# Table of Contents

**Look Within Flier** .................................................. 4  
**Leader’s Checklist** .................................................. 5  
**Leader’s Guide** ..................................................... 6  
1. Register Your PTA for Reflections .................................. 6  
2. Organize and Plan ................................................... 6  
3. Promote Your Program .............................................. 6  
   Program Promotion Tips: ........................................... 7  
4. Collect Entries ..................................................... 7  
5. Review Entries ..................................................... 8  
   Visual Arts Entries - 2D or 3D? ................................... 8  
6. Awards. .............................................................. 8  
7. Advancing Entries to the Next Level .............................. 9  
   3D Art Category Guidelines for Local Reflections Chairs ........ 9  
8. Share Success ....................................................... 9  
   Special Instructions for Councils Before Advancing to Region .... 10  
   Special Instructions for Regions Before Advancing to State ...... 10  
Copyright, Plagiarism, and Ineligibility Issues .......................... 11  
Preventing Violations .................................................. 11  
Tips for Students ..................................................... 11  
Identify Violations .................................................... 12  
Tips for PTA Leaders .................................................. 12  
Addressing Student Ineligibility ..................................... 13  
**Judging** ............................................................. 14  
Selecting Judges ..................................................... 14  
Before the judging session ............................................ 14  
   Prepare your entries ............................................. 14  
   Make a packet for each judge that includes: ....................... 14  
   What does a judging session look like? ............................ 15  
After Judging .......................................................... 15  
Welcome Reflections Judge! .......................................... 16  
**Judging Score Card** .................................................. 17  
**Awards to Give (by Grade/Category)** ............................... 18
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview of Arts Categories</td>
<td>19</td>
</tr>
<tr>
<td>Rules Pages</td>
<td>20</td>
</tr>
<tr>
<td>Official Rules</td>
<td>20</td>
</tr>
<tr>
<td>Dance Choreography</td>
<td>21</td>
</tr>
<tr>
<td>Film Production</td>
<td>22</td>
</tr>
<tr>
<td>Literature</td>
<td>23</td>
</tr>
<tr>
<td>Music Composition</td>
<td>24</td>
</tr>
<tr>
<td>Photography</td>
<td>25</td>
</tr>
<tr>
<td>Visual Arts (2-D &amp; 3-D)</td>
<td>26</td>
</tr>
<tr>
<td>Special Artist</td>
<td>27</td>
</tr>
<tr>
<td>Student Entry Form</td>
<td>28</td>
</tr>
<tr>
<td>Checklist</td>
<td>29</td>
</tr>
<tr>
<td>Consent Form</td>
<td>30</td>
</tr>
<tr>
<td>Guidelines</td>
<td>30</td>
</tr>
<tr>
<td>Consent form</td>
<td>31</td>
</tr>
<tr>
<td>Advancing Winning Artwork Forms</td>
<td>32</td>
</tr>
<tr>
<td>Participation Form</td>
<td>36</td>
</tr>
<tr>
<td>Local</td>
<td>36</td>
</tr>
<tr>
<td>Council</td>
<td>37</td>
</tr>
<tr>
<td>Region</td>
<td>38</td>
</tr>
<tr>
<td>Reflections Theme Search</td>
<td>39</td>
</tr>
<tr>
<td>Information</td>
<td>39</td>
</tr>
<tr>
<td>Form</td>
<td>40</td>
</tr>
<tr>
<td>Past Reflections Themes</td>
<td>41</td>
</tr>
<tr>
<td>Utah PTA Insurance Requirements</td>
<td>42</td>
</tr>
</tbody>
</table>
Call for Entries!
2019 – 2020
Visit PTA.org/Reflections to learn more and get involved.
Deadline for Entries: ____________
For Details: ________________
Visit PTA.org/Reflections to learn more and get involved.
Leader’s Checklist

Step 1. Getting Started
- Local schools, councils, and regions should register in the national program at www.pta.org/reflections by November 1, 2019.
- Visit www.utahpta.org/reflections to access downloadable forms, information, tips, training and education videos, etc.
- Join the Utah PTA Reflections Facebook group to network with other Reflections leaders.
- Determine which arts categories and grade divisions your PTA will offer.
- Plan and budget for your awards.
- 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
- Distribute program rules and Student Entry Forms to students, teachers, and parents.
- Promote your submission deadline and instructions on how to enter. Consider offering a participation incentive.

