

Leaders Checklist

Step 1. Getting Started

- Enroll in the national program at [PTA.org/Reflections](https://www.pta.org/reflections).
- Visit <https://www.fspta.org/reflections> to confirm student eligibility and gather important deadlines and materials.
- 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.
- 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 artists 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.

Step 4. Celebrate 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

- Return (if necessary) non-advancing submissions to students.
- Recognize volunteers, community partners, and judges.
- Evaluate your program to consider future improvements.