PTA Leader's Checklist

Step 1. Getting Started
- ☐ Register your PTA at PTA.org/Reflections.
- ☐ Confirm that your local PTA is in good standing with the state PTA and eligible to participate.
- ☐ Make sure the Reflections program is included in your PTA's program budget for the school year.
- ☐ Visit your state PTA website for program deadlines and student materials.
- ☐ Recruit volunteers and engage school personnel and community members for additional support.
- ☐ Recruit creative professionals to review student works.
- ☐ Determine which arts categories and grade divisions your PTA will offer. New program leaders may consider getting started with one or more arts category and division.
- ☐ Establish a timeline for your program according to deadlines set by your state PTA.

Step 2. Promote Your Program
- ☐ Distribute program rules and student entry form.
- ☐ Promote submission deadline and instructions.

Step 3. Coordinate the Review of Student Submissions
- ☐ Collect and organize submissions by category and division. Qualify entries according to category rules.
- ☐ Facilitate judging and support judges as needed.
- ☐ Collect judges' scores and rank entries. Assign awards and prepare works for exhibition.

Step 4. Celebrate Your Student Participants
- ☐ Announce awardees to the whole school community.
- ☐ Host a Reflections Celebration Event to showcase student work and distribute certificates/awards.
- ☐ Offer state and national opportunities for student recognition by sending your finalists to the next judging round.

Step 5. Wrap Up and Report Program Success
- ☐ Return non-advancing submissions to students.
- ☐ Recognize volunteers and evaluate your program to consider future improvements.
- ☐ Report student participation totals and program success at PTA.org/Reflections.

*Debby Johnson is the South Dakota Reflections Chair. Please contact Debby for any questions at southdakotareflections@gmail.com. Also, like **SD PTA Reflections** group on Facebook for constant updates!*

Don't forget to register and report your success at PTA.org/Reflections.
Visit PTA.org/ReflectionsToolkit for available template tools and resources.