Step 3. Judge Entries
- Collect and organize submissions by arts category and grade division.
- Assess entries to determine whether they are eligible to participate based on the general and category rules.
- Share judging materials and entries with your volunteer judges.
- Collect scores from judges and rank entries.
- Obtain awards and prepare entries for exhibition.

Step 4. Celebrate Participants
- Announce award recipients to the entire school community.
- Host a Reflections celebration event to showcase student work and distribute certificates/awards.

Step 5. Advance Award of Excellence Entries
- Package all Award of Excellence winning entries according to the guidelines in the arts category rules page.
  - A short video explaining the process is at utahpta.org/reflections.
- Complete the “Advancing Winning Artwork Forms” found on pages 31-34 of this Handbook.
- Complete the “Local to Council or Region Reflections Submission Form” found on page 35 of this Handbook.
- Deliver all entries, properly packaged, along with the required paperwork to your council or region Reflections Specialist by the deadline he or she provides.

Step 6. Wrap Up
- Return non-advancing entries to students.
- Recognize volunteers.
- Evaluate your program to consider future improvements.
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.
Leader’s Guide

- 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.
Leader’s Guide

- Hold an awards night or assembly, preferably BEFORE entries move on to the next level. Visit 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.
- 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.
Copyright, Plagiarism, and Ineligibility Issues

DISCLAIMER: This section is not legal advice and is intended for general information purposes only. Legal advice depends on the specific facts and circumstances that are brought to the attention of qualified legal counsel. Anyone seeking specific legal assistance or advice should contact an attorney.

What is plagiarism?
Plagiarism is the practice of taking someone else’s work or ideas and passing them off as one’s own.

What is copyright infringement?
Copyright infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner.

What is the difference between plagiarism and copyright infringement?
Plagiarism is claiming credit for a work you did not author, or using someone else’s work without proper credit. Copyright infringement is using someone else’s work without first getting their permission.

Preventing Violations
PTA Reflections participants are responsible for educating themselves on plagiarism and copyright issues. The entrant and PTA can still be held liable for copyright violations even if they didn’t think they were violating another person’s rights. Copying a protected image without permission is not always intentional, but it is unlawful.

Tips for Students
Be cautious. If you question whether a submission violates the copyrights of another, fall on the side of caution and do not submit that work.

Cite all sources, even from the Public Domain, whether it’s protected by copyright or not. Uncited works are considered plagiarized. This includes works found in the Public Domain even if the copyrights have expired. The student’s work could be a copyright violation if copied from a copyrightable photograph or reproduction of the original.

Be original. Even if the submission was cited correctly and Fair Use applies, PTA Reflections judges would view the work unfavorably if it is not original.
Leader’s Guide

Identify Violations

Before participating in the Reflections program, each student and his or her parent/guardian signs the Student Entry Form, accepting and agreeing to the National PTA Reflections Official Rules for participation. If the PTA has reason to believe or evidence that a submission violates the participation terms, the student submission will be disqualified. In this event, the PTA may refuse or revoke the award and related prizes of an award, and take such other measures, including the recall or removal of the awarded work, as the PTA deems appropriate. Bear in mind that this policy is in the interest of both the student and the PTA, since the display or distribution of an infringing submission could result in financial liability for both the student and the PTA.

Use of copyrighted material is prohibited in the Literature, Music Composition, Photography, and Visual Arts categories. This includes The use of copyrighted cartoon characters, copyrighted material from the Internet, advertisements or advertising ideas, musical themes from existing copyrighted compositions, copyrighted recorded music, and copyrighted photographs or stock images. Use of copyrighted music in Dance Choreography and Film Production entries is acceptable when the title, composer, and performer of any music in the submission are cited on the Student Entry Form.

Film Production, Photography, and Visual Arts entries may include public places, well-known products, trademarks, or other copyrighted material if that copyrighted material is incidental to the subject matter of the piece and/or is a smaller element of the whole. Visual Arts collages may include portions of existing copyrighted works, such as portions of photos, magazine clippings, Internet images, and type cut out of a newspaper if those pieces of copyrighted works are used to create a completely new and different work of art. A collage should be judged for its whole - not its parts - and its creativity as an original work of art. Misuse of the above materials constitutes plagiarism.

