

# ARTS IN EDUCATION

## BASICS Resource Guide

### 2017-2018



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# Introduction

The overarching goal of the Arts in Education (AIE) Chair is to provide opportunities for the students on their campus to engage and be exposed to various forms of art year round. This may require facilitating various programs on campus, engaging the local artists in the community or collaborating with teachers and parents. The AIE Chair does not have to be an artist or even have experience in the arts. All you need is passion to pass on the inspiration to next generation.

This Arts in Education Resource Guide will help you enrich the arts in your school community.



# About PTA

**VISION** Every child's potential is a reality.

**MISSION** To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

## PURPOSES

- To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- To raise the standards of home life;
- To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- To promote the collaboration and engagement of families and educators in the education of children and youth;
- To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- To advocate for fiscal responsibility regarding public tax dollars in public education funding.

## PTA NATIONAL STANDARDS FOR FAMILY-SCHOOL PARTNERSHIPS

- **Standard 1: Welcoming All Families into the School Community**  
Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.
- **Standard 2: Communicating Effectively**  
Families and school staff engage in regular, two-way, meaningful communication about student learning.
- **Standard 3: Supporting Student Success**  
Families and school staff continuously collaborate to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.
- **Standard 4: Speaking Up for Every Child**  
Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.
- **Standard 5: Sharing Power**  
Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.
- **Standard 6: Collaborating with Community**  
Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.



# Getting Started

In addition to the duties of the Arts in Education Chair, you have some basic responsibilities as a PTA board member that will need to be fulfilled. The basic responsibilities of all board members are as follows:

- Be a graduate of FOUNDATIONS Leader Orientation – this requirement is stated in the Local PTA bylaws. All executive board members must take this course once in their PTA career. There are two components. Part 1-Welcome to PTA is an overview of PTA is taken online and Part 2-Serving on a Local Board is provided by your Council PTA or Field Service Representative.
- Submit a Plan of Work – all board members must complete a Plan of Work (POW). Remember, Plans of Work must be presented and approved by the board at a board meeting.
- Review the bylaws and standing rules of your PTA.
- Maintain a procedure book.
- Attend all meetings – board and association.
- Sign the ethics/conflict of interest policy.
- Review minutes of each meeting of the PTA.
- Review all financial reports.
- Help recruit new members to the PTA. Remember, that it is the job of all board members to recruit PTA members. Your PTA serves as the front door to our association you should seek out families in your school and community to encourage them to join and make a difference in a child's life.
- Help recruit new PTA leaders.

## WHETHER YOU ARE A LOCAL PTA AIE CHAIR OR COUNCIL PTA AIE CHAIR, YOU WILL:

**Retrieve/Create a Procedure book from the previous AIE Chair.** The procedure book from the last year should provide you with a sense of what was done the year before, cost of programs provided, contacts, and timelines. This information will assist you in creating your plan of work.

If you have received a procedure book from the previous AIE Chair, you may want to use the same format. Preparing a procedure book up front will make it easier for you to capture and store necessary information about your activities throughout the year. Even if you plan to return next year as the AIE Chair, you will find the job much easier if you kept a detailed procedure book this year.

When creating your procedure book, be sure to include up-to-date lists of local, statewide, and national resources. Review the suggested content list for the procedure book listed in this guide. Use the list provided in this guide as a start and build on it using the Internet, local resources like newspapers and magazines, and networking with other PTAs and Arts in Education Chairs. A good resource list is a treasure to be shared with others so they can enrich the lives of more students.

**Form a committee.** This committee serves as a vital link between the school arts, community arts programming and the PTA. The Chair need not be an artist, but someone who loves the arts and would like to promote arts activities in the school. Review your standing rules as they may dictate how many members shall be on your committee, and if other board members are required to serve on your committee.

Council AIE committees may include the Local PTA AIE Chairs, other Council PTA chairs and community arts advocates. Work with your committee to formulate plans for the coming year. Set at least one goal and list strategies for accomplishing the goal(s).

**Prepare a Plan of Work** based upon the committee's recommendations (see sample Plan of Work on the following page) Present this plan to the executive board for approval. If the plan requires PTA funds, advise the treasurer so the Budget and Finance Committee may consider the item for budget appropriations. Your Arts in Education Committee budget may pay for art supplies, awards, certificates, judges' gifts, copying, postage/shipping, and artist fees. Inform your principal and PTA board of your plans well in advance and receive approval to develop them. Cooperate with other chairs to integrate the fine arts with their activities.

**Attend Training.** Take advantage of training opportunities for Chair and committee members. There is training available for the AIE Chair at Texas PTA's LAUNCH (formerly Summer Leadership Seminar) each summer, as well as through webinars (live and recorded) made available beginning in the Fall on the Texas PTA website, and this resource guide. In addition to the training, you may contact the Texas PTA Arts in Education Liaison at [artsined@txpta.org](mailto:artsined@txpta.org) with any questions as well as Texas PTA staff at [programs@txpta.org](mailto:programs@txpta.org).

Local PTA AIE Chairs may receive training from their Council PTA at the beginning of the school year, and sometimes in the Spring. Check your Council webpage or contact your Council President for a current training schedule.

**Seek Out Resources.** There are several resources that you can access to keep you informed of innovative arts programs, latest information on arts advocacy and the importance of the arts in education. Texas PTA provides e-publications *The Review* and *The Voice* that you may subscribe to on our website. National PTA also has an e-publication called *Our Children*. For art project ideas, Pinterest and the internet provide an incredible number of art projects, contests and scholarship for all grade levels.



# Plan of Work Plan de Trabajo

**Officer/Chairman Name:**  
(Nombre de Oficial/Presidente de Junta) \_\_\_\_\_

**Position:** \_\_\_\_\_ **Year:** \_\_\_\_\_  
(Posición) Arts in Education Chair (Año)

*Reproduce as needed for the appropriate number of goals.*  
(Se puede reproducir para metas adicionales.)

|  |   |   |  |
|--|---|---|--|
| <b>Responsibilities / Duties:</b><br>(Responsabilidades) | Perform basic board member duties; Organize activities to educate and engage students in the arts; Work with teachers, parents and community to provide art related activities for the students | <b>Committee Members:</b><br>(Miembros del Comité)    |  |
| <b>Goal:</b><br>(Meta)                                   | To provide opportunities for students to participate in and learn about the various forms of art.   | <b>Evaluation Process:</b><br>(Proceso de Evaluación) |  |

| <b>Specific Action Steps</b><br>(Proceso Especifico de Acción)                                  | <b>Start Date</b><br>(Fecha de Empiezo) | <b>Completion Date</b><br>(Fecha de Terminación) | <b>Budget</b><br>(Presupuesto) |
|---|---|--|--------------------------------|
| Facilitate the National PTA Reflections Program   | July 1                                  | November 30                                      | \$250                          |
| Plan and/or participate in Art Engagement Activities for students, families and local community | September 1                             | May 24   | \$50                           |
| Provide art related article for PTA website e-newsletter  | January 5                               | March 12   | \$0                            |
| Utilize resources listed below  | Ongoing                                 | Ongoing  | \$0                            |
|   |   |  |                                |
|   |   |  |                                |

|                                 |  |
|---------------------------------|--|
| <b>Resources:</b><br>(Recursos) | Texas PTA website, BASICS Arts in Education Resource Guide, previous procedure books, TEA website for Fine Arts TEKS, school theater teachers, community artists and local arts organizations. |
|---------------------------------|--|

# Planning For The Year

Now that you have submitted your plan of work, started your procedure book, attended training and assessed your resources, you are ready for some fun ... planning arts in education activities for the students.

