Local Reflections Chair Duties

Local PTAs should run their Reflections program according to Louisiana PTA requirements. General Local Reflections leader tasks include:

- Registering your Local PTA at https://www.pta.org/home/programs/reflections
- Editing and distributing program materials
- Recruiting volunteer judges
- Collecting entries and coordinating the art review process
- Advancing finalists to the next review round
- Celebrating and recognizing students
LAPTA Guidelines and Deadlines

- Local Units **must register** at [https://www.surveymonkey.com/r/21-22ReflectionsRegistration](https://www.surveymonkey.com/r/21-22ReflectionsRegistration) in order to compete in Reflections this year.

- Registration allows you access to the Student Entry Portal (the platform that LAPTA is using to accept entries this year). Training and written guidance will be provided by LAPTA on use of the portal.

- Local Units must be in Good Standing status before December 15, 2021 for their students to participate.

- LAPTA is accepting entries in all six Arts Categories this year, but your Local Unit decides which Arts Categories your students can enter.

- Eligible Local Units can submit three (3) entries from each Arts Category in a Grade Division to LAPTA for judging at the state level. If your school has more than one Grade Division, you are eligible to submit three (3) entries for each of those separate divisions.
  
  - Primary (Pre-K to Grade 2)
  - Intermediate (Grades 3-5)
  - Middle School (Grades 6-8)
  - High School (Grades 9-12)
  - Special Artist (All grades)

- Local Units will submit their entries to LAPTA through the Student Entry Portal **by Friday, January 7, 2022**. Late entries will not be accepted.

- LAPTA judging will be conducted in two (2) rounds (with different judges for each round) and our state winners will be announced on March 1, 2022.

- All information and forms are available at [www.louisianapta.org](http://www.louisianapta.org).

- Questions? Please contact us at [arts.education@louisianapta.org](mailto:arts.education@louisianapta.org)
1. Register, Connect, Recruit

- Register your PTA in the National PTA Reflections program at PTA.org/Reflections.
- Connect with your State PTA’s Reflections program to confirm deadlines and state requirements.
- Promote Reflections by Celebrating
  - National Arts and Humanities Month - October

- Recruit Volunteers for your Reflections Committee and delegate tasks:
  - Promote Program
  - Coordinate Judging
  - Host Celebration Events
Step 2. Customize and Distribute

- Edit program materials to include
  - Available arts categories for participation
  - Program deadlines
  - Directions for submitting entries

- Distribute to program participants
  - Student Entry Forms

Include additional details in the Student materials like:
- Contact information
- Packaging instructions (e.g., physical vs. digital)
- Additional rules for student eligibility
Entry Form

Complete before distribution - >

Student Information - >

Student & Parent Signatures - >

Submission Category & Division - >

Title & Details of Submission - >

Artist Statement - >
Step 3. Coordinate Judging

- Recruit a team of experienced arts judges to review student works
- Tap into your local connections and resources
  - Parents
  - School/District Administrators
  - Local Art Professionals
  - Former participants or judges
Step 4. Advancing and Celebrating Your Students

- Assign awards by category and division
- Advance finalists to the next level according to State PTA guidelines and deadlines
- Celebrate your students:
  a) Announce winners on school websites and social media and tag us @NationalPTA and #PTAReflections
  b) Offer awards from ShopPTA.com and donated prizes from community supporters
  c) Host a student recognition event for families
  d) Showcase student works at school and in the community
Category and Division Overview
Solo and ensemble works of all dance styles are accepted. Entrant must be the choreographer and may also be the performer, or one of the performers. If background music is used, cite it on the entry form.

**VIDEO**

- File must not exceed 5 min. and 1000MB in size
- Accepted formats: AVI and MP4
Film Production

Accepted short film styles include: Animation, narrative, documentary, experimental or media presentation. All screenwriting, directing and editing must be done by the student producer. If background music is used, cite it on the entry form.

VIDEO
- Video must not exceed 5 min.
- File must not exceed 1000MB in size
- Accepted formats: AVI and MP4
- Use of PowerPoint is prohibited
Accepted forms of fiction and nonfiction include: Prose, poetry, reflective essay, screen play and play script, narrative, and short story. Entrants may write in their primary language if an interpretive English translation is also attached. Use of copyrighted material is prohibited.

**WRITING**
- Must not exceed 2,000 words
- May be handwritten or typed
- Single-sided print on 8½x11” paper
- PDF file
Music Composition

All music styles and combinations of instrumentation are accepted. Entrant must be the composer and may also be the performer, or one of the performers. Use of copyrighted material is prohibited.

**AUDIO**
- File must not exceed 5 min. and 1000MB in size
- Accepted formats: MP3 and WAV

**NOTATION**
- Only required for middle and high school divisions
- In place of a notated score a written reflective statement that provides a musically technical explanation of how the piece was composed (100 words or less).
- Notation in PDF format
Photography

Photo must be a single print/digital image. Collages and collections of photos are not accepted. Entrant must be the photographer and may use a variety of digital editing techniques including but not limited to, multiple exposure, negative sandwich and photogram.

PRINT

• Must be no smaller than 3x5 inches and no larger than 8x10 inches
• Accepted print formats: Mounted on mat or poster board no larger than 11x14 inches
• Framed prints are not accepted
• Include one digital image of artwork with your submission (Accepted file formats: JPEG, JPG, PNG)

DIGITAL IMAGE

• Dimensions must be at least 640x960 (pixels) and 300 dpi (resolution)
• Accepted file formats: JPEG, JPG, PNG
Visual Arts

Works of both fine and design arts are accepted, including but not limited to:

architectural drawing and models, ceramics, collage, computer generated images and graphics, crafts, drawing, fashion clothes and jewelry, fiber work, mixed media, painting, printmaking and sculpture.

2D WORKS

- Mounted on sturdy material
- No larger than 24x30 inches with matting
- Framed entries are not accepted
- Include one digital image of artwork with your submission (Accepted file formats: JPEG, JPG, PNG)

3D WORKS

- Include 3 digital images of artwork at different angles. (Accepted file formats: JPEG, JPG, PNG)
This **Special Artist Division** welcomes students from all grades and offers non-artistic accommodations for students to participate fully in PTA Reflections. **Student recognition and awards are announced as part of the Special Artist Division.**

**ACCOMODATIONS**

- Non-artistic accommodations (e.g. adaptive technology; transcribing; holding a camera)
- Assistants must refrain from being involved in the artistic process (e.g. developing an artist statement, choreography, music lyrics, storyboards, etc.)

Students who identify as having a disability and may receive services under IDEA or ADA: Section 504 may enter in the Special Artist Division **OR** grade division most closely aligned to their functional abilities.
Use BAND to Enhance Your Reflections Program

BAND is an all-in-one group communication app that can help make managing your Reflections program easier and more impactful.

Head to PTA.org/Reflections/StartYourProgram to find the "BAND and Your Reflections Program" resource and learn about the many features BAND has to offer, including file sharing, chat rooms and posts.
National PTA Awards and Exhibits

Student Arts Showcase and Exhibit
January

National Winners Announcement
May 1
PTA.org/Reflections

Celebration Event and Exhibit
Annual National PTA Convention
Don’t Forget to Wrap Up!

- Make sure to thank student and parent leaders, school personnel, submission reviewers and community businesses for their support.
- Return non-advancing works and contact students who are advancing in the competition.
- Host a debrief with your volunteers committee.
- Record notes and contacts for next year’s Reflections Chair.