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1. Register Your PTA for Reflections
   - Register with National PTA at www.pta.org/reflections. All schools, councils, and regions must register by November 1, 2019.
   - Click on “Register with National PTA.”
   - You will need your school name, address, 8-digit PTA ID number, contact person, email and phone number. For the contact person and phone number, please put the Reflections Specialist’s information and not the school’s.

2. Organize and Plan
   - Many hands make light work. Recruit others to be on your Reflections Committee. Back to school night is a great time to put out a sign up sheet.
   - Join the Utah PTA Reflections Facebook group. This valuable resource will connect you with Reflections specialists from all levels of the program.
   - Find judges. Remember judges should not be from your school and should have some knowledge of the category they will be judging. See judging section below for details.
   - Dates to remember. When are entries due to local schools? When are entries due to Council? When are entries due to Region? At the local level, you get to choose your own deadline. Find out now when the deadline is for the next level and set yours about a month before that date. This will give you ample time for checking entries, judging, scoring, recognition, and preparing the entries and the Advancing Winning Artwork Forms and Reflections Participation Form to advance to the next level. You will find these forms on pages 32-38.
   - Entries are due to state on January 21, 2020.
   - Make sure your PTA/PTSA is in good standing with the state. Bylaws and membership must be current.

3. Promote Your Program
   - Reflections has 7 categories: Dance Choreography, Film Production, Literature, Music, Photography, Visual Arts (2D Art), and 3D Art. You may choose to offer some or all of these categories. Students may enter in one or more categories, but may only submit one entry per arts category.
   - Make the Student Entry Forms and rules available online or have printed copies in a designated space. Necessary forms include the Official Rules, Student Entry Form, Consent Form, and Overview of Arts Categories page. Use the forms in this handbook or download them from www.utahpta.org/reflections. If printing them, put your local PTA information at the top of the Student Entry Form before making copies.
   - Forms must be completed, including ink signatures, PTA information, and email.
Each entry must have a Student Entry Form and Consent Form, if needed. The Consent Form may be printed on the back of the Student Entry Form for distribution if desired.

Each entry must have a title and an artist statement.

Students entering in the grade divisions enter in the grade division that corresponds with the grade in which they are currently enrolled.

Grade Divisions include Primary: Preschool- Grade 2, Intermediate: Grades 3-5, Middle School: Grades 6-8, and High School: Grades 9-12.

Students who identify as having a disability and may receive services under IDEA or ADA: Section 504 may enter in the Special Artist Division or grade division most closely aligned to their functional abilities. See Special Artist section on page 27 of this handbook for further details.

**Program Promotion Tips:**

- Introduce Reflections at an assembly or in the classrooms.
- Put a flyer about Reflections in the back to school packet. Send program fliers home to parents and post your call for entries on school and/or PTA websites and social media.
- Create a Reflections bulletin board and put up posters. Visit www.utahpta.org/reflections for a downloadable poster.
- Ask student leaders and/or administration to announce Reflections over the morning announcements.
- Invite teachers, especially Art, Music, and English teachers, to encourage participation.
- Offer a participation incentive. Studies show that extra recess is a more desirable incentive than a sugary treat. Consider holding a “Reflections Recess” for all participants.
- Each piece of artwork must be the work of only one student. Multiple people may perform a dance, star in a film, be in a photo, or play instruments for a music composition, but the creator of the artwork must be one student.
- Frequently remind students of the entry deadline.
- Both the artist statement and title are required. Judges use these to determine the Interpretation of Theme score, which is worth half of the total score. Interpretation of theme is also determined by the actual piece of art.

4. **Collect Entries**

- Make a place at the school for entries to be dropped off. Have it available before the deadline. Decide ahead of time how you will handle late entries.
- Be at the school for the drop off. Do not expect the school to collect the entries.
- Organize artwork by category and grade division. Enter the information into a spreadsheet and check to ensure each Student Entry Form is complete. Visit www.utahpta.org/reflections for a downloadable spreadsheet.

5. **Review Entries**

- If any entries are missing information, contact the student or parent to get what’s needed prior to judging. Use the Entry Checklist sheet found on page 29 of this handbook.
- Before judging, check entries to ensure all Reflections rules have been followed. Look for plagiarism and copyright issues. See pages 11-12 of this handbook.

General Student Participation Rules: Students must participate in the National PTA Reflections program through a local PTA/PTSA in good standing, as determined by Utah PTA. It is your school’s PTA Reflections
committee’s responsibility to confirm that your PTA is in good standing and to determine each student’s eligibility. If you are unsure whether your PTA is in good standing, talk with your PTA president or region director. The following additional guideline applies to students’ entries:

Reflections is a program offered to students who are enrolled in a PTA school. For secondary schools (middle, junior, and high schools), the students must be enrolled in a class that offers credit in order to qualify to participate in Reflections. For elementary schools, the students must be enrolled for one class offered during school hours to qualify to participate.

