

## LEADER'S CHECKLIST

### Step 1. Getting Started

- Enroll in the national program at [PTA.org/Reflections](https://PTA.org/Reflections) by October 1, 2022.
- Visit your state's Reflections website to gather important deadlines and materials. Confirm that your school is in good standing.
- Determine if all arts categories will be offered or if not, 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.
- Plan and budget for your awards, prizes and recognition activities.
- Recruit a committee to help you promote participation, coordinate judging and host events.
- Recruit experienced judges to review student works.
- Share your program plans with your PTA and school leaders.

### Step 2. Promote Your Program

- Distribute program rules and entry forms to students and teachers.
- Promote your submission deadline and instructions on how to enter. Don't forget to include any available awards, scholarships and prizes!
- Use **#PTAReflections** to share how your school participates in Reflections during National Arts & Humanities Month this **October**.

### Step 3. Review Submissions

- Collect and organize submissions by category and division.
- Qualify entries according to each arts category rules.
- Share judging materials and submissions with your volunteer judges.
- Collect scores from judges and rank submissions.
- Gather awards and prizes and prepare works for exhibition.
- Determine art advancing and allow time to enter these entries in National PTA portal prior to deadline.
- Forward Winners Log to County, indicating all noted on list have been entered as instructed.
- Forward Participation Form to Council .

### Step 4. Celebrate Participants

- Announce awardees to the whole school community.
- Host a Reflections Celebration Event to showcase student work and distribute certificates/awards.
- Any advancements placing at next levels announce and celebrate.

### Step 5. Wrap Up

- 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](https://PTA.org/Reflections).