## ENGAGING STUDENTS IN THE ARTS

There is an abundance of art project ideas available on the internet and social media outlets. When planning an art event for the students, it's important to consider the following:

- Plan events for every grade level. In elementary, it's important to consider the motor skills, cognitive levels, and attention span that differ between Primary and Intermediate grade levels. Two different activities may need to be planned to ensure that all students have the opportunity to be fully engaged in the art event.
- Step outside the traditional forms of art. Encourage students to learn about forms of art that they may not otherwise get exposed to (i.e. ancient art forms, using recycled products, graphic design, pottery, cake decorating, and creating sculptures, etc.).
- Work with your Principal to plan an art event specifically as a reward for students (i.e. participation in Reflections, perfect attendance, etc.)
- Work with the art teacher to introduce new art forms into the art classes.
- Host an after school art club and solicit local artists to facilitate the club activities.
- Provide an art related program at PTA meetings, back to school events and end of year celebrations.

## COLLABORATING WITH PARENTS, SURROUNDING SCHOOLS AND LOCAL COMMUNITY

An art event is the perfect way to bring parents, the local community and the school together. You may plan an event that has a cultural theme, or an event where artistic talents of parents and community members, as well as students and teachers can be showcased. The arts can provide the perfect family engagement event with all members of the family plus the school community participating in a new experience together. Such events foster communication within and between all who participate and enhances student achievement.

Many parents, teachers and community members, particularly our senior community members are artists and hobbyists. You may want to survey these individuals to determine if some might be willing to share their time and demonstrate their artistic talents.

When planning events that will also engage families, it's a good idea to define roles for the siblings in attendance. The older sibling(s) may serve well as helpers. The younger siblings may need an activity better suited for their age.

Student groups at surrounding schools are a great resource in providing arts activities for students on your campus. Contact the music, drama, dance and film teachers at the middle and high schools to set up field trips and demonstrations for your students. The local middle school and high school band and choir concerts are great opportunity to be exposed to and inspired by artistic talents of others. The younger students love seeing the older students perform, and the older students love performing for them.

Extend your network by establishing a connection with the Fine Arts Director(s) for your district. This connection is especially important for the Council Arts in Education Chair. The Council AIE Chair can work with the district Fine Arts Director(s) to influence engagement of the arts by the students throughout the district.



## **EDUCATING PARENTS ON THE IMPORTANCE OF THE ARTS**

Educating our parents on the importance of engaging their students in the arts is critical to keep interest in the arts alive for parents and for our children in the schools. Here are a few ways to convey the importance of the arts in education:

- Develop a directory of arts activities in your community, including craft fairs, museum programs, concerts, historical tours, and school activities like plays and art exhibits. List community resources. Publish this directory in the PTA newsletter or on your PTA website.
- Your local newsletter or website can be used as a vehicle not only to inform your members of arts events, but also as a vehicle to publish work by students in your school.
- Invite an art or music teacher to talk about the school program and how parents can help. Ask the principal or teacher to present a program to your members about the arts activities carried on in school and how the arts enrich other learning activities.
- Present a panel of speakers on the arts in your community. Invite representatives from Local PTA museums, historical and architectural societies, and youth service activities to talk about their programs.
- Encourage parents to become arts advocates by educating them on the legislative issues related to arts education. Invite speakers from arts advocacy organizations to a meeting to speak to the parents about the future of arts in education.
- Share information regarding Arts in Education movements like STEM (Science, Technology, Engineering and Math) to STEAM (STEM+Arts); a movement that encourages the integration of Art into the STEM subjects.

## **CONSIDERATIONS WHEN PLANNING AN ART EVENT**

- Pull together community groups that can participate in or sponsor a program, such as the chamber of commerce, service clubs, community arts organizations, community ethnic groups, craft guilds, museums and libraries.
- Plan your event well in advance. Find a suitable location and time of the year. Take into account weather, competing events, the school year and holidays. Pick a rain date or alternate location if you'll be outdoors or you are afraid that bad weather will limit your attendance.
- Draft an agenda or program. Determine each committee member's responsibility. Schedule a series of meetings leading up to the event at which you will make decisions and report on goals accomplished.
- Make arrangements with any guest artists or presenters early, confirming dates, times, needed equipment, costs and fees; then double check again about a week in advance of the program.
- Provide advance information to faculty, so they can inform the students. Coordinate with the Public Relations/Communications Chair to ensure that parents are informed and that news is provided to Local PTA newspapers, school website and other media.
- Greet guest presenters and provide introductions in cooperation with the hospitality committee. Be sure to send a "thank you" letter following an appearance.
- Update your procedure book with information on programs presented during the current year, additional resources identified, and new information received from National and Texas PTA.
- Share your successful event with the Texas PTA community on any of our social media outlets (Facebook, Instagram and Twitter), and enter the information in the Talk of Texas Outstanding Arts in Education Award Program

If you are short on volunteers at your campus, you may consider using the Reflections programs as your vehicle to introduce or enhance art opportunities at your school. The National PTA Reflections program is very comprehensive and lends itself well to accomplishing all of the goals of the Arts in Education Chair discussed previously. The various phases of the Reflections program will allow you to provide opportunities for students to participate in the arts, educate parents on the importance of the arts and collaborate with community members all in the name of Art.

# The National PTA Reflections Program

The Reflections Program is an arts recognition and achievement program established in 1969 by National PTA board member Mary Lou Anderson. In its over 40-year history, the program has encouraged millions of students across the nation and in American schools overseas to create works of art for fun and recognition. Reflections provides a venue for students to create and be recognized for original works of art based on a yearly, nation-wide theme while increasing community awareness of the importance of the arts in education. Although the program follows a “contest” format, winning should not be the emphasis. PTAs are strongly encouraged and commended for fostering participation in Reflections. Reflections and Arts in Education Chairs should remember that all children should have the chance to create an original work of art, experiment with different ways of expressing themselves and feel good about their work. The Reflections Program is a powerful tool for affirming students’ creativity and critical thinking skills, often never before recognized.

