follows:

  state abbreviation.arts category.grade level.statement.student last name. student first name
  Example: md.literature.mid.statement.smith.mary.doc

Keep a copy of the literature entry for your files. Make sure all copies are clearly legible. This may prove difficult when copying handwritten entries. Check all copies for legibility before mailing them to the next level.

Music Composition Entries:

Save each **Music Composition** entry on a CD as an **.mp3 file.** Place the CD into a plastic or cardboard container and label both the CD and the container in **lower case** letters **exactly** in this order:

state abbreviation.arts category.grade level.student last name.student first name.mp3
Example: md.music.mid.smith.mary.mp3

Any musical composition entries that include score should have the following label on each page of the score at the bottom right corner in **lower case** letters in this order:

state abbreviation.arts category.grade level.score.student last name.student first name.pdf
Example: md.music.mid.score.smith.mary.pdf

Below is the format for the forms that you will put with each Music Composition entry. Please save any Artist Statement that is typed as word (.doc) files and handwritten statements as .pdf files as shown in the examples below:

- Student Entry Form is labeled as follows:
  state abbreviation.arts category.grade level.entry.student last name.student first name .pdf
  Example: md.music.mid.entry.smith.mary.pdf

- Artist Statement is labeled as follows:
  state abbreviation.arts category.grade level.statement.student last name. student first name
  Example: md.music.mid.statement.smith.mary.doc

Keep a copy of the score and CD for your files.

Photography and Visual Art Entries:

Photography and Visual Art entries should be hung on a wall and photographed in the best possible light, without camera angles, and without protective wrappings that make it difficult for judges to fully appreciate and critique the work. Whether or not the work is photographed professionally the shot should be taken straight on and then cropped so that only the art work is visible in the photograph or art entry. Photography and Visual Art entries should then be saved as .jpeg images as shown below.

Label each Photography and Visual Art entry.
In the bottom right corner, write the following student label in the lower case letters as follows:

state abbreviation.arts category.grade level.student last name.student first name.jpg

Example: md.photography.mid.smith.mary,jpg OR md.vis art.mid.smith.mary.jpg

Below is the format for the forms that you will put with each Photography and Visual Art entry. Please save Artist Statement and Consent Forms that are typed as word(.doc) files and handwritten statements and consents as (.pdf) files as shown in the examples below.

- Student Entry Form is labeled as follows:
  state abbreviation.arts category.grade level.entry.student last name.student first name.pdf
  Example: md.photography.mid.entry.smith.mary.pdf or md.vis art.mid.entry.smith.mary.pdf

- Artist Statement labeled for typed or handwritten pages as follows:
  state abbreviation.arts category.grade level.statement.last name.first name
  Example: md.photography.mid.statement.smith.mary.doc or
  md.vis art.mid.statement.smith.mary.doc

- Consent Form(s) are labeled as follows:

  state abbreviation.arts category.grade level.consent.student last name.student first name

  Examples: md.photography.mid.consent.smith.mary.pdf or md.vis art.mid.consent.smith.mary.pdf

If an entry requires more than one consent form, place ALL consent forms together and save as one .pdf file.

Keep a copy of each photography and visual art entry for your files.

When sending entries to the next level of judging, use a service that allows you to track and confirm receipt of entries from your end.

Submitting Required Forms

Along with the entries moving to the next level of judging, all units are required to submit:

- The appropriate PTA Participation Form (local, council, or district/region). All information is mandatory.
- A completed and signed original Student Entry Form for each entry, including the required Artist Statement in the space designated or on a separate page attached and identified with the student file name.

PTA Participation Form

National PTA requires each state to track the number of PTAs that participated and the total number of works entered in the state's program.

Therefore, all units are required to submit a participation form to the next level of judging along with their winning artwork. There are forms for local, council, and district/region PTAs. (Contact your state PTA office or go to PTAreflections.org to access the forms.)

Label each Participation Form in the bottom right corner with the following label in **lower case** letters **exactly** in this order:

state abbreviation.participation.level. full PTA name

Example: md.participation.local.perryville elementary school PTA

Send an electronic copy to your next level up, then email an electronic copy to the National PTA at Reflections@pta.org.

PTA Master Entrants Form

National PTA uses information from a State Entrants form to identify, adjudicate, prepare awards and publicity for all national winning entries. This is also the form that is used to return artwork submitted

to National PTA. It is therefore of the utmost importance that the information on this form is totally accurate, including correct spellings of student names and titles of works, full official name and contact information for local PTA units, etc. This Master Entrants Form therefore is simply a master record of the winning entries that is sent from local units to the next level of judging. Therefore, all units are required to submit this form to the next level of judging, so that when each state submits its Master State Entrants Form to National PTA along with state winning entries, the information received at National PTA is accurate. Please contact your State PTA office or go to PTArelections.org to access this form.

Label each Master Entrants Form in the bottom right corner with the following label in **lower case** letters **exactly** in this order:

state abbreviation.entrants.level. full PTA name

Example: md.entrants.local.perryville elementary school PTA.

Do not abbreviate any PTA name!

Send an electronic copy or CD to your next level up. Please keep copies of all forms for your records.

