Leaders Checklist

Step 1. Getting Started

☐ Enroll in the national program at PTA.org/Reflections.
☐ Visit your state’s Reflections website to confirm student eligibility and gather important deadlines and materials.
☐ Determine which arts categories and grade divisions your PTA will offer. New program leaders may consider getting started with one or more arts category and division.
☐ Plan and budget for your awards, prizes and recognition activities.
☐ Recruit a committee to help you promote participation, coordinate judging and host events.
☐ Recruit experienced artists to review student works.
☐ Share your program plans with your PTA and school leaders.

Step 2. Promote Your Program

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

Step 3. Review Submissions

☐ Collect and organize submissions by category and division.
☐ Qualify entries according to each arts category rules.
☐ Share judging materials and submissions with your volunteer judges.
☐ Collect scores from judges and rank submissions.
☐ Gather awards and prizes and prepare works for exhibition.

Step 4. Celebrate Participants

☐ Announce awardees to the whole school community.
☐ Host a Reflections Celebration Event to showcase student work and distribute certificates/awards.
☐ Offer state and national opportunities for student recognition by sending your finalists to the next judging round.

Step 5. Wrap Up

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