The Reflections Program gives students in preschool through 12th grade the opportunity to make a photo, painting, drawing, collage or print, write a song, sonnet, poem, play or short story, compose a concerto, produce a film or choreograph a dance! Students may submit their entries interpreting that year’s theme in the visual arts, music composition, photography, literature, dance choreography, and film production arts categories. Students may submit more than one entry in any or all of the art categories. Entries may advance from Local, Council and Texas PTA levels to National PTA for recognition and awards.

Texas PTA also provides an option for special education students to enter the Texas PTA Reflections Program. The Special Artist Division is open to students, in any grade, whose physical, cognitive or mental health challenges meet the guidelines set forth in the American Disabilities Act. Participation in this division is optional and is the decision of the student’s parents. If the parent chooses not to allow their child to participate in the Special Artist Division, developmentally challenged students may enter their artwork in the appropriate grade division that corresponds to the student’s skills. More details regarding the Special Artist Division are available on the Texas PTA website.

Each entry must be original and created specifically for the Reflections Program based on the national theme. The current Reflections theme can be found on the Texas PTA website. Each entry must also conform to the Reflections Program rules and guidelines provided on the Texas PTA website. These rules are available in both English and Spanish. The Online Reflections Process, forms, rules and guidelines are available through the Texas PTA website at [www.txpta.org](http://www.txpta.org).

The Reflections Program is a multi-level program with awards and student recognition given at the Local, Council, State and National PTA levels. At each level, all entries are judged on interpretation of the theme, creativity and artistic merit, and mastery of medium. At the National level, students whose entries receive an award are recognized with awards and prizes, more info visit National PTA website ([www.pta.org](http://www.pta.org)).

## REFLECTIONS THEME SEARCH CONTEST

National PTA hosts a student-focused Reflections Theme Search Contest annually to determine a theme for a future program year. The winner will be selected in January and will receive \$100 from National PTA, as well as acknowledgement at the Annual National PTA Convention. Texas PTA select five student theme suggestions to National level-judging. Due date for Texas students to submit Theme search contest is early November. The details are on the Texas PTA website.

# Local PTA Reflections Program Procedures

As soon as you are appointed as the chair of the Reflections Committee at your Local PTA, ask your predecessor for last year's procedure book, detailing how to run the Reflections Program at your campus. If there is no procedure book or this is the first time your PTA has participated in the Reflections Program, here are some basic step-by-step procedures for you to follow.

## ELIGIBILITY REQUIREMENT

The Reflections Program is open for participation by all Texas students who meet the following eligibility requirements:

Attend a School Supported by a Local PTA/PTSA:

- 1. Students must attend a school with a Local PTA/PTSA which achieves Active Status no later than October 31; or students must attend a school which is defined within the service area of a community-based Local PTA/PTSA which achieves Active Status no later than October 31.
- 2. The student or at least one person from their primary household must be a current member of the Local PTA/PTSA where the student is participating. Each Local PTA/PTSA may determine a date by which the member must join.

Home-School Families, Virtual Schools and Non-PTA Schools:

- 1. Students who attend a school that is not supported by a Local PTA/PTSA may participate through the Lone Star Statewide PTA as long as the student or at least one person of their primary household is a member of this PTA no later than September 30. Application to join Lone Star Statewide PTA is available at [www.joinpta.org](http://www.joinpta.org).

## Preparation

### BUILD A COMMITTEE

Don't try to do it alone. Teamwork is key to the program success. Your council chair and State AIE Liaison is here to help at every step of your process. We strongly recommend that you recruit a team of volunteers who has a variety of ideas, talent, and skill to provide you a help. This will make your job much easier and enjoyable by ensuring that all tasks don't fall on your shoulder.

### BUILD SUPPORT AND EXCITEMENT FOR THE PROGRAM

Talk to your principal and teachers about the Reflections Program, and explain to them what a wonderful opportunity it is for all students at your school. Ask for their support and input. Remind them that this is a PTA program and you are not asking them to do more work. This is a good time to decide whether students will be encouraged to create entries at school or at home.

### DETERMINE YOUR BUDGET

Do you want to have a Kick-Off Event at the beginning of the program? Do you want to furnish some of the art supplies for the students to use? What do you want to give each participant to recognize his or her entry? Will you serve refreshments at the recognition event at the end? Will you feed your judges a meal during judging and give them a small thank-you gift? Discuss these questions with your committee and your PTA executive board.

## **DETERMINE LOCAL DEADLINE**

Contact the Reflections Chair at the next level of judging to find out the Council PTA deadline for your advancing entries. Local Chairs should set their local entry deadline no later than 3 weeks prior to your Council PTA deadline.

PTAs that do not belong to a Council will be assigned a Regional Reflections Coordinator, and should email [programs@txpta.org](mailto:programs@txpta.org) to obtain their contact information, and advancing deadline.

## **DETERMINE WHAT TO INCLUDE IN THE PROGRAM**

The Texas PTA website also provides access to category rules, general entry rules, Local PTA Reflections Program Checklist. Becoming familiar with the procedures and guidelines, including category rules is important and will help you run the program successfully. Several training opportunities are available at LAUNCH, webinars and your local Council workshops. A reflections chair may consider facilitating the Reflections program by offering one or two arts categories until volunteer support or participation in Reflections increases.

## **PROMOTION**

Decide whether or not to have a Kick-Off event and who would be invited (students only, parents, community members, media, administration). National Arts in Education Week in the month of September is the perfect time to kick-off your Reflections program. Visit the National PTA website to get the exact dates each year.

## **SEND OUT INFORMATION ABOUT THE PROGRAM TO ALL FAMILIES IN YOUR SCHOOL**

Use your PTA newsletter, email, website, posters, fliers sent home with the students, and any of your other usual forms of communication. Emphasize that this is a program for every student. Participating is to be stressed more than winning.

## **TALK TO THE STUDENTS AND GET THEM EXCITED ABOUT PARTICIPATING.**

Engaging students and teachers by promoting the program is key. Getting teachers engaged and promoting the program by communicating to the students in their classrooms is one of the greatest supports. It is also helpful to have PTA members go to each classroom (especially Art and English classrooms) to talk about the theme and encourage all students to participate. Make guidelines available for every student by making a copy of the category rules available in the office or from their teacher, or post a copy of the category rules either in each classroom or several prominent places in the school. Get the teachers involved. Ask the teachers (including the specials teachers) to assign the Reflections theme as part of their early Fall curriculum. The students then have the option to submitting their piece in the Reflections program.

## **Collection**

**Determine where entries will be submitted and stored.** It is very important to keep all entries together so that none are lost or forgotten.

**Keep the excitement level up.** Remind students and parents of where and when to submit their entries. Talk to your committee to establish a policy for late entries.

Check to be sure that each entry fulfills all category and general requirements of the Texas PTA Reflections rules (size, length, etc.). Make sure that each entry has the Student Entry form completed with student and parent signature, title, and artist statement, and other required information. It is much easier to correct errors and misinterpretations at the Local PTA level rather than at the advanced levels. This will prevent entries from being disqualified later in the program.