Tips for PTA Leaders

Utilize your Reflections Committee to review artwork prior to judging. Use online resources and search databases (e.g. Google Image Search) and other available software to investigate all work considered for awards. Train your judges with program rules and criteria describing the importance of originality. Ask judges to report plagiarized/copyrighted works to the Reflections Committee. Your committee will ultimately determine if a work is plagiarized or in violation of copyrights. Do not make this decision on your own. Develop a policy/protocol for your PTA to follow when issuing a disqualification/consequence.
Leader’s Guide

Addressing Student Ineligibility

Occasionally, entries submitted to the Reflections program are ineligible. One reason for ineligibility is that the local PTA is not in good standing. It is very important that you check with your PTA president to ensure your PTA is in good standing with the state. Other common reasons for ineligibility are plagiarism, copyright infringement, and resubmission.

The following recommended procedures apply to entries with copyright infringement, plagiarism, or entries which are resubmissions:

- Consult with your council, region, or state Reflections specialist before talking with the parents or student.
- Talk with appropriate school personnel, such as school counselors, the principal, or teachers about ways to address the seriousness of copying someone else’s work or re-submitting artwork.
- Return ineligible pieces to students and explain why they are being returned.
- If ineligibility is confirmed AFTER judging, determine whether awards and prizes should be returned.
Judging

Selecting Judges

- It is the job of the Reflections committee to invite people to judge. It is highly recommended that 2-3 judges per category are used. If qualified, judges may judge multiple categories.
- All judges must have a working knowledge of their assigned arts areas.
- Parents cannot judge their children’s entries. If you have a group of parents from your school who are willing/able to judge, find a school near you that also has parent judges and swap.
- Judges’ information must remain strictly anonymous at all times. Under no circumstances should judges’ names or contact information ever be given to anyone other than the Reflections committee.
- Ask arts teachers to help you identify professionals in your local arts community. Consider local arts agencies, arts and cultural organizations, colleges, librarians, community leaders, and prominent artists.
- High school students in the arts or honors programs can judge elementary school entries (Primary and Intermediate Grade Divisions) with teacher supervision.

Hint: It may take up to 5 minutes to judge each entry. Be mindful of your judges’ time and recruit additional judges for categories that have a lot of entries.

Before the judging session

Prepare your entries

- Assign numbers to each entry (write the numbers on a small sticky note and attach that to the entry).
- Create a score card for each category that includes the entry number and title for each entry.
- Fold the Student Entry Form in half to show only the judging information section. Place the folded sheet back in the sheet protector, ensuring the artist statement is facing out.
- Explain that the Special Artist division includes all ages of students with disabilities.
- Judges are not to question whether the student did the work.

Make a packet for each judge that includes:

- Judging Information and Rubric Form (page 16).
- Copy of the Official Rules and appropriate Category Rules.
- Score card listing the entries the judge should score (page 17).
Judging

What does a judging session look like?

Online judging session: Share digital copies of the entries using USB drives or cloud-based file sharing platforms. Be sure to include the artist statements.

In-person judging session: Display entries on tables around the room. Instruct judges to move around the room and score each entry.

Traveling judging sessions: By category, deliver the entries to each judge. Arrange a time to return and get the entries and scores. Be sure to plan enough time for each of your judges to score each entry.

After Judging

- Once you receive the scorecards back from the judges, add up the scores to determine the winners.
- If there is a tie, the entry with the higher Interpretation of Theme points wins. Use an additional judge if there is still a tie.
- Thank the judges in some way.
Welcome Reflections Judge!

Thank you for serving as a volunteer judge for the PTA Reflections program! Your artistic expertise and enthusiasm contribute to the vibrancy and creativity of our school community. Before you begin, please familiarize yourself with the following criteria, theme, and scoring materials.

This year’s theme is “Look Within”.

The following is a simple rubric to reference while judging each entry. All PTA Reflections entries are judged on three criteria: Interpretation of Theme (20 points), Creativity (10 points), and Technique (10 points). The Interpretation of Theme is weighted more heavily than the other criteria because a well-developed concept is more important than technique. Entries should be judged primarily on how well the student uses his or her artistic vision to portray the theme. Please record your points for each entry on the score card. If two entries are tied, the entry with the higher score for Interpretation of Theme receives more recognition.

