



**Harford County Council of PTAs**

**Reflections Guidelines**

**2018-2019**

**Important Deadlines:**

Local PTA Deadline for Artwork Submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (set by each local)

Harford Council PTA Deadline for Artwork Submissions FROM Locals: **20 December 2018**

Local PTAs must meet all Maryland PTA Standards of Affiliation before **January 25, 2019** in order to participate in the Maryland PTA Reflections Program.

**Welcome to the Reflections Program for 2018-2019!**

"The cultural arts are wisdom. They are mankind's commentary on the human condition—comedy and tragedy. They are insights into the anguish and ecstasy, the conflicts and triumphs, the failures and aspirations of humanity."

And with this statement, Mary Lou Anderson founded the National PTA's Reflections Program in 1969. That makes this year, 2019, the 50th anniversary of the Reflections Program. This program engages students in expressions of the cultural arts based on a theme that is selected new each year.

If you are new to Reflections, or if you have questions about the program please do not hesitate to contact the HCCPTA Reflections chair. Contact info is provided in the email that contained this guidance package and the forms your local will need to participate in the program.

Reflections is an inexpensive program to run, it is student centric, and it gives us the opportunity to recognize additional dimensions of our youths’ talent that isn’t strictly academic or athletic. Every PTA in good standing is eligible to participate in Reflections. Join the 26+ PTAs in Harford County that already offer Reflections to their PTA community. Let’s see all our Harford PTAs reflect on **Heroes Around Me**.

**SPECIAL NOTE ON COPYRIGHT INFRINGEMENT AS PERTAINS TO THE 2018-2019 REFLECTIONS PROGRAM:** Given this year’s theme and the normal prohibition on use of copyrighted materials, it is anticipated that images and references to certain characters, e.g. superheroes, will be submitted by students. National PTA has announced for this year that student renditions of such images are acceptable as long as the rendition represents a unique view of the copyrighted character that is the student’s own interpretation. Questions about any specific entry can be sent to your Council chair or the Maryland PTA Arts in Education/Reflections Chair.

**Bottom Line Up Front for Locals:**

* Locals in Harford County must follow the rules set forth by MDPTA as amended by this Harford County Reflections Guidelines document.
* Local PTAs are asked to visit <https://www.pta.org/home/programs/reflections> to enroll the local in the National Reflections Program.
* Harford County locals are asked to use the updated student entry form which is provided with this document. Please do not alter the structure of the student entry form since it is designed to facilitate blind judging at all levels of competition.
* **VERY IMPORTANT:** HCCPTA Reflections will continue to accept up to **FOUR** (4) entries in each arts area for each age division from each local. This means HCCPTA will accept from:
	+ **Elementary school PTAs**, up to 24 entries from primary division plus up to 24 entries from intermediate division plus up to 24 entries from special artist division.
	+ **Middle school PTA/PTSAs**, up to 24 entries from middle school division plus up to 24 entries from special artist division.
	+ **Middle/High school PTA/PTSAs**, up to 24 entries from middle school division plus up to 24 entries from high school division plus up to 24 entries from special artist division.
	+ **High school PTSAs**, up to 24 entries from high school division plus up to 24 entries from special artist division.
* Forms for the local participation summary and list of entries submitted to HCCPTA are required to accompany student entries forwarded to Harford Council. Please only list entries that are coming to HCCPTA to be judged—not all that were received at the local PTA level. This information allows the Council to account for entries submitted and makes certain that the correct entries were forwarded. Forms for the list of entries and the local participation summary are separate attachments included in the email transmitting this document.
* HCCPTA has again established the Council award structure so that in each arts area for each age division, HCCPTA will award (as the number of submitted entries permits):
	+ Up to 1 Outstanding Interpretation (OI) with a $25 gift certificate;
	+ Up to 2 Awards of Excellence (up to 3 if no OI is awarded) and a $10 gift certificate each;
	+ Up to 5 Awards of Merit with a $5 gift certificate each.
* The Outstanding Interpretation and two Awards of Excellence (or three Awards of Excellence if no OI) will be the entries in each arts area for each age division that will go forward to Maryland PTA for competition at the state level.
* Harford County results will be announced by **18 February 2019**.