**Create a list or database** of all entries received. This list can be used for your awards and to provide information needed to complete the Advancing Entrant Spreadsheet for the Council level.

If you have literature entries that ESL students have written in their first language, find careful translators to create an interpretive translation of them.

## Judging

Set dates for judging to take place. These dates should be soon after the entry deadline to allow time to complete the online Local PTA Participation Summary and finalize the online Student Entry Forms for all advancing entries. Consent forms are optional, and are to be completed online as well.

- The visual arts and photography judging date should be soon after the deadline.
- The literature, music composition, film production and dance choreography judges may need a couple of weeks to read, listen and view each entry carefully.

**Find your judges.** You may already have a judging system in place that works well for your program, however, if you are having difficulty recruiting qualified judges, you will find a few suggestions below:

- Art, literature, dance, film, journalism, and music educators or college/university professors
- Teachers from other schools
- Librarians, public and school
- Art museum directors, docents, curators, or historians
- Professional photographers and local artisans
- Local symphony orchestra or choral directors, musicians, conductors, or composers
- Local dance conservatories, dance studios, ballets, or theaters
- Local multimedia/video production companies
- Newspaper journalists, editors, or photographers
- Local television stations
- Arts advocacy organization presidents or directors

Keep in mind that it is important that a judge should also have an understanding of students' point of view and does not solely judge the entry for its technique.

**Inviting professionals** in the arts, or influential community leaders, to participate in Reflections Program judging increases the exposure of the PTA, its work, and the wonderful benefits students derive from participating in the arts.

**Conduct a blind judging.** Fold the student entry form so that the student's name won't be revealed to the judge. If a judge knows a student participant, the judge should remove themselves from the judging process for that particular arts category to prevent a conflict of interest. Teachers from the host school serving as judges would also have a conflict of interest, so it is better to invite teachers from another school.

**Remember to recognize judges** in promotions, and thank them for their participation. Some PTAs provide each judge with a small gift or certificate of appreciation. Providing refreshments during the judging is also a great way to show appreciation.

On the day of judging, keep good records and make it a pleasant event for your judges. Have some well-trained assistants to help you keep everything organized and running smoothly.

Read the Reflections Program "Awards Levels" section of this guide, and share the information with your judges.

**Determine number of entries for each award level.** For local PTAs, twenty percent (20%) of your entries from each arts category may advance to the Council level of judging. Explain the various award levels and the number of entries needed at each award level to your judges, and allow them to choose the award levels for each entry.

## **Advancing Entries**

Prepare the advancing entries. See the “Preparing Advancing Entries” section of this guide.

Notify the families of the students whose entries are advancing to the next level.

Deliver the advancing entries and required printouts if any to the Council PTA chair by their deadline.

## **Recognition**

Host an event where you will recognize every student who entered the Reflections Program. Plan this event for a time when families will be able to attend.

Every student who created an entry is deserving of recognition. This is also time to honor the students whose work has advanced to the next level. Display as many of the entries as possible at this time. Have some of the literature entries read and play some of the music composition entries. Invite the media and members of the community.

Reflections recognition items, including ribbons and blank Reflections certificates, are available from the Texas PTA online store, or you may choose to create your own. You may also ask local businesses for a donation for a gift for a participant.

The recognition event is a good time to explain the process of how entries were judged and advanced to the next level. Many families will not realize how many levels there are and the scope of the program. Acknowledge and thank all the adults who helped make the program a success.

## **Wrap-Up**

Return entries to the students as soon as possible. Remember that the advancing entries may keep coming back to you throughout the coming year, depending on how far they advance. Make sure that the students receive these prior to the end of the school year.

Make notes of what went particularly well during the program and what you’d change next year. Make copies of these recommendations, and give them to other committee members so this knowledge won’t be lost!

# Council PTA Reflections Program Procedures

As soon as you are appointed as the chair of the Reflections Committee at your Council PTA, ask your predecessor for the procedure book that details how to run the Reflections Program in your Council PTA. If there is no procedure book or this is the first time you have participated in the Reflections Program, here are some basic step-by-step procedures for you to follow.

## Preparation

Read through the Local PTA Reflections procedures listed above. Read the Reflections Program rules and Texas PTA Reflections procedures, available on the Texas PTA website, so you will be able to answer questions from the Local PTAs.

### Suggested Deadlines:

Council PTA – no later than November 30

### Firm Deadline Dates are:

Texas PTA – January 15, 5:00 pm

If this date falls on the weekend, then the deadline will be the following Monday.

## BUILD SUPPORT AND EXCITEMENT FOR THE PROGRAM

Talk to your superintendent and principals about the Reflections Program, and explain to them what a wonderful opportunity it is for all students in your Council PTA. Establish a good relationship with your Fine Arts Director to gain support from the art, theatre and music teachers specifically. Point out to them that the Reflections Program can create positive publicity for the school district and having all schools and students think about a common theme can build a great sense of community. Ask for their support and input. Remind them that this is a PTA program, and you are not asking teachers to do more work. Also, reach out to local PTA presidents to explain the impact of the program and recruit a leader to start the Reflections Program. The Council chair also needs to communicate with local campus chairs to ensure their progress.

## BUILD YOUR COMMITTEE

Involve other people from across the Council PTA early. Break jobs down into small bits to encourage people to help you. The Reflections Chairs at the local campuses are a great place to start. Local campus chairs and other community volunteers can be an asset to enrich the program by bringing a variety of ideas, talents and skills, and they will make your job much easier and more enjoyable by ensuring that program tasks don't fall on your shoulders alone.

## DETERMINE YOUR BUDGET

Will there be any publicity costs? What do you want to give each participant to recognize their entry? (It is nice for council to award something different than the Local PTAs.) Will you serve refreshments at the recognition event at the end? Will you feed your judges a meal during judging and give them a small thank-you gift? Discuss these questions with your committee and your Council PTA's executive board.

## Collection

Determine where entries will be submitted and stored.

The local chair will submit their Advancing Entrants Spreadsheet to the Council chair. The spreadsheet should have all the information for each advancing entry. Ask each Local PTA AIE chair to send their spreadsheet electronically before the Council deadline, along with a hard copy accompanying the entries that are dropped off at the entry collection location. Contact any Local PTA that has not completed the Advancing Entrant Spreadsheet within a few days of your deadline.

**Contact the AIE/Reflections Chairs and/or PTA Presidents at all your Local PTAs.** Remind them of the deadline, that they may advance 20% of their entries in each arts category, and where to bring the submissions. Remember to provide your contact information.

**Keep the excitement level up.** Contact the Local PTA chairs periodically to send emails of encouragement and to offer support.

