**2019 - 2020 Reflections-at-a-Glance for Council PTAs**

***“Look Within”***

\_\_\_\_ Entries Due to Council on: (Suggest November 1) TBD

60 (10/Art Category) Entries/Council Due to Ninth District PTA on: December 3rd

Ninth District PTA Art Gala March 20, 2020

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

**Note**: All forms are on [www.ninthdistrictpta.org/programs/reflections/](http://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 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 10x13 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:
		- “*Council Participation Form”.*
		- EMAIL **“*Excel Data Entry Form”*** to sandyritterpta@cox.net. If you email, then we ***DO NOT*** need printed copy.
* Reflection entries will ***not be accepted*** unless they are received ***through channels***.

# January – February

* Units and Councils will be notified of Award status for all entries.
	+ Award of Excellence (First Place) moves onto State PTA.
	+ Award of Merit (Second Place) and Honorable Mention (Third Place).
	+ Award of Participation (Fourth Place).
* 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.
	+ Council Ceremonies would be easier after March 20th District PTA’s Art Gala since you’d have art back.
	+ Ensure YOUR COUNCIL NAME and YEAR is printed on your certificates to minimize confusion between unit, council and district awards received by students.

# February – March

* Ninth District PTA’s Arts Gala will be held on Marchn20, 2020.
	+ All “Award of Excellence”, “Award of Merits” and “Honorable Mention” entries will be on display and in a personalized program book. “Award of Participations” will NOT.
* Entries receiving Awards of Merit and Honorable Mention awards will be available for council presidents to pick up starting March 21, 2020.
* 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 Excellence”, “Awards of Merit” or “Convention Display” will be on display at the CA State convention.

# April - June

* National award winners will be announced at the CA State PTA Convention in May.
* Upon return from State PTA, the “Award of Excellence” entries NOT going onto National PTA, will be returned to council presidents by end of May.
* 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. Entries will be returned after National PTA Convention at the Summer Leadership.