**Tips for success in the Reflections Program:**

The following tips are provided to assist in assuring that Harford students are best prepared to submit winning Reflections entries. Please contact the HCCPTA if you have any questions:

* **GENERAL:** For each arts category specifics of the process used to produce the work must be described on the student entry form. Make certain that music is credited where used. Only literature entries do not require any process information on the entry form but word count is required. Both the student and parent (unless student is 18 or older) must sign the entry form. The detailed instructions for each arts area list specific formatting and packaging requirements.
* **LOCAL PTA CHAIRS:** Local PTAs must complete the information in the top portion of the entry form. Protect all artwork submitted to HCCPTA but do not shrink-wrap.
* **JUDGING AT HCCPTA:**  Please remind students that the theme is “Heroes Around Me”. While it is important to encourage students to submit the best work they can, interpreting the theme uniquely and creatively is the most important judging criterion.

**Advice on Each Arts Area:**

* **Dance:**  Pay close attention to sound levels on the recording and the stability and focus of the camera. Students DO NOT present the artist’s statement to begin the recording.
* **Film:** Pay close attention to sound levels on the recording and the stability and focus of the camera. THE STUDENT MUST BE THE ONLY CAMERA OPERATOR. If a tripod is used, only the student submitting the entry may make adjustments to the camera (We do allow entries where an assistant holds the camera as still as possible and makes no adjustments -- acting as a tripod.). Many entries have been disqualified because it was obvious that a parent or assistant was adjusting the camera. Students DO NOT present the artist’s statement to begin the recording.
* **Literature:** Submit the original and two copies if hand-written. If the entry was produced on a computer, include three printed copies and an electronic copy of the work on CD/DVD/flash drive.
* **Music:** Pay close attention to sound levels on the recording. Notation is required for middle and high school entries. Entries may not include any imported MIDI or other source files or use algorithmic composition software (rhythm or beat boxes). The student must be the author of both the music and lyrics (if any) submitted. Students DO NOT present the artist’s statement to begin the recording.
* **Photography:** Take high-resolution pictures and enlarge to 8 x 10 where possible. Remember that the limit on size is 8 x 10 for the photo and 11 x 14 including matting. Collages will not be judged as photos but will be judged as visual arts. DO NOT AFFIX THE ENTRY FORM DIRECTLY TO THE PHOTO.
* **Visual Art:** This includes both 2D and 3D art. The size limit for 2D art is 24 x 30 including any mat but there is no thickness restriction. Protect the artwork but DO NOT shrink-wrap. DO NOT AFFIX THE ENTRY FORM DIRECTLY TO THE ART. 3D artwork must be able to be moved for display purposes. 3D art must include packaging materials and 3 photos of the entry (a combination of angles) for judging, ID and exhibition purposes. Entries that require assembling or repairing after transporting will be disqualified.

**Local Reflections Chair’s Checklist**

**Step 1. Getting Started**

* Enroll your PTA at https://www.pta.org/home/programs/reflections using the tab on the right hand side and notify HCCPTA that you have registered.
* Confirm that your local PTA is in good standing and eligible to participate.
* Make sure the Reflections program is included in your PTA’s program budget for the school year.
* Use the HCCPTA Guidelines for program deadlines and student materials.
* Recruit volunteers and engage school personnel and community members for additional support.
* Establish a timeline for your program according to deadlines set by HCCPTA, MDPTA, and National 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.
* Recruit judges to review student works.
* Facilitate judging and support judges as needed.
* Assign awards.
* Prepare eligible works to go on to HCCPTA competition, check student entry forms for completeness and legibility.
* Prepare list of entries going to HCCPTA and local PTA participation summary to accompany the art going forward to HCCPTA.

**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.

**Step 5. Wrap Up and Report Program Success**

* Return non-advancing submissions to students.
* Recognize volunteers and evaluate your program to consider future improvements.
* Announce any student awarded at County, State and/or National level to the school community.