As the entries are turned in, check to make sure that the entry form is complete and signed. Signatures are especially important. If the parent completed the student entry form online, then an online signature will be accepted. If someone other than the parent completed the student entry form online, a physical signature must be included on the form attached to the entry.

Check to be sure that each entry fulfills all the other requirements of the Texas PTA rules (size, length, etc.) This should have been done at the Local PTA level, but it is a good idea to confirm. Local PTAs should also turn in a confirmation email for their online registration form.

## Judging

Set dates for judging to take place. These dates should be set soon after the deadline.

- The visual arts and photography judging date should be soon after the deadline, so that non-advancing entries can be returned promptly to Local Units.
- The literature, music composition, film production and dance choreography judges may need a couple of weeks to read, listen to and view carefully. Those entries can also be sent electronically to the judges or stored online to listen/watch at their convenience.

Find your judges. You may already have a judging system in place that works well for your program. However, if you are having difficulty recruiting qualified judges, here are some ideas:

- Art, literature, dance, film, journalism, and music educators or college/university professors
- Teachers from other nearby school districts
- Librarians, school and public
- Art museum directors, docents, curators, or historians
- Professional photographers and local artisans
- Local symphony orchestra or choral directors, musicians, conductors, or composers
- Local dance conservatories, dance studios, ballets, or theaters
- Local multimedia/video production companies
- Newspaper journalists, editors, or photographers
- Local television stations
- Arts advocacy organization presidents or directors



Inviting professionals in the arts, or influential community leaders, to participate in Reflections Program as judges, increases the exposure of PTA, its work, and the wonderful benefits students derive from participating in the arts.

**Remember to recognize judges** in promotions, and thank them for their participation. Some Council PTAs provide each judge with a small gift or certificate of appreciation. Providing refreshments during the judging is also a great way to show appreciation.

On the day of judging, keep good records and make it a pleasant event for your judges. Have some well-trained assistants to help you keep everything organized and running smoothly.

Read the Reflections Program “Awards Levels” section of this guide and share the information with your judges. Note the number of entries per category/ grade division allowed to advance to Texas PTA and communicate this to your judges.

This is also a good day to take pictures of visual arts and photography entries so that you may create a slideshow to show at the council level award ceremony.

## **Advancing Entries**

**Prepare the advancing entries.** See the “Preparing Advancing Entries” section of this guide.

**Deliver/Mail the advancing entries and required paperwork** to the Texas PTA office. If you plan on mailing – check the packing guidelines online.

**Notify the Local PTA chairs** of the students whose entries are advancing to the next level.

## **Recognition**

Host an event where you recognize every student whose work advanced to the Council PTA level. Plan this event for a time when families will be able to attend. Display as many of the entries as possible at this time. Have some of the literature entries read, and play some of the music composition entries. A slideshow can be a good way to include all. Invite the media and members of the community (school board members, city council, etc) to your recognition event.

The recognition event is a good time to honor the students whose work has advanced to Texas PTA. Explain the process of how entries were judged and advanced to the next level.

Reflections recognition items, including ribbons and blank Reflections certificates, are available from the Texas PTA Online Store, or you may choose to create your own.

Acknowledge and thank all the adults, including local school principals and teachers, who helped make the program a success.

## **Wrap-Up**

Return entries that did not advance as soon as possible! Entries advancing to state will be returned prior to the end of the school year. It is very important to return these to your Local PTAs as soon as you receive them.

Write down everything you did through the year. Make notes of what went particularly well and what you'd change next year. Make copies of this, and give them to committee members so this knowledge won't be lost!

# Judging Techniques for Reflections

Below are a few judging methods that are quick and fair. One method of judging can be easily used for visual arts and photography, and a different method of judging (i.e. rubric) may need to be used for literature, music composition, film production and dance choreography entries.

## Sample Visual Arts and Photography Judging Method

- Recruit judges for each arts category. Three judges for each arts category works well.
- Ideally, these judges should not know any of the students whose work they will be judging.
- Hide the personal information part of the entry form on each entry. (Either fold the entry form or tape a piece of paper over it. Do not cover the artist's statement.
- Spread out all of the entries in the judging area so that each entry is easy to view.
- Explain the judging criteria (interpretation of theme, creativity, artistic merit, and mastery of medium) to the judges. Emphasize that interpretation of theme is the most important criterion.
- Give judges Post-It flags. A different color for each judge.
- Ask the judges to put a flag on every entry that they feel best meets all the criteria. Encourage them to read the artist's statement.
- When all the judges have finished, gather up all of the entries that have three different colored flags on them. If there are more of these than you are allowed to advance, then ask the judges to narrow down their choices to the allowable numbers. These are the Awards of Excellence.
- From the group of Award of Excellence entries, ask the judges to select an entry they believe to be "the" best entry in each grade division and arts category. These entries will receive the Overall Award of Excellence and will advance to Texas PTA. Remember that the Council can only send 1 entry per Grade Division/Arts Category, and one Special Artists entry for each arts category.
- The Awards of Merit are all the entries that have only 2 flags (in addition to any entry that had three (3) flags, but will not receive an award of Excellence) to meet the number of Award of Merit that you would like to present.
- The Honorable Mentions are the entries with one flag on them (in addition to any entry that had two (2) flags, but will not receive an Award of Merit) to meet the number of Honorable Mention awards that you would like to present..
- The entries without any flags should receive the Participation recognition.

## Sample Literature Judging Method

Each judge received entries from one grade division to review. This may yield 4 to 5 judges, as they are each assigned a different grade division (including Special Artist, if applicable). Each judge selects a designated number of entries from his or her assigned grade division for presentation to the full panel of judges. After the presentation, the judges assign each final entry an award level (i.e. Award of Excellence, Award of Merit, etc.).

## Sample Music Composition, Film Production and Dance Choreography Judging Method

The entries can be stored online such as Youtube, dropbox, etc to be viewed by judges. It may take some preparation, but the judges can view the entries at their convenience. Be sure to include a scoring sheet so they can send their evaluation back to you. You may use a score card to determine award level for each entry.

From the group of Award of Excellence entries, ask the judges to select an entry they believe to be "the" best entry in each grade division and arts category. These entries will receive the Overall Award of Excellence and will advance to Texas PTA.

## TIEBREAKERS

If two entries are judged as equal in all areas, the entry that best interprets the theme receives the higher recognition.

# Reflections Program Awards Levels

Reflections is a recognition program, not a competition, and emphasis should be put on participating, not “winning.” Because of this, the Texas PTA does not endorse the practice of using 1st place, 2nd place, 3rd place, etc. We use a version of the National PTA recognition system and request all Council, and Local PTAs use it. This system does not “rank” but allows the students to submit their work and have it judged on its quality.