<table>
<thead>
<tr>
<th><strong>Judging</strong></th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Very Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Interpretation of Theme</strong></td>
<td>0-4 pts</td>
<td>5-8 pts</td>
<td>9-12 pts</td>
<td>13-16 pts</td>
<td>17-20 pts</td>
</tr>
<tr>
<td>How closely the piece relates to the theme, based on the artwork itself and the artist statement.</td>
<td>The work does not interpret the theme.</td>
<td>The work only marginally interprets the theme.</td>
<td>The work partially interprets the theme.</td>
<td>The work interprets the theme.</td>
<td>The work interprets the theme very well.</td>
</tr>
<tr>
<td><strong>Artistic Merit/Creativity</strong></td>
<td>0-1 pts</td>
<td>2-4 pts</td>
<td>5-6 pts</td>
<td>7-8 pts</td>
<td>9-10 pts</td>
</tr>
<tr>
<td>How creative and original the piece is in its conception of the theme and its presentation.</td>
<td>Idea is taken from another source.</td>
<td>Idea presented is trite or overused.</td>
<td>Presents the idea in a fairly new way.</td>
<td>Presents the idea in a new way.</td>
<td>Presents the idea in a unique or imaginative way.</td>
</tr>
<tr>
<td><strong>Mastery of Medium</strong></td>
<td>0-1 pts</td>
<td>2-4 pts</td>
<td>5-6 pts</td>
<td>7-8 pts</td>
<td>9-10 pts</td>
</tr>
<tr>
<td>The level of skill demonstrated in the basic principles/techniques of the arts area.</td>
<td>The work is below age level.</td>
<td>The work shows limited skill of the arts area.</td>
<td>The work shows some skill of the arts area.</td>
<td>The work shows a high level of skill of the arts area.</td>
<td>The work shows a mastery of skill of the arts area.</td>
</tr>
</tbody>
</table>
Judging Score Card

Look Within

<table>
<thead>
<tr>
<th>Entry</th>
<th>Title</th>
<th>Interpretation of Theme (20)</th>
<th>Artistic Merit (10)</th>
<th>Mastery of Medium (10)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Awards to Give (by Grade/Category)

<table>
<thead>
<tr>
<th>Preschool to 5&lt;sup&gt;th&lt;/sup&gt; grade in your Elementary School, you can send per Category:</th>
<th>Preschool to 6&lt;sup&gt;th&lt;/sup&gt; grade in your Elementary School, you can send per Category:</th>
<th>6&lt;sup&gt;th&lt;/sup&gt; to 8&lt;sup&gt;th&lt;/sup&gt; grades in your Middle/ Junior High School, you can send per Category:</th>
<th>7&lt;sup&gt;th&lt;/sup&gt; to 9&lt;sup&gt;th&lt;/sup&gt; grades in your Middle/ Junior High School, you can send per Category:</th>
<th>9&lt;sup&gt;th&lt;/sup&gt; to 12&lt;sup&gt;th&lt;/sup&gt; grades in your High School, you can send per Category:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Primary</td>
<td>2 Primary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Intermediate</td>
<td>2 Intermediate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Middle/Junior</td>
<td>4 Middle/Junior</td>
<td>4 Middle/Junior</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 High</td>
<td>4 High</td>
</tr>
<tr>
<td>Total: 4</td>
<td>Total: 5</td>
<td>Total: 4</td>
<td>Total: 5</td>
<td>Total: 4</td>
</tr>
<tr>
<td>Any combination of the age division is acceptable as long as each age division is represented.</td>
<td>Any combination of the age division is acceptable as long as each age division is represented.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plus: 1 Special Artist</td>
<td>Plus: 1 Special Artist</td>
<td>Plus: 1 Special Artist</td>
<td>Plus: 1 Special Artist</td>
<td>Plus: 1 Special Artist</td>
</tr>
<tr>
<td>Grand Total: 5 per Category</td>
<td>Grand Total: 6 per Category</td>
<td>Grand Total: 5 per Category</td>
<td>Grand Total: 6 per Category</td>
<td>Grand Total: 5 per Category</td>
</tr>
</tbody>
</table>
Overview of Arts Categories

Refer to the Official Rules and the rules page for each category for complete rules. Choose one or more categories below to submit original work that interprets the 2019-2020 Reflections theme: LOOK WITHIN. For each entry, complete a Student Entry Form and submit along with artwork to __________________ by_________________. Submissions will be judged by experienced professionals primarily on how well the student uses his or her artistic vision to portray the theme, originality, and creativity.

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 Official Rules for details.

Dance Choreography
Solo and ensemble works of all dance styles are accepted. Entrant must be the choreographer and may also be the performer, or one of the performers. If background music is used, cite it on the Student Entry Form. Video file must not exceed 5 minutes and 1 GB in size. Submit on a USB drive. Accepted formats: AVI, FLV, WMV, MOV, MP4.

