



Explore the arts and express yourself!

2024-2025 Reflections Timeline

1. Prior to Reflections Kick-Off (Now – August)

- ☐ Appoint a reflections chair and committee
- ☐ Submit your unit participation form to Corona-Norco Council PTA September 10, 2024
- ☐ Develop a budget, timeline, and calendar for your unit
 - ▶ Allow a 1-2 week window before submissions are due to the next level to allow for sorting, judging and delivering advancing entries to Council.
 - ▶ Units: Suggested due date to your school/Unit by middle of October.
 - ▶ Judges: Suggested due date for judging completion November 1, 2024
 - ▶ Remember: Entries are due to Corona-Norco Council PTA by on November 12, 2024
- ☐ Publicize the program! Be sure to include the theme and necessary due dates. Send information to students, parents, teachers, and principal.

2. Reflections Kick-Off (August-September)

- ☐ Promote the program on campus, in newsletters, on websites and social media.
- ☐ Distribute program rules and entry forms
- ☐ Create a plan to collect student entries
- ☐ Select your judges – they should be an impartial and qualified panel to assess student artwork

3. Collection of Entries/Judging (Unit level) (October)

- ☐ Arrange to collect entries by the publicized due date.
- ☐ Ensure all entries have a complete “Student Entry Form” attached
- ☐ Collect and organize submissions by category and division
- ☐ Establish a date and location for your judges to meet
- ☐ Provide all judges with copies of the Judges Packet (pages 9-11 in the Local Leaders Guide)

YOUR UNIT CAN CHOOSE TO ACCEPT PHYSICAL ENTRIES OR DIGITAL SUBMISSIONS

- ☐ Collect scores from judges and rank submissions.
- ☐ Separate “Awards of Excellence” entries and prepare for advancement to the next level of judging.
- ☐ Complete the “California State PTA Local PTA Unit Participation Form” – keep one copy for your records and forward one copy with advancing entries.
- ☐ Communicate with Corona-Norco Council PTA Reflections Committee at Reflections Corona Norco Council PTA
 - ▶ Entries: Only submit 1st place winners (1 per category & division)
 - ▶ Submit: Entries to Corona-Norco Council PTA on November 12, 2024
 - ▶ Upload submissions moving to next level to google form provided by CNCPTA
- ☐ Plan a Reflections Award event to recognize each student participant
- ☐ Prepare certificates/awards for students
- ☐ Return non-advancing entries to students
- ☐ Write thank you notes to those involved in your program
- ☐ Update your Reflections Art Program procedure book



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4. Entries moving forward to next level (23rd District PTA)

- Units with entry/entries moving forward will need to turn in the physical projects to CNCPTA by December 2, 2024. The president/reflections chair will be sent collection instructions

5. Corona-Norco Council PTA Reflections Award Ceremony- Invitation only

- January 28, 2025
- Principals AND unit presidents will be notified by email in December, 2024.

6. Entries moving to CA State PTA

- Unit presidents and/or reflections chairman will be notified by 23rd district pta by email. **Date unknown**

7. 23rd District PTA Reflections Award Ceremony

- February 12, 2025 Temecula Valley High School - Golden Bear Theatre