The Awards levels at the Local PTA level are:

- 1. Award of Excellence – These entries are excellent interpretations of the Reflections theme, exceptionally creative, and executed extremely well. These are the top 20% of the entries at your level chosen to be sent to the next judging level.
- 2. Award of Merit – These entries are very good interpretations of the Reflections theme, very creative, and executed very well.
- 3. Honorable Mention – These entries are good interpretations of the Reflections theme, are creative, and executed nicely.
- 4. Participation Award – Every student’s entries should be recognized for the student having thought about the theme and trying their best to create an entry that interprets it.

## **Council PTAs have an additional level of recognition:**

Overall Award of Excellence – These entries are the top entries in each arts category and grade division, and will be the entries that advance to Texas PTA. A maximum of 30 entries may advance to Texas PTA; one entry for each of the six arts categories in all four grade divisions. If including Special Artists, one per arts category may also advance to Texas PTA for the Special Artist Division (6). Note that the Overall Award of Excellence in the Special Artist Division is chosen from all grade divisions combined, not separately.

Texas PTA will also recognize one entry from each arts category to receive the Outstanding Interpretation Award. These entries demonstrate the most outstanding interpretation of the Reflections theme in their arts category. There will be six Outstanding Interpretation Awards presented each year.

## **National PTA Reflections Winners**

All students whose entries reach the National PTA level of judging will receive a letter of congratulations from National PTA. Recipients of the National Outstanding Interpretation Award, Awards of Excellence and Awards of Merit will be notified via email by the Texas PTA Office no later than June 1. National PTA awards and certificates are mailed after the PTA National Convention held in June or July.

# Preparing Advancing Reflections Entries

## LOCAL PTAS

- Make sure that a student Entry Form is attached to each entry.
- Use sturdy backings to prevent damage to visual arts and photography entries. The Texas PTA rules mention using poster board as a mounting option. We have found that it is too easily damaged, so please avoid it if at all possible. Matte board, foam core, and even corrugated cardboard are much better. Make sure that the entry, backing, and matte (if you use one) are firmly attached to each other.
- Read the Texas PTA requirements for entries and follow them exactly.
- Protecting the work with butcher paper taped to the back so that it will flap over the front is highly recommended. Texas PTA no longer recommends the use of shrink wrap or any other clear plastic wrap. The shiny surface makes photographing the entries very difficult.
- Never laminate entries!
- For each advancing entry, confirm that parents have completed a Student Entry Form (Local PTAs). Attach printed copies of the Student Entry Form to the physical entry. For photography and visual arts, place the student entry form in a sheet protector. Attach the page protector to the entry. Do NOT cover the opening with tape. Do NOT use zip-loc bags or glue. You can purchase page protectors at office supply or discount stores.
- Download and complete the Advancing Entrant Spreadsheet and email to the Council Chair if requested, and also print a copy to turn in with the advancing entries. The chairs at the next levels will need them to generate their registration forms.
- Complete the Local PTA Participation Summary online at Texas PTA website. The Advancing Entrant Spreadsheet can be submitted through the online Local PTA Participation Summary. It is very important to Texas and National PTA to know how many Reflections entries we have each year.
- Put all your printed copies of students entry forms together in an envelope and pack it with the entries.
- Use the Requirements Checklist available on the Texas PTA website to make sure you haven't forgotten anything.
- Keep a copy of your student entry forms and Advancing Entrant sheet!

## COUNCIL PTAS

- Ensure that Local PTAs have followed all procedures above to prepare and advance their entries to Council PTA. If not, correct to meet the Texas PTA requirement.
- Two copies of each student entry form are made and packed with the packet. Make sure to complete Council PTA/Regional Results Summary on the Texas PTA website.



## **SECURE ENTRIES FOR TRAVEL**

- Stack entries no taller than one foot in height, arranged by size and arts area.
- Wrap the stack in butcher paper like a gift.
- Arrange the individual packages in an appropriate-sized box so that there is not room for the packages to shift.
- Fill open spaces with crumpled butcher paper to eliminate any unfilled space.
- Do not use packing peanuts!
- Prepare Your Box
  - Include your Local or Council PTA name or number on the outside of the box.
  - If shipping, use a carrier that has a tracking system in place (i.e., UPS, FedEx).
  - Ship in ample time for the artwork to arrive to the next level of judging by the published deadline.

### **Council PTAs ship or deliver to:**

Texas PTA Attn: Programs  
408 W. 11th St. Austin, TX 78701  
It must arrive by 5:00 pm, January 15!

### **A Note to the Reflections Chairs:**

These procedures may seem unnecessarily complicated and they may not make sense why things must be done a particular way. Every recommendation is based on experience and lessons learned. In the end, these procedures will help you and your students have a positive experience with the Reflections Program. If you have discovered a method or procedure that has worked particularly well, please share it with the Texas PTA Programs staff.

# Reflections FAQ

## PARTICIPATION

**Who is eligible to participate?** In Texas, participation in the Reflections Program is open to all students who attend a school with a PTA/PTSA that is in good standing (dues paid by October 31) and Homeschool, Virtual School, and Non-PTA School students by joining Lone Star Statewide PTA (join no later than 9/30).

**Must the entries be created at school?** Students may create their entries at school or home, as they wish.

**Is there a limit to how many entries a student may submit?** National and Texas PTA do not limit how many entries a student may submit. A student may enter more than one entry to more than one category.

**Under what division should developmentally challenged students participate?** In 2012, National PTA and Texas PTA added a Special Artist Division. The Special Artist Division is open to students whose physical, cognitive or mental health challenges meet the guidelines set forth in the American Disabilities Act. Participation in this division is optional and decided upon by the parents. See Special Artist Division Rules on the Texas PTA website for more details.

**May developmentally or physically challenged students receive help from a parent or teacher?**

Qualifying students entering the Special Artist Division create their own artwork, but may receive non-artistic accommodation and assistance from an adult. These students, along with Early Childhood, Kindergarten, and 1st grade students, may dictate to another person who may type or write down the original work.

## USE OF COPYRIGHTED MATERIAL

**May students use copyrighted material as a source for their artwork?** Use of copyrighted material is not acceptable in any submission, with the following exceptions: photographs, visual artworks, and 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.

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. A collage should be judged for its whole, not by its parts, and whether the resulting work stands as a creative, original work of art on its own.

Dance choreography and film production entries may use copyrighted music. The title, composer, and performer of any music used must be credited and documented on the Student Entry Form.

## DANCE CHOREOGRAPHY

**Does the choreographer (the student submitting the entry) have to be one of the performers?** The choreography must be the work of one student and must demonstrate both creativity and interpretation of the theme. There may be up to three dancers. The choreographer need not be one of the dancers.

**Can a martial arts, gymnastics, ice skating, or synchronized swimming performance be submitted as a dance choreography entry?** A dance choreography entry may employ any number of diverse forms of dance and/or inspiration from many areas, including sports. However, the primary choreography must utilize some of the core principles of dance. The entry submitted should not be a recording of a demonstration or routine used in a meet or competition for any sport.

