

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 their PTA webpage to inform your program planning. If the website isn't updated, contact your state PTA directly.
- 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 [PTA.org/Reflections](https://pta.org/Reflections) and let National PTA know you are participating.

Step 2: Planning. 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 from the state PTA.
 - Guiding decisions:** Choose categories and divisions to offer and discuss advancing entries.
 - 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.
- 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.
- Recruit volunteers:** Seek volunteers to help with promotion, judging and events.

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

- Advance finalists:** Follow state PTA guidelines for further recognition.
- Prepare for celebrations:** Gather awards and announce winners.
- 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.