**OFFICIAL RULES FOR PARTICIPATION**

1. **ELIGIBILITY.** Students must participate through a local PTA/PTSA. A student may create entries in or out of school.
2. **ARTS CATEGORIES.** There are six arts categories—dance choreography, film production, literature, music composition, photography and visual arts. Students may enter the National PTA Reflections Program in one or more arts categories. See each arts category rules for additional entry requirements.
3. **GRADE DIVISIONS.** Students may enter in the appropriate division for their grade (Primary: Preschool-Grade 2; Intermediate: Grades 3-5; Middle School: Grades 6-8; High School: Grades 9-12; Special Artist: All grades welcome). See Special Artist Division Rules for entry requirements.
4. **HOW TO ENTER.** Entrants must submit their artwork and student entry form to their local PTA/PTSA program according to local and state PTA procedures. Entrants must follow requirements and instructions specific to each arts category and division. Contact local PTA programs for deadlines and additional information.
5. **ENTRY REQUIREMENTS.** (All participants must also follow arts category and if applicable, Special Artist Division rules)
* Only new pieces of artwork inspired by the current year’s theme may be submitted.
* Each entry must be the original work of one student only. An adult may not alter the creative integrity of a student’s work. Because the program is designed to encourage and recognize each student’s individual creativity, help from an adult or collaboration with other students is not allowed except in the Special Artist Division. Other individuals may appear in or perform a student’s work, but the work itself must be the creative product of one student only. Only one student may be recognized as the award recipient for each entry. *See the specific arts category rules and special artist division rules for details.*
* Each entry must contain a title and all entries must include an artist statement. The artist statement communicates what inspired the work, how it relates to the theme, and the content of the work. The statement must include at least 10 words and not exceed 100 words.
* Use of copyrighted material is prohibited, except for background music in dance choreography and film production entries. If used in dance choreography and film production entries, background music must be cited on the entry form. Plagiarized entries will be disqualified. Use of PowerPoint templates are prohibited.
1. **FINALIST SELECTION AND NOTIFICATION.** Entries are reviewed at local, regional, state and national levels. Each PTA determines its own reviewers for the program. Entries will be reviewed primarily on how well the student uses their artistic vision to portray the theme, their originality and creativity. The National PTA Reflections® program makes no restrictions on content or subject matter in artwork. At all PTA levels, the decision of the judges is final and cannot be challenged by parents or students. Each PTA in its sole discretion will select finalists for exhibition and provide awards/prizes. Awards are announced per local and state procedures.
2. **OWNERSHIP AND LICENSE.** Ownership in any submission shall remain the property of the entrant, but entry into this program constitutes entrant’s irrevocable permission and consent that PTA may display, copy, reproduce, enhance, print, sublicense, publish, distribute and create derivative works for PTA purposes. PTA is not responsible for lost or damaged entries. Submission of entry into the PTA Reflections program constitutes acceptance of all rules and conditions.
3. **PARTICIPATING ENTITIES**. This program is administered by the National Parent Teacher Association (PTA) and PTA affiliates. Parent groups not affiliated with National PTA are not eligible to sponsor this program.

**Summary of Arts Area Rules**

Choose one or more categories below to submit original work that interprets the **2018-2019 PTA Reflections theme:** **Heroes Around Me.**

**Dance Choreography:** 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 1 GB in size. Accepted formats:AVI, FLV, WMV, MOV, MP4.

**Film Production:** Accepted short film styles include: animation, narrative, documentary, experimental or media presentation. Use of PowerPoint is prohibited. Entrant must be the screenwriter, cinematographer, editor and producer. If background music is used, cite it on the entry form. **Video** file must not exceed 5 min. and 1 GB in size. Accepted formats:AVI, FLV, WMV, MOV, MP4.

**Literature**: 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 as long as an interpretive English translation is also attached. Use ofcopyrighted material is prohibited. **Writing** must not exceed 2,000 words and may be handwritten or typed. Accepted formats: Single-sided print on 8 ½x11” 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 ofcopyrighted material is prohibited. **Audio** file must not exceed 5 min. and 1 GB in size. Accepted formats: MP3, WMA, WAV, ACC, FLAC. **Notation** (score/tabulature) in PDF format is required for middle and high school divisions, and is optional for primary, intermediate and special artist divisions.

**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. Use ofcopyrighted material is prohibited. **Print** image dimensions 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. **Digital** image dimensions must be at least 640x960 (pixels) and 300 dpi (resolution). Accepted file formats: JPEG, JPG, GIF, 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 jewerly, fiber work, mixed media, painting, printmaking and sculpture. Use ofcopyrighted material is prohibited. **2D** artworks must be mounted on sturdy material and no larger than 24x30 inches with matting. Framed entries are not accepted. Include one digital image of artwork with your submission. **3D** artwork submissions must contain 3 digital images of artwork at different angles. Image(s) are used for artwork identification, judging and exhibition purposes.