**Visual Arts Entries - 2D or 3D?**

At the National level, 2D and 3D are combined as Visual Arts. 2D and 3D art are judged separately in the state of Utah. After state judging is complete, the 2D and 3D awards of Excellence are judged against each other to determine which will advance to national Reflections. In Utah, we loosely interpret 2D art as a picture that you would hang on the wall. There is some flexibility here. You may choose at your school to apply a stricter definition, but, if you do, tell the students BEFORE they create their artwork. If it is possible to leave artwork in the category it was submitted under, that is the best course of action.

6. **Awards**

- Rank you entries by division, category, and points as scored by your judges. Assign awards based on rankings.
- Make sure that every PARTICIPATING age division is represented in the entries you forward on to the next level of judging. See page 18 for a graphic showing how many Awards of Excellence to award and advance.
- Award of Excellence is the top award and moves on to the next level. Only award the amount you are allowed to send on.
- Award of Merit is like 2nd place. They do not move on.
- If you want to give more awards, you may give out Honorable Mentions, Principal’s Choice, Students’ Choice, etc.
- Entries may not be substituted between categories. You cannot send on an extra Award of Excellence in any category to make up for a lack of entries in another category. Example: You cannot send an extra Award of Excellence for Literature due to having insufficient entries in Dance Choreography.
- Hold an awards night or assembly, preferably BEFORE entries move on to the next level. Visit [www.utahpta.org/reflections](http://www.utahpta.org/reflections) for ideas on event planning.
- Display winning entries if time allows. You can also invite students to perform at the award ceremony.
- Announce winners to the whole school community in an assembly, newsletter, or morning announcements.

7. **Advancing Entries to the Next Level**

- Highly Recommended: shrink-wrap or cover visual art.
- Local level - take and print color photos of advancing 3D artwork if needed.
- Make sure Student Entry Forms are filled out completely. See Entry Checklist on page 29 of this handbook.
- Complete Advancing Winning Artwork and PTA Participation Forms found on pages 32-38 of this handbook or use the fillable pdfs online at [www.utahpta.org/reflections](http://www.utahpta.org/reflections).
■ Keep track of your entries in each division and category. You will need to report these numbers on the Submission Form.
■ Return non-advancing entries as soon as possible.
■ State PTA Policies: Entries that receive state awards will be displayed at the annual Utah PTA Leadership Convention held in May as well as other locations throughout the summer. Entries may take up to a year to be returned.
■ National PTA Policies: Entries that receive national awards will be featured in the online National PTA Reflections Program Gallery at www.pta.org/reflections. Select entries will be featured in a traveling art gallery. National PTA will make every effort to return artwork within two years.

3D Art Category Guidelines for Local Reflections Chairs

■ Actual 3D art entry is judged ONLY at the local level. Original work is returned to the student after judging. Do NOT send the original 3D artwork on to the next level.
■ At the local level, you may choose to accept 3D entries without photographs. If so, you will be responsible for taking and printing photos for all advancing 3D entries.
■ Once Award of Excellence winners are chosen, follow these steps for submissions:
  ▪ Take and print 3-6 color photos of the artwork from various angles. Use a ruler to help the judges understand size and scale.
  ▪ Place photos inside of the manila envelope.

8. Share Success
After your program concludes, share your success with your PTA board and school administrator.

Share pictures and ideas on our Utah Reflections Facebook group and/or email reflections@utahpta.org. Make sure to adhere to your school’s and district’s privacy policies relating to the publishing of student names/faces.

We invite all constructive feedback.

Special Instructions for Councils Before Advancing to Region

■ DO NOT disqualify a school for expired bylaws, insurance or unpaid membership dues. Instead, contact your Region Reflections Specialist.
■ Double check that each Student Entry Form is complete. See Entry Checklist on page 29.
■ Complete Council PTA Participation Form and Advancing Winning Artwork Form.

Special Instructions for Regions Before Advancing to State

■ Verify that all entries are current on bylaws, insurance and memberships. BEFORE disqualifying anyone, please contact Rebekah Pitts, the State Reflections Board Specialist: reflections@utahpta.org.
■ Verify that Student Entry Forms are 100% complete.
■ If you need to hand in entries earlier than January 21, 2020, please schedule a time and date with Rebekah Pitts: reflections@utahpta.org.
■ Instructions for submission of entries will be emailed to each region.