

Local PTA Leader Reflections Program Checklist

Step 1: Get Started. Reflections is largely managed on the state level—they will be your main resource in hosting a Reflections program.

- **Connect with your state PTA:** Visit <https://www.fspta.org/reflections> to confirm student eligibility and gather important deadlines and materials.
- **Learn the program:** Explore arts categories, divisions and details on student eligibility, deadlines and how to advance entries for additional recognition.
- **Register participation:** Sign up at <https://www.pta.org/home/programs/reflections> using the "Register Now" button to let National PTA know you are participating.

Step 2: Plan and Promote the program. Use the information provided by your state PTA to plan your program with other leaders. Share plans with other PTA and school leaders to gather feedback and suggestions.

- **Create a plan:** Inform your plan with details about categories and advancing entries.
 - **Guiding decisions:** Choose categories and divisions to offer and discuss advancing entries. New program leaders may consider getting started with just one or a few arts categories and divisions.
 - **Outline your timeline:** Include launch dates, deadlines and celebrations.
 - **Plan artwork review:** Determine the process (online, in-person) and prepare materials and directions.
 - **Budget for celebrations:** Consider event space, exhibit materials, awards and prizes.
- **Recruit a committee** to help you promote participation, coordinate judging and host events.
- **Gather, customize, and distribute materials:** Create and share program tools and materials to provide entry instructions, rules, deadlines and contact info.
- **Promote the program:** Highlight categories, themes, awards and prizes. Use #PTAReflections to share how your school participates in Reflections during National Arts & Humanities Month this October.
- **Recruit experienced artists** to review student works.
- **Share your program plans** with your PTA and school leaders.

Step 3: Artwork Review. Using materials from National PTA and your state PTA, review Reflections entries.

- **Collect and qualify entries:** Organize by category and division; ensure compliance with state PTA rules.
- **Share with judges:** Provide materials and submissions.
- **Collect scores:** Rank entries to determine awards.

Step 4: Recognition and Celebrations. Host events to recognize and celebrate student achievements

- **Announce winners** to the whole school community.
- **Advance finalists:** Follow state PTA guidelines for further recognition.
- **Prepare works** for exhibition.
- **Host a celebration event:** Showcase work, distribute awards and thank volunteers.

Step 5: Program Wrap Up. Close out your program by assessing the year and gathering feedback.

- **Return submissions:** Give back non-advancing entries.
- **Collect feedback:** From students, families, PTA and community members.
- **Debrief and evaluate:** Discuss feedback with volunteers and plan improvements.
- **Document processes:** Keep records for future leaders.
- **Share success:** Highlight achievements to PTA board, school community and state PTA.