**Special Artist Division Rules**

***The Special Artist division of the National PTA Reflections Program is optional at state and local levels. Maryland PTA makes the Special Artist division available to Maryland local PTAs.***

**Student Eligibility:**

The National PTA Special Artist division is an option for students with disabilities who receive services under IDEA or Section 504 to have the opportunity and accommodations they may need in order to participate fully in the National PTA Reflections Program. The Special Artist division offers modified rules and guidelines to ensure that every student has the chance to be part of the National PTA Reflections program.

**Who qualifies as a disabled individual under the law?**

The ADA defines an individual with a disability as a person who:

(1) Has a physical or mental impairment that substantially limits one or more of the major life activities of that person;

(2) Has a record of such an impairment; or

(3) Is regarded as having such an impairment.

**Student Entry Process:**

Students who identify as having a disability have two ways to enter the National PTA Reflections Program:

* Option 1. Enter in traditional grade divisions: Qualifying students follow all arts category rules, and may not receive assistance other than that which is allowed for all children, but do receive accommodation to submit Reflections entries in the grade division most closely aligned to their functional abilities. They are recognized and awarded prizes as part of the general student population without regard to special needs or challenges.
* Grade Divisions: Regardless of age, students with special needs may enter the National PTA Reflections Program in the grade division most closely aligned to their functional abilities. The divisions are as follows:

**Primary:**  preschool – grade 2 **Middle School:** grades 6 – 8

**Intermediate:**  grades 3 – 5 **High School:** grades 9 – 12

* Option 2. Enter in Special Artist division: Qualifying students entering this non-graded division create their own artwork, but may receive non-artistic accommodation and assistance from an adult.
* Parent or Guardian Signature: The student and family will complete a student entry form. A parent or guardian signature is required for all students entering the program in the Special Artist division, regardless of the student’s age.
* Judging Procedure and Awards: At the national level, Special Artist entries will be judged by expert judges in each arts category. The top Special Artist entry from each of the six arts categories will then be reviewed. One Special Artist from across all arts categories will be selected to receive an Outstanding Interpretation Award and will be recognized at National PTA’s Annual Convention. Up to five additional Special Artists may be selected to receive national Awards of Excellence.

**Special Artist Accommodations and Guidelines:**

Special Artists should follow the general rules and guidelines outlined in the Arts Category Student Rules specific to their submissions, modified only by accommodations for individuals with disabilities. The accommodation, in general, should be both specific and limited to the student’s disability.

* **Allowable Accommodations:** Given the diverse range of physical and mental disabilities that exist, it would be impossible to outline specific accommodations for each and every disability, but the following provides a non-exhaustive list of allowable accommodations:
* The Special Artist Division will not be divided by age or traditional school grade level
* Use of adaptive technology is allowed
* All submissions must be solely created by the Special Artist. However, a parent, teacher, or other adult may assist the Special Artist with typing, holding a camera, etc.
* **Accommodations that are Not Allowed:** Individuals providing assistance to Special Artists may not, in any way, involve themselves in the actual artistic process by:
* Selecting a title for artwork
* Writing, editing, or interpreting a student’s artist statement, story, poetry, or script
* Choreographing a dance, composing music, or writing lyrics
* Drawing, painting, or personally creating a visual arts submission; choosing a camera angle, etc.

**Guidance for Filling Out the Student Entry Form**

Council and State are filled in for you.

Local PTA chair must fill out information at the top of the form. We recommend that local chairs fill out as much of this portion of the form as possible before duplicating for distribution to students. Good standing information will have to be completed later for the entries that come forward to Council.

Make sure student and parent information is legible and complete. Please ensure that this information is accurate since winners are notified using this data.

Both student and parent must sign student entry form unless student is 18 or older.

Note that the form has been redesigned to allow information for judges to be at the bottom of the form. This new design facilitates blind judging.

Make sure grade division and arts category are checked appropriately.

