

2016-2017 Reflections-at-a-Glance for Councils

“What is your story?”

Entries Due to Council on: (Suggest November 1) _____
60 (10/Art Category) Entries/Council Due to Ninth District PTA on: _____ December 1st
Ninth District PTA Art Gala _____ March 3rd

Note: Contact www.ninthdistrictpta.org for any questions.

Note: All forms are on www.ninthdistrictpta.org/programs/reflections/.

August – October

- Provide name, phone, address and email of Council & Unit Reflections Chair to Ninth District PTA.
- Meet as committee to set deadlines, budget, program details.
- Support Unit Reflection Chairmen by quickly sharing information and responding back with answers.
- Contact Judges for each of the six categories and set judging date/place.

November – December

- Collect all entries verifying entries meet all rules and requirements.
- Give all judges copies of the rules for their category and date to return judged entries.
- After judging, prepare entries for delivery to Ninth District PTA:
 - Retain copies or photos of each entry being forwarded for your records;
 - All entries **MUST** attach the **current, fully completed** and **signed** “Local Student Entry Form”;
 - Dance, Film, Music: Insert cd/dvd/jump drive in 9x12 clasped envelope and tape entry form to the front.
 - Literature: Insert literature and entry form into clear sheet protector with entry form visible.
 - Photography, Visual Arts: Insert entry form into clear sheet protector and tape to the back of entry.
 - All entries **MUST** be entered onto the “Excel Data Entry Form”;
 - **ALL** information on the entry form must be entered including email addresses of parents, Titles and Statements.
 - Verify spelling of student names to ensure accuracy of names for awards to be printed.
 - Print and include the following in your council art portfolio with entries:
 - “Excel Data Entry Form” and use as check-off list to verify all entries are included and received.
 - “Council Participation Form”.
- Reflection entries will **not be accepted** unless they are received **through channels**.

January – February

- Entries receiving “Award of Participation” recognition will be returned along with a letter and certificate, to council presidents at January’s Ninth District PTA’s board meeting.
- All Photography and Visual Arts “Award of Excellence”, “Award of Merits” and “Honorable Mention” entries will be on display at the Founders Day Celebration in February.
- Councils planning spring Reflections Awards receptions should order awards, print certificates/programs.

February – March

- Ninth District PTA’s Arts Gala will be held on March 3rd.
 - All Award of Excellence, Award of Merits and Honorable Mention entries will be on display.
- Entries receiving Awards of Merit and Honorable Mention awards will be returned to council presidents at March’s Ninth District PTA’s board meeting.
- Districts will be notified in March of any state-level award recipients.
 - Students earning State Awards of Excellence will receive an invitation to convention.
 - Students receiving State Awards of Merit or Convention Display will have their entries on display at convention with the Awards of Excellence entries.

April - June

- National award winners will be announced at the CA State PTA Convention in May.
- All Reflections pieces submitted to State *not* going onto National PTA, will be returned to the District President at the end of CA State PTA Convention.
 - These District PTA “Award of Excellence” entries will be on display during Summer Leadership Conference Reflection’s Workshop and returned to council presidents at the June Ninth District PTA’s board meeting.
- All students whose entries reached the National PTA level of judging will receive a letter of congratulations from the National PTA, regardless of whether their work receives an award.