**How is traditional dance judged for originality and/or creativity?** 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.

## **FILM PRODUCTION**

**Does the student submitting the entry have to appear in the film?** The student must be the director, screenwriter, and cameraperson. He or she does not have to appear in the film.

## **LITERATURE**

**Must ESL students enter in English?** Students for whom English is not a first language may submit an entry in their native language. This entry must be accompanied by an interpretive translation. Translators should make every effort to retain the same level of language and accuracy as that of the student's original entry.

**May a student use unacceptable language in an entry?** The Reflections Program makes no restriction on content or subject in the literature category. Students who are submitting entries created in a school setting should be mindful of school and/or Local or Texas PTA standards for writing. Judges should be reminded that entries are to be reviewed solely for creativity, artistic merit, and interpretation of the theme.

## **MUSICAL COMPOSITION:**

**May students use notation software for creating musical composition scores?** A student may use notation software. Imported MIDI files or files from other sources are not acceptable.

## **PHOTOGRAPHY & VISUAL ARTS**

**May students submit computer-manipulated photos?** National PTA accepts electronic manipulation of photographs as well as traditional photographic montages.

## **STUDENT INFORMATION PROTECTION**

**How does a PTA protect student information on artwork?** When artwork is on display, label the back of the piece only with the student's name, school, and town. Do not attach the Student Entry Form to the back of the artwork in a display setting. No one outside of PTA should have access to student information. Develop a system to easily match and reattach Student Entry Forms to artwork for returning to the artist or sending on to the next judging level.

## **Still have questions?**

Texas PTA and National PTA will host calls for Reflections to help you. For Texas PTA webinars, go to [www.txpta.org/reflections](http://www.txpta.org/reflections) for schedule.

# Texas AIE Resources

## CEDFA

Center for Educator Development in Fine Arts  
9233 Partridge Circle  
Austin, TX 78758  
512-491-8087  
[www.cedfa.org](http://www.cedfa.org)

## North Texas Institute for Educators on the Visual Arts University of North Texas

NTIEVA  
P.O. Box 305100  
Denton, TX 76203-5100  
940-565-2855  
[ntieva@unt.edu](mailto:ntieva@unt.edu) [www.art.unt.edu/ntieva](http://www.art.unt.edu/ntieva)

## Texas Commission on the Arts

P.O. Box 13406  
Austin, TX 78711-3406  
512-463-5535  
[www.arts.state.tx.us](http://www.arts.state.tx.us)

## Texas Coalition for Quality Arts Education

1120 Texas Ave. #5B Houston, TX 77002  
713-572-2870  
<http://www.txarts.net/tcqaie/accord.htm>

## Humanities Texas

(formerly Texas Council PTA for the Humanities)  
3809-A South 2nd St.  
Austin, TX 78704-7058  
512-440-1991  
[www.public-humanities.org](http://www.public-humanities.org)

## Southwest Alternate Media Project

1519 W. Main  
Houston, TX 77006  
713-522-8592  
[www.swamp.org](http://www.swamp.org)

## Texas Association of Museums

3939 Bee Caves Rd. Building A, Suite 1B Austin, TX  
78746  
512-328-6812  
[www.texasmuseums.org](http://www.texasmuseums.org)

## Institute of Texas Cultures

801 S. Bowie St.  
San Antonio, TX 78205-3296  
210-458-2300  
[www.texancultures.utsa.edu](http://www.texancultures.utsa.edu)

## Texas Art Education Association

14070 Proton, Suite 100 LBJ9  
Dallas, TX 75244  
972-233-9107, ext. 212  
[www.taea.org](http://www.taea.org)

## Texas Music Educators Association

P.O. Box 140465  
Austin, TX 78714-0465  
888-318-TMEA  
[www.tmea.org](http://www.tmea.org)

## Texas Dance Educators Association

9521 Westheimer #376  
Houston, TX 77063  
936-760-6695 (fax)  
[www.tdea.org](http://www.tdea.org)

## Texas Educational Theatre Association, Inc.

P.O. Box 15990, Northeast Station  
Austin, TX 78761-5990  
[www.tetatx.com](http://www.tetatx.com)



# National AIE Resources

Arts Education Partnership  
One Massachusetts Ave., NW, Suite 700  
Washington, DC 20001-1431  
202-326-8693  
[www.aep-arts.org](http://www.aep-arts.org)

National Endowment for the Arts  
1100 Pennsylvania Ave., NW Washington, DC 20506  
202-682-5400  
[www.arts.endow.gov](http://www.arts.endow.gov)

The Getty Center – Arts Education  
1200 Getty Center Dr.  
Los Angeles, CA 90049-1679  
310-440-7300  
[www.getty.edu/education](http://www.getty.edu/education)

National Art Education Association  
1916 Association Dr.  
Reston, VA 20191-1590  
703-860-8000  
[www.naea-reston.org](http://www.naea-reston.org)

The Art and Creative Materials Institute (ACMI) P.O.  
Box 479  
Hanson, MA 02341-0479  
781-293-4100  
[www.acminet.org](http://www.acminet.org)

John F. Kennedy Center Alliance for Arts Education  
ArtsEdge National Arts and Education Network  
2700 F Street, NW Washington, DC 20566  
[www.kennedy-center.org/education/national.html](http://www.kennedy-center.org/education/national.html)

Americans for the Arts – Washington Office  
1000 Vermont Ave. MW, 6th floor  
Washington, DC 20005  
202-371-2830  
[www.artsusa.org](http://www.artsusa.org)

Mid-America Arts Alliance  
912 Baltimore, Suite 700  
Kansas City, MO 64105  
816-421-1388  
[www.maaa.org](http://www.maaa.org)

National Gallery of Art – Division of Education  
Department of Education Resources  
2000B South Club Dr. Landover, MD 20785  
[www.nga.gov/education/index.shtm](http://www.nga.gov/education/index.shtm)

## COMMUNICATIONS

**[communications@txpta.org](mailto:communications@txpta.org)**

The Communications team manages and produces all Texas PTA communications, including *The Voice* (our quarterly newsletter), specialized newsletters (advocacy, healthy lifestyles, arts in education, environmental awareness, membership and field service), social media outlets and the Texas PTA website.

In addition to serving as Texas PTA's contact for all media inquiries, the Communications team also supports Texas PTA's training efforts by maintaining resource guides, quick-start guides, and other educational materials available through the online store.

## FINANCE

**[finance@txpta.org](mailto:finance@txpta.org)**

Texas PTA understands the responsibility of managing your member dollars, and the Finance team is charged with monitoring Texas PTA resources in accordance with the annual budget, as adopted by the board of directors.

Members of the Finance team are also available to support PTA leaders in their compliance with state and federal financial requirements, such as filing the annual 990 with the IRS, as well as sales tax filings with the State Comptroller.