**STUDENT MUST INCLUDE TITLE AND ARTIST’S STATEMENT ON THE ENTRY FORM.**

We strongly recommend that the student not use the theme as the title.

On the lines for artwork details, the following is required:

**Dance** – credit music (with title, composer, performer, and lyricist)

**Film** – camera used, editing software, credit music (with title, composer, performer, and lyricist), list of those appearing in film

**Literature** – word count of composition

**Music** – list of those performing the piece, list of instruments used, music composition software (if any)

**Photography** – camera used, kind of process to prepare photo, location and date of shot, dimensions of picture (up to 8 x 10), dimensions with matting (up to 11 x 14)

**Visual Arts** – describe medium used, dimensions of artwork, dimensions with matting (2D only)

Encourage the student to be creative in the artist’s statement and be persuasive about why the work relates to the theme.

**Dance Choreography Guidance**

***All participants must also follow Official Rules for Participation.***

**DANCE CHOREOGRAPHY** is the act of scripting movement of people. The **choreographer** (the student submitting the entry) is a person who expresses their original thoughts and ideas through the use of scripted movement. The choreographer may be the performer or one of the performers, but the choreographer does not have to perform in the entry.

**Consider the following styles and ensembles to portray your original choreography:** Ballet, Contemporary, Hip Hop, Jazz, Tap, Folk Dance, Religious Dance, Dance Ensembles (color guard/indoor guard), Ice Skating/Dancing, or Gymnastics-floor Routine.

**Consider use of background song(s), props, and the location to show a clear relation of the dance choreography to the theme.** Whether an entry displays formal dance technique or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme, originality, and creativity.

**Traditional Dance**: The modification of the steps and the interpretation of the dance are considered when judging a traditional dance for creativity and/or originality. An explanation of the origin of the dance and/or the significance of the choreography might be a useful addition to the artist statement when submitting a dance choreography entry that involves traditional, cultural, or regional dances.

Use of copyrighted music in dance choreography is **acceptable** when the **title, composer, and performer of any music in the submission is credited** on the student entry form.

**Tips for Audio/Visual Quality:**

* Use a tripod to hold the camera still.
* Make sure there is plenty of lighting, especially if shooting indoors.
* Turn off all noise-making devices in the room (air conditioners, fans, telephones, etc.).
* Record a short test and watch it. If needed, change the recording volume or microphone location.
* Make sure the background music (if any) is audible on the recording.
* Record two seconds of silence at the beginning and end of your production.

**Submission Instructions:**

* Only new pieces of artwork inspired by the theme may be submitted.
* Each entry must be the original work of one student only.
* Performance must not exceed 5 minutes in length or 1 GB (one gigabyte) in file size.
* Record using a CD, DVD, or flash drive.
* Accepted file formats include: AVI, FLV, WMV, MOV, MP4.
* Credit background music (title, composer, lyricist, and performer) on the student entry form.
* Label the CD/DVD/flash drive with name, title of artwork, arts category, and division.
* Place CD/DVD/flash drive and student entry form in a full-page closeable manila envelope. Label the manila envelope with name, title of artwork, school, arts category, and division.

**Film Production Guidance**

***All participants must also follow Official Rules for Participation.***

**FILM PRODUCTION** is the process of making moving imagery. The **producer** (the student submitting the entry) is a person who expresses their original thoughts and ideas through the use of images that change over time. The producer is not required to appear in the film but if the producer chooses to appear, a camera tripod may be used. All screenwriting, directing, camera/filming, and editing must be done by the producer. ***PowerPoint or similar presentation is prohibited*** ***because most graphic elements are copyrighted.***

**Consider the following styles to portray your original film:**

* Animation: Hand-drawn, created from a collection of objects, clay, torn paper, etc., or computer-generated.
* Narrative: A story told through the images created on film or computer (This is not the same as a storyteller narrating an original story.).
* Documentary: A nonfiction production using narration, facts, and images.
* Experimental: A production that explores movement, light, and montage.
* Multimedia: Computer-generated media presentations must be completely original, and the student must do all the work. Cutting and pasting from other sources is not permitted. The use of software that allows the user to build a virtual environment using prefabricated characters and elements is not permitted. Any software used to create an entry should only enhance and present the work, not provide the primary design.

