

2016 - 2017 Reflections-at-a-Glance for Unit PTAs

“What is your story?”

Entries Due to Unit Chair on: (Suggest October 1) _____
_____ Entries Due to Council on: (Suggest November 1) _____
60 (10/Art Category) Entries/Council Due to Ninth District PTA on: _____ December 1st
30 Entries/Out-of-Council Units Due to Ninth District PTA on: _____ December 1st
Ninth District PTA Art Gala: _____ March 3rd

Note: Contact your Council Reflections Chairman for due dates and questions.

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

August – September

- Go to the above website and read Reflections related materials.
- Print “*PTA Leader Checklist*” for recommended steps to plan program.
- Organize committee/volunteers, set budget and due dates.
- Promote Reflections to students, school staff and community:
 - Print fliers for posting and newsletters.
- Prepare materials for distribution to staff and students about the Reflections program:
 - Open the *Local Student Entry Form (Fillable)* and pre-fill in the top box with the *Unit, Council, and District Information* fields so you will not have to hand write this on every entry form. Once you fill in the blanks on this form put form on your website or print and distribute forms.
- Contact Judges for each of the six categories and set judging date/place.

October – December

- Collect entries verifying they meet all rules and requirements.
- Give judges copies of the rules for their category and date to return judged entries.
- After judging prepare winning entries for delivery to the next level of judging:
 - 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 bottom corner.
 - 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 in art portfolio with entries the completed:
 - “*Excel Data Entry Form*” and use as check-off list to verify all entries are sent and received.
 - “*Local Unit PTA Participation Form*”.
- Reflection entries will not be accepted unless they are received through channels.
 - Entries are forwarded from Units to Councils then from Councils to District PTA.
 - Only designated “Out-of-Council” Units forward entries directly to District PTA.

January - February

- Entries receiving “Award of Participation” will be returned to council presidents by end of January.
- Photography and Visual Art Entries receiving “Award of Excellence”, “Award of Merit”, or “Honorable Mention” will be on display during the *Founders Day Event*, held in February.

March – June

- Art Gala will be held on March 3rd.
- All “Award of Excellence”, “Award of Merit” and “Honorable Mention” entries will be on display.
- Entries receiving these awards will be returned to council presidents by the end of March.
- “Award of Excellence” entries NOT going onto National PTA will be returned to councils by end of June after Summer Leadership Conference.