

**2018-19 Reflections Theme: “Heroes Around Me”**  
**Local Unit/School Suggested Timeline**

Prep Work

- 1) Print additional double-sided copies of Reflections rules and entry form or have them available electronically.
- 2) At the elementary level, the suggested number of copies is based on projected enrollment numbers plus extras you may want to keep in the school office or provide electronically. Be sure to post copies of the Reflections packet on your PTA website.
- 3) For middle and high school, you may want to provide your language arts, music, film and fine arts teachers with a few copies. Encourage the teachers to provide extra credit for participating and make sure to check with your principal to make sure they are on board with the idea of extra credit for submitting a Reflections entry. Have extra copies of the Reflections packets available in the main office or posted on the PTA website.
- 4) Calendar Dates – Work with your school principal in setting up dates for the following activities: Reflections program kick-off (in classroom presentations, assembly, or town hall meeting), entry due date, setting up artwork in cafeteria/library, judging and art show.
- 5) Go online to [PTA.org/Reflections](http://PTA.org/Reflections) and register your school. Starting on July 1st enroll and receive a free digital kit in your inbox. The 2018-2019 National PTA Reflections toolkit will provide you with info, tools and resources you need to take your program to the next level including, a call for entries poster, 50th anniversary logo and themed images as well as planning tools, judging resources, celebration ideas and more!

September

- 1) **Reflections Kick-off presentation - Suggested date - Early to mid-September.** This is the day to announce the program to the students, give the theme, explain how they can participate and pass out student packets, if applicable. Student packets will contain information about entry requirements/rules and student entry form or provide electronically.
- 2) Collection Bin/Folders – Work with the front office staff and classroom teachers on how to best collect student art entries. Keep in mind some art entries may be turned in several days before your deadline. You can provide each teacher with an inexpensive art folder to collect student entries and also have a large plastic bin in the office to receive artwork.
- 3) Newsletter & eBlast Announcements – Ask your communications VP/chair to announce this year’s Reflections theme, due date and where extra copies of the entry form can be found. Post copies of flyer on your PTA bulletin board and/or around campus. You can also ask teachers if they can pass out fliers or just have some fliers available for interested students to pick up.
- 4) Contact local artists, photographers, etc. to help judge your student entries. It may take 1-2 days to judge the entries, depending on the judges’ availability. See “Steps for Running a Successful Reflections Program” handout.

October

- 1) Post a Reflections reminder in your school newsletter and eBlast in early October. You are also encouraged to post one last reminder a week before the due date.
- 2) **Reflections entry due date for schools: October 15th (SUGGESTED date).**
- 3) Reflections committee checks entry paperwork, makes sure names on entries are not displayed on the front of student work (for blind judging) and assigns numbers to student entries.
- 4) Reflection committee members to speak with after school groups regarding student art work displayed in lunchroom/library and to be respectful of the artwork.

## November

- 1) Display student entries in school lunchroom/library: early November during school hours.
- 2) Blind judging by local community members who are experts in their field. Note: Election Day is the first Tuesday in November. Do your best to work with your judges' schedules. Be sure to provide your judges with the list of numbered art entries, rubric and artist statements. Do your best to hide student names on the artwork and entries list.
- 3) Prepare list of division winners and provide this list to your school principal. The list of winners can also be posted in the PTA display on the same day as your art show.
- 4) Reflections Art Gallery open to students and families: Work with your school principal to prepare a classroom viewing schedule. This is the day when we do a formal presentation to the student winners in each category for each grade division. This can be scheduled during school hours, like an assembly, or at a night time event. The Reflections committee will present a Reflections certificate to the division winners and all participants.

### Next Level of Judging

#### ***If a Folsom Cordova PTA Council unit:***

- 5) Take down only first place entries and prepare paperwork to submit to your council. Make sure all entry paperwork is complete. **All winning entries must have a title, artist statement, and required student and parent signatures.**
- 6) **Turn in your 1<sup>st</sup> place winners to your council by the specified due date.** Check with your council for that due date. Your council president's email is fcptacouncil@gmail.com.
- 7) Folsom Cordova PTA Council will conduct the next round of judging and forward the selected council division winners to Third District PTA by December 3rd.

#### ***If an Out of Council unit or a unit within the Sacramento Council of PTAs:***

- 1) Take down only first place entries and prepare paperwork to submit to Third District PTA. Make sure all entry paperwork is complete. **All winning entries must have a title, artist statement, and required student and parent signatures.**
- 2) **Mail or hand-deliver your 1<sup>st</sup> place winners to the Third District PTA office by December 3<sup>rd</sup>.**
- 3) Third District will conduct the next round of judging and forward the selected winners to California State PTA by January 15, 2019.
- 4) Student entries not forwarded for the next level of judging will be returned at Third District's Reflections Awards Celebration. The Third District office will contact the school Reflections Chairs to make arrangements to return entries that were not picked up at the Celebration.