**Use of Other Copyrighted Material**

Films may include public places, well-known products, trademarks, or certain other copyrighted material as long as that copyrighted material is incidental to the subject matter of the piece and/or is a smaller element of a whole. The resulting work cannot try to establish an association between the student and the trademark/business/material, or influence the purchase/non-purchase of the trademarked good. Use of background music must be credited on the student entry form.

**Tips for Audio/Visual Quality**

* Use a tripod to hold the camera still.
* Make sure there is plenty of lighting, especially if indoors.
* Turn off all noise-making devices in the room (air conditioners, fans, telephones, etc.).
* Make sure the background music (if any) is audible on the recording.
* Record two seconds of silence at the beginning and end of your production.

**Submission Instructions**

* Only new pieces of artwork inspired by the theme may be submitted.
* Each entry must be the original work of one student only.
* Performance must not exceed 5 minutes in length or 1 GB (one gigabyte) in file size.
* Record using a CD, DVD, or flash drive.
* Accepted file formats include: AVI, FLV, WMV, MOV, MP4.
* Credit background music (title, composer, lyricist, and performer) on the student entry form.
* Label CD/DVD/flash drive with name, title of artwork, arts category, and division.
* Place CD/DVD/flash drive and student entry form in a full-page closeable manila envelope.
* Label the manila envelope with name, title of artwork, school, arts category, and division.

**Literature Guidance**

***All participants must also follow Official Rules for Participation.***

**LITERATURE** is art in written form. The **author** (the student submitting the entry) is a person who expresses their original thoughts and ideas through the use of words. Authors submit a single literary work, handwritten or typed, using grade-appropriate grammar, punctuation, and spelling. Collections of literary work (such as poems and short stories) are not accepted.

**Consider the following literary styles to portray your original work of fiction or nonfiction:** Prose, Poetry, Drama, Reflective essay, Narrative, and Short story.

An explanation of the storyline and/or the significance of the literature style might be a useful addition to the artist statement. Whether an entry displays formal writing technique or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme, originality, and creativity. Illustrated entries, including books, with pictures drawn by the student author are acceptable; however, only literary content is judged.

**Dictation and Typing**

* Students may have their entries typed by another person as long as the original work or a copy of the original work is included.
* Students in pre-school, kindergarten or 1st grade may dictate to another person who may print or type exact words as spoken by the student.
* Transcribers should attempt to retain the same level of language and accuracy that is present in the student’s original work.

**Translation**

* Students for whom English is not their first language may submit literature entries in their own language. **An interpretive translation in English must accompany the entry.**
* Translators should attempt to retain the same level of language and accuracy that is present in the student’s original work.

**Submission Instructions:**

* Only new pieces of artwork inspired by the theme may be submitted.
* Each entry must be the original work of one student only.
* Entry must not exceed 2000 words.
* Submit entry on 8.5 x 11 paper (one sided only).
* **For handwritten Literature documents**: Submit original plus two copies.
* **For Literature documents produced on a computer**: Submit electronic file on a CD/DVD/flash drive plus three paper copies.
	+ PDF files only
	+ Label CD/DVD/flash drive with name, title of artwork, arts category, and division.
* Number each page and write student’s name on the back of all pages (original & copies).
* Place CD/DVD/flash drive (if any), printed copies, and student entry form in a full-page closeable manila envelope. Label the manila envelope with name, title of artwork, arts category, and division

**Music Composition Guidance**

***All participants must also follow Official Rules for Participation.***

**MUSIC COMPOSITION** is the process of arranging sounds. The **composer** (the student submitting the entry) is a person who expresses their original thoughts and ideas through the use of sound changes over time. The composer may submit an entry performed by an individual or group and/or make use of a sound library generated performance of a score composed in its entirety by the student. Composers are not required to perform their composition themselves.

**All instruments, sounds, styles, and combinations are accepted.** Software may be used to produce an audio recording that does not include commercially pre-programmed imported MIDI or other source files. Entries containing algorithmic composition techniques are not accepted. Whether an entry displays formal composition technique or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme, originality, and creativity. Use of copyrighted material is prohibited.