New! Packaging Entries

- Pack the entry, CDs and DVDs, the Student Entry Form, Artist Statement, and Consent Form in a large manila envelope that opens and closes with a clasp. Do not glue the envelope shut, as it needs to be able to be opened and closed through various stages of judging. The envelope should be at least 8.5 x 11 inches, as the forms inside should not be folded. **Photography and Art students should tape the manila envelope to the back of their entry with the label showing.**

Label the outside of the clasp side of the envelope as follows:

state abbreviation.arts category.grade level.student last name.student first name

Example: md.photography.mid.smith.mary

PTA Reflections Program

☑ Submission Checklist

This checklist is for use in preparing your unit's Reflections Program packet for submission to the next level of judging. Please keep this list for your records.

If your packet is not complete, it may be disqualified.

☐ Your PTA/PTSA in good standing.

☐ All entries must be submitted in the appropriate format, as described below and specified by the state PTA office. Some states require paper copies of forms and Literature entries, but **all winning local entries must also include electronic files, saved to a CD or DVD, as appropriate for each art category.**

Literature, Music Composition, Photography, and Visual Arts Entries

☐ The CD must contain the following files:

1. Student Entry Form File
2. The Artist Statement Form File
3. Consent Form(s) File
4. Arts Category Entry File

The literature entries saved as Word (.doc) files if typed or PDF (.pdf) files if handwritten. The music files saved as .mp3 and the music score files saved as .pdf files. The photography and visual art files saved as .jpg files.

Dance Choreography and Film Production Entries

☐ The DVD must contain the following files:

1. Student Entry Form File
2. The Artist Statement Form File
3. Consent Form(s) File
4. The Arts Category Entry File (the .flv video)

Student Forms

☐ Labeled Student Entry Forms completely filled out, including:

- PTA ID number (found in upper left corner of PTA mailing labels)
- Original signatures of student and, if student is 18, parent guardian
- Required labeled Artist Statement and Consent Form(s)

General Forms

- ☐ **Appropriate PTA Participation Form completely filled out, labeled and sent electronically to the next level up. Electronic Copy emailed to National PTA at Reflections@pta.org**
- ☐ Master Entrants Form is completely filled out, labeled and sent electronically or provided on CD to the next level up.

Dance Choreography Entries

- ☐ Each DVD is packed in a plastic or cardboard container. DVD and container both are labeled as described above and placed in a manila envelope with clasp.
- ☐ Labeled Student Entry Form, Artist Statement, and Consent form(s) if needed, are placed into the same manila envelope with clasp.

Film Production Entries

- ☐ Each DVD is packed in a plastic or cardboard container. DVD and container both are identified with the student's name label as described above and placed a manila envelope with clasp.
- ☐ Labeled Student Entry Form, Artist Statement and Consent Form/s, if needed, are placed in the same manila envelope with clasp.

Literature Entries

- ☐ One original and two copies are included with each page labeled as described above in bottom right corner.
  Each literature entry is placed in a manila envelope with clasp.
- ☐ Labeled Student Entry Form and labeled Artist statement as described above are placed in manila envelope with clasp.

Musical Composition Entries

- ☐ Each CD is packed in a plastic or cardboard container, CD and container both labeled as described above and placed in a manila envelope with clasp.
- ☐ Labeled Scores included for middle and senior entries as described above and placed in manila envelope with clasp.
- ☐ Labeled Student Entry Form, Artist Statement and Consent form, if needed, are placed inside the manila envelope with clasp.

Photography Entries

☐ Submitted according to state instructions

☐ Labeled Student Entry Form**,** required Artist Statement, and Consent Form/s if needed, put into a manila envelope with clasp.

Visual Arts Entries

☐ Submitted according to state instructions

☐ Labeled Student Entry Form, Artist Statement, and Consent Form/s, if needed, are put into a manila envelope with clasp.

Keeping Records

Keep copies of Student Entry Forms for PTA records. It is recommended that you document and make copies of all materials mailed to the next level of judging. File information in the PTA office so that there is a comprehensive log of all artwork submitted to the next level of judging. Keep a detailed record of all artwork being displayed in your community and returned to students.

Announcing National Award Recipients

The national award recipients are typically announced via press release in mid- to late May of each year. State PTA presidents and state arts chairs are notified via email. It is the responsibility of the state to contact students who have received national recognition, with the exception of national Outstanding Interpretation Award recipients. The National PTA office notifies the Outstanding Interpretation Award recipients and coordinates their travel to the National PTA Convention where they are recognized.

National PTA mails certificates to students after the National PTA Convention, typically by July or August.

National PTA Artwork Return Policy

National award–winning entries are featured in the online national PTA Reflections Program Gallery. Visual artworks and photographs that receive national awards are returned 2-3 years following their submission to National PTA. In some cases, artwork is displayed at the National PTA Headquarters, in other shows, or at and exhibits. Please notify all students and parents that the national office tries its best to return artwork to students within the above-mentioned time frame; however, if the artwork is being used to promote the Reflections Program, it may not be returned until a later date. The National PTA office will inform all national award recipients and their parents of any outside exhibits or showings of the Reflections Program national award–winning entries.

The National PTA office does not return literature, musical composition, dance choreography, or film production entries submitted to the national level of judging.

State PTA Artwork Return Policy

Please check with your state PTA office for its policy on returning artwork. Each state is responsible for returning artwork to participants as its policy specifies.

In case the family did not keep a personal copy, and for unit files, it is suggested that you make copies of any literature, musical composition, dance choreography, and film production entries submitted to the next level of judging.