



Reflections Checklist

Step 1. Getting Started

- Enroll in the national program at [PTA.org/Reflections](https://pta.org/Reflections). Go to pta.org, hit Reflections link.
- Visit mnpta.org for deadlines and updates and to find rules, entry forms, and flyers.
- Determine which arts categories and grade divisions your PTA will offer. New program leaders may consider getting started with just one or two arts categories.
- Plan and budget for your awards and recognition events.
- Recruit a committee to help you promote participation, coordinate judging, and host events.
- Share your program plans with your PTA and school leaders.

Step 2. Promote Your Program

- Promote your school's entry deadline and instructions on how to enter. Some schools use one month for their program, others use several months, and include the holiday break. It is up to each local school to implement their own program. Just remember, the top award winners advance to state competition and are due to MNPTA state office by February 5, 2021.
- Distribute program rules and entry forms to students and teachers.
- Use social media to share Reflections. Post flyers on school bulletin boards and in newsletters.

Step 3. Review Submissions

- Collect and organize submissions by arts category and age division (PreK-2, 3-5, 6-8, 9-12).
- Qualify entries according to each arts category rules.
- Share judging suggestions and materials and deliver your student entries to your volunteer judges. (See mnpta.org for judging criteria and parameters. Use the three criteria, but you are flexible in the judging point process and please do what works for your PTA.)
- Gather awards and prizes and prepare works for exhibition.
- SEND FIRST PLACE WINNERS TO STATE OFFICE BY FEBRUARY 5, 2021. Ties welcome.

Step 4. Celebrate ALL Participants

- Announce awardees to the whole school community.
- Host a local Reflections Celebration Event to showcase ALL student work and distribute certificates/awards.

Step 5. Wrap Up

- Return non-advancing submissions to students.
- Recognize volunteers, community partners, and judges.
- Evaluate your program to consider future improvements.
- Wait patiently for STATE level results! (usually announced the first week of March)