**Presentation & Format:** The grade division determines whether musical notation is required:

* **Primary, Intermediate, and Special Artist divisions** do not require musical notation. The student may choose to submit iconic (“made-up”), traditional, or tablature notation, if desired.
* **Middle School and High School divisions** require notation, either traditional or tablature.
* Notation software may be used to create a score.
* Whether the score is handwritten or computer-generated, appropriate instrumentation and voicing are required for the performance.
* For electronic copies of notation, accepted file type is PDF.

**Tips for Audio Quality**

* Do not place the recording device on top of an instrument(s) or speakers.
* Turn off all noise-making devices in the room (air conditioners, fans, telephones, etc.).
* Record a short test and listen to it. If needed, change the recording volume or microphone location.
* Record two seconds of silence before and after performing your composition.

**Submission Instructions:**

* Only new pieces of artwork inspired by the theme may be submitted.
* Each entry must be the original work of one student only.
* Performance must not exceed 5 minutes in length or 1 GB (one gigabyte) in file size.
* Record using a CD, DVD, or flash drive. Save as a data file, not an audio CD or DVD movie. Video files are not accepted.
* Accepted file formats include: MP3, WMA, WAV, ACC, FLAC.
* Label the CD/DVD/flash drive with name, title of artwork, arts category, and division.
* Provide score/notation (required for middle and high school) on 8.5 x 11 paper (one-sided only). Do not mount or bind. If provided electronically, provide in PDF format.
* Number each score/notation page and write name of the student on the back of all pages
* Place CD/DVD/flash drive, score/notation (if required), and student entry form in a full-page closeable manila envelope. Label the manila envelope with name, title of artwork, arts category, and division.

**Photography Guidance**

***All participants must also follow Official Rules for Participation.***

PHOTOGRAPHY is the process of creating a single visual image using a camera. Photographers may demonstrate the use of photographic techniques conventionally or digitally.

• Accepted types include single photographic print, panoramic, photomontage (one print of multiple original photos), multiple exposure, negative sandwich, or photogram. Black-and-white and color are accepted.

• Non-accepted forms include entries with added graphics over the image (including lettering) (Consider submitting this as Visual Arts.). Film (negatives or transparencies) and multidimensional pieces are not accepted. Collages or collections of photos are not accepted.

Whether an entry displays use of technologies or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme, originality, and creativity.

**Use of Copyrighted Material**

Use of copyrighted material, including copyrighted cartoon characters or other such material, is not acceptable in any photography submission, with the following exception: Photographs may include public places, well-known products, trademarks or certain other copyrighted material as long as that copyrighted material is incidental to the subject matter of the piece and/or is a smaller element of a whole.

Presentation & Format

* A single print must be between 3x5 and 8x10 (no larger than 11x14 with matting).
* Mount all prints on a cardboard mat, poster board, or some other sturdy material.
* Framed photos are not accepted

**Submission Instructions:**

* Only new pieces of artwork inspired by the theme may be submitted.
* Each entry must be the original work of one student only.
* Photo may not be smaller than 3 x 5 or larger than 8 x 10
* **Non-digital photo:** If the submission was produced with a non-digital camera and developed by traditional process, submit your printed photo.
* **Digital photo:** If the submission was produced with a digital camera, save the digital file not exceeding 1 GB (one gigabyte) on a CD/DVD/flash drive, and include a print of your photo.
	+ Accepted file formats include: JPEG, JPG, GIF, PNG.
	+ Digital photos must be high resolution (640 x 960 minimum)
	+ Label CD/DVD/flash drive with the title of your artwork, arts category, and division.
* If the photo with mat is large enough, put the student entry form and CD/DVD/flash drive (if any) in a clear sheet protector, and attach to the back of the matted photo. Otherwise, put the photo and entry form and CD/DVD/flash drive (if any) in a full-page closeable manila envelope.
	+ Label the manila envelope if used with name, title of artwork, arts category, and division
	+ **DO NOT** attach student entry form or sheet protector directly to the photo.
	+ If you are submitting an unmatted photo, place it in a full-page closeable manila envelope.

**Visual Arts Guidance**

***All participants must also follow Official Rules for Participation.***

**VISUAL ARTS** includes many art forms that are used to create images or scenes. Accepted forms of visual art includes but is not limited to: architecture (2D/3D), carpentry, ceramics, collages, photographic collages (multiple photos cut/pasted), computer-generated image, crafts, design, dioramas, drawing, fiber work, jewelry, kites, metal etching/punch work, mobiles, painting, printmaking, sculpture, and wind chimes. Reproductions or enlargements of other artwork are not accepted.