Film Production
Accepted short film styles include: animation, narrative, documentary, experimental, or multimedia. Use of PowerPoint and Google Slides is prohibited. Entrant must be the screenwriter, cinematographer, editor, and producer. If background music is used, cite it on the Student Entry Form. Video file must not exceed 5 minutes and 1 GB in size. Submit on a USB drive. Accepted formats: AVI, FLV, WMV, MOV, MP4.

Literature
Accepted formats of fiction and nonfiction include: prose, poetry, reflective essay, screenplay and play script, narrative, and short story. Entrants may write in their primary languages if an interpretive English translation is also attached. Use of copyrighted material is prohibited. Writing must not exceed 2,000 words and may be handwritten or typed. Acceptable formats: Single-sided 8 ½ X 11” paper.

Music Composition
All music styles and combinations of instrumentation are accepted. Entrants must be the composer and may also be the performer, or one of the performers. Use of copyrighted material is prohibited. Audio file is required and must not exceed 5 minutes and 1 GB in size. Submit on a USB drive. Accepted formats: MP3, WMA, WAV, ACC, FLAC. Notation (score/tablature) is required for middle and high school divisions.

Photography
Photo must be a single seamless print. Collages and collections of photos are not accepted. Entrant must be the photographer and may use a variety of digital editing techniques including, but not limited to, multiple exposure, negative sandwich, and photogram. Use of copyrighted material is prohibited. Print image dimensions must be no smaller than 3x5 inches and no larger than 8x10 inches. Accepted print formats: Mounted on mat or poster board no larger than 11x14 inches. Framed pictures are not accepted.

Visual Arts
Works of both fine and design arts are accepted, including, but not limited to: architectural drawing and models, ceramics, collage, computer generated images and graphics, crafts, drawing, fashion clothes and jewelry, fiber work, mixed media, painting, printmaking, and sculpture. Use of copyrighted material is prohibited. 2D art must be mounted on sturdy material and be no larger than 24x30 inches with matting. Framed entries are not accepted. 3D art submissions must contain 3-6 printed photos of artwork at different angles. Images are used for artwork identification, judging, and exhibition purposes. 2D and 3D art are separate categories in Utah and will be judged separately.
Official Rules

By submitting artwork to the National PTA Reflections Program, entrants accept and agree to be bound by the official rules for participation as well as the entry requirements for the specific arts category and grade division. Additional state program requirements may apply. Any violation of these rules may, at PTA’s discretion, result in disqualification. All decisions of the judges regarding this program are final and binding in all respects. (The “PTA” referred to in these rules include all PTAs reviewing and judging the submission.)

1. ELIGIBILITY. Students must participate through a local PTA/PTSA. Each student’s eligibility is determined by the state and local PTA/PTSA. A student may develop an entry inside or outside of school.

2. ARTS CATEGORIES. There are seven arts categories - dance choreography, film production, literature, music composition, photography, and visual arts (2D and 3D). Students may enter the National PTA Reflections Program in one or more arts categories, but may only enter each category once. See each arts category rules for additional entry requirements.

3. GRADE DIVISIONS. Students may enter in the appropriate division for their grades (Primary: Preschool-Grade 2; Intermediate: Grades 3-5; Middle School: Grades 6-8; High School: Grades 9-12; Special Artist: All grades welcome). The Special Artist Division welcomes students from all grades and abilities and offers non-artistic accommodations (e.g. adaptive technology; transcribing; holding a camera) for students to participate fully in Reflections. Assistants must refrain from being involved in the artistic process (e.g. developing an artist statement, choreography, music lyrics, storyboards, etc). Student recognition and awards are announced as part of the Special Artist Division.

4. HOW TO ENTER. Entrants must submit their artwork and Student Entry Forms to their local PTA/PTSA programs according to local and state PTA procedures. Entrants must follow requirements and instructions specific to each arts category and grade division. Contact local PTA programs for deadlines and additional information.

5. ENTRY REQUIREMENTS. All participants must also follow arts category and, if applicable, Special Artist Division rules. Only new pieces of artwork inspired by the current year’s theme may be submitted. Each entry must be the original work of one student only. An adult may not alter the creative integrity of a student’s work. Because the program is designed to encourage and recognize each student’s individual creativity, help from an adult or collaboration with other students in not allowed except in the Special Artist Division. Other individuals may appear in or perform a student’s work, but the work itself must be the creative product of one student only. Only one student may be recognized as the award recipient for each entry. Each entry must contain a title and include an artist statement. The artist statement communicates what inspired the work, how it relates to the theme, and the content of the work. Minimum 10 words. Maximum 100