## MEMBER SERVICES

**[memberservices@txpta.org](mailto:memberservices@txpta.org)**

The Member Services team gives direct support to PTA leaders and members. They provide assistance with member recruitment strategies, bylaws and standing rules, organizing PTAs and general questions on leading and managing a PTA.

The Member Services team is responsible for the development of recruiting resources that may be adapted for all levels of PTA – early childhood, elementary and secondary. Staff processes officer information, membership rosters and dues, and requests for copies of bylaws and standing rules. Staff also coordinates membership awards and the distribution of membership cards to Local PTAs.

## PROGRAMS

**[programs@txpta.org](mailto:programs@txpta.org)**

The Programs team is focused on connecting PTA members and leaders with the information they need to be successful, as well as developing programs. Whether your PTA is registering for LAUNCH, or requesting a Ready. Set. Achieve! parent education or faculty in-service program, the Programs team is available to assist you.

The Programs team is also your contact for student programs, such as Reflections, Camp Just Imagine and Texas PTA's scholarship program.

# What is a Procedure Book?

A Procedure book is an annual record of the plans and activities of a given PTA position; a method to help you stay organized and focused; and is vital to the effectiveness of an on-going officer or chair.

## How to Compile a Procedure Book

- Ask yourself, “If I knew nothing about the job, could I do it with this procedure book?”
- Depending on your position, you may need hard copy materials at your fingertips (President, Secretary, Treasurer, Parliamentarian, Membership). If so, using a loose-leaf folder or binder with tabbed dividers is recommended.
- If your position does not require hard copy materials available at meetings, you can organize your procedure book with digital files and folders and store it on a USB drive.
- Note: Be sure to turn over the procedure book and all digital records to the new chair/officer at the completion of your term (see bylaws, board member duties).

## Suggested Table of Contents

### BYLAWS/STANDING RULES

- A current date stamped copy of the PTA bylaws and Standing Rules (request a copy of these items on the Texas PTA website annually)

### ROSTERS:

- Dated Roster: contact information for your PTA board including committee members and relevant staff
- Contact information of Council and Texas PTA officers or chairs with comparable responsibilities
- Resource people, related agencies and organizations in the community

### ITEMS RELATED TO YOUR POSITION (as applicable)

- Description and responsibilities of your job (found in the bylaws, Standing Rules, previous year’s Procedure Book)
- Current Texas PTA Resource Guide(s) relevant to your position
- Copy of your approved Plan of Work
- All Reports given by you or your committee at meetings
- Financial records related to your position including expense reports with copies of your receipts, a copy of Itemized Receipt Forms (counting sheets) that you signed.
- Copy of promotional material, newsletter articles, planning sheets, evaluations, etc
- Award forms submitted by you or your committee to Council, Texas or National PTA
- Annual report- summary of your accomplishments during the year including recommendations for the following term

### PTA MEETINGS

- Agendas and approved minutes from each meeting
- Financial Information
  - Approved/Amended Budget
  - Treasurer’s Report
  - Blank voucher forms for reimbursement of expenses
  - Tax exempt forms
- Handouts and updates received from Texas PTA, Council and Local PTAs
- Record of volunteer hours at home and school to be reported to the volunteer coordinator (if applicable)

# Resources

Texas PTA is committed to providing our volunteer leaders across the state with the knowledge and skills they need to be successful in their role within PTA. Access to quality educational resources is a key component in supporting this success, as well as continuing to build strong Local and Council PTAs.

## TRAINING

**FOUNDATIONS** courses provide a broad overview of “what” PTA is, and share important information that every PTA leader should know. All incoming board members are required, per the bylaws, to complete the *FOUNDATIONS: Leader Orientation* course prior to October 15th following their election or appointment.

*FOUNDATIONS: Leader Orientation* has two components that must be completed. There is \$10 course fee payable with the first component and this fee is reimbursable by your PTA.

*Welcome to PTA* is a high-level orientation to PTA that can only be taken online via the Texas PTA website at [txpta.org/training](http://txpta.org/training).

*Serving on a Local Board* is the nuts and bolts of leading your PTA. This portion of the course is taken in person and provided by Council PTAs and Field Service Representatives.

**BASICS** contain detailed information to support volunteer leaders in their specific board position. Every board member is strongly encouraged to attend a BASICS course for their own position, as well as any other related positions.

BASICS include a workshop and companion Resource Guide, along with other supporting resources. The workshops may be available via webinar, at Texas PTA events such as LAUNCH, or locally through your Council PTA or Field Service Representative training opportunities. PTA Leaders can access the Resource Guides via the Texas PTA website or online store.

**SPOTLIGHTS** offer a short, in-depth review of some of the specific yet important topics and recurring PTA functions such as Bylaws and Standing Rules, Financial Reconciliations, Conducting a Meeting, and Nominations and Elections.

Training may be available via webinar, at Texas PTA events such as LAUNCH, or locally through your Council PTA or Field Service Representative training opportunities.

## NEWSLETTERS AND ALERTS

PTA Leaders can stay up-to-date by visiting the Texas PTA website to subscribe to content-specific e-newsletters or *The Voice*, Texas PTA’s e-magazine.

These timely and relevant communications allow PTA Leaders to stay current with important issues and programs, such as:

- Helpful hints to make PTA leadership effective and rewarding
- Sharing PTA successes in engaging members of their community
- Status of legislative priorities and public policy initiatives
- Programming updates on healthy lifestyles, arts in education, and Schools of Excellence
- Availability of Ready. Set. Achieve! parent education programs
- Recognition opportunities through honors, awards and scholarships

# Contacts

## NATIONAL PTA

1250 N. Pitt Street  
Alexandria, Virginia 22314  
Phone: 1-800-307-4PTA  
Fax: (703) 836-0942  
Email: [info@pta.org](mailto:info@pta.org)  
Website: [www.pta.org](http://www.pta.org)

## TEXAS PTA

408 West 11th Street  
Austin, TX 78701  
Phone: 1-800-TALK-PTA  
Fax: (512) 852-6738  
Email: [txpta@txpta.org](mailto:txpta@txpta.org)  
Website: [www.txpta.org](http://www.txpta.org)

## TEXAS PTA OFFICERS

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[president@txpta.org](mailto:president@txpta.org)

**Sheri Doss, President-Elect**  
[presidentelect@txpta.org](mailto:presidentelect@txpta.org)

**LaDorshe Damron, Secretary**  
[secretary@txpta.org](mailto:secretary@txpta.org)

**Lisa Johns, Treasurer**  
[treasurer@txpta.org](mailto:treasurer@txpta.org)

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[vpfs@txpta.org](mailto:vpfs@txpta.org)

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Vice President Leadership**  
[vpl@txpta.org](mailto:vpl@txpta.org)

**Larriann Curtis,  
Vice President Membership**  
[vpm@txpta.org](mailto:vpm@txpta.org)

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