Whether an entry displays use of formal technique or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme, originality, and creativity.

**Copyright:** Use of copyrighted material, including any copyrighted cartoon characters or likeness, is not acceptable in any visual arts submission, with the following exceptions:

* Visual artwork may include public places, well-known products, trademarks or certain other copyrighted material as long as that copyrighted material is incidental to the subject matter of the piece and/or is a smaller element of a whole.
* Visual arts collages may include portions of existing copyrighted works, such as photographs, magazine clippings, internet images, and type cut out of a newspaper, as long as those portions of copyrighted works are used to create a completely new and different work of art.

**Submission Requirements:**

* Only new pieces of artwork inspired by the theme may be submitted.
* Each entry must be the original work of one student only.
* 2D artwork (e.g. painting)
	+ Dimensions must not exceed 24 inches x 30 inches, including matting.
	+ Framed artwork and artwork containing loose materials is not accepted.
	+ Paper entries must be mounted on sturdy material.
	+ If the artwork with mat is large enough, put the student entry form in a clear sheet protector, and attach to the back of the mounted artwork. Otherwise, put the artwork and entry form in a full-page re-sealable manila envelope.
	+ **DO NOT** attach student entry form or sheet protector directly to unmounted artwork.
* 3D artwork (e.g. sculpture)
	+ Must be able to be moved for display purposes.
	+ Must include packaging materials and 3 photos of the entry (a combination of angles) for judging, ID, and exhibition purposes.
	+ Entries that require assembly or repair after transporting will be disqualified.
	+ Place the 3 high-resolution photos (300 dpi or higher) and student entry form in a full page closeable manila envelope that accompanies the artwork.
	+ Label the entry and packaging with name, title of artwork, arts category and division.
* Label the manila envelope (if used) with name, title of artwork, arts category, and division.

**Judges Rubric**

Judging of Reflections entries must be blind judging. All PTA Reflections program entries are judged on three criteria:

1. **Interpretation of Theme (20 pts.)**
2. **Creativity (10 pts.)**
3. **Technique (10 pts.)**

Notice how heavily “Interpretation of Theme” is weighted? This is what makes the National PTA Reflections Arts Program unique. A well-developed concept is more important than technique. **If two entries are tied, the entry with the higher score for interpretation of theme receives more recognition**. You may use the rubric below to help keep your scores consistent.

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| --- | --- | --- | --- | --- | --- |
| **Criteria / Level** | **Beginning** | **Developing** | **Proficient** | **Accomplished** | **Advanced** |
| **Interpretation**  | **1-4 pts.** | **5-8 pts.** | **9-12 pts.** | **13-16 pts.** | **17-20 pts.** |
| How closely the piece relates to the theme, based on the Work itself and the artist statement. | The interpretation lacks clarity and does not communicate the student’s concept. | The interpretation lacks clarity and does not fully communicate the student’s concept based on the theme. | The interpretation communicates the student’s concept based on the theme. | The interpretation clearly communicates the student’s concept based on the theme but lacks meaning, purpose, and integrity. | The interpretation clearly communicates the student's whole concept based on the theme with meaning, purpose and integrity. |
| **Creativity** | **1-2 pts.** | **3-4 pts.** | **5-6 pts.** | **7-8 pts.** | **9-10 pts.** |
| How creative and original the piece is in its conception of the theme and its presentation. | Work is somewhat original and reflects the theme using very conventional ways. | Work is somewhat original and reflects the theme using conventional ways. | Work is original and reflects the theme using conventional ways. | Work is primarily original and reflects the theme using imaginative ways. | Work is highly original and reflects the theme using un-conventional, interesting, imaginative and new ways. |
| **Technique** | **1-2 pts.** | **3-4 pts.** | **5-6 pts.** | **7-8 pts.** | **9-10 pts.** |
| The level of skill demonstrated in the basic principles/ techniques of the arts area. | Work demonstrates very limited skill of the arts area. | Work demonstrates limited skill of the arts area. | Work demonstrates capable skill of the arts area. | Work demonstrates expertise of skill of the arts area. | Work demonstrates mastery of skill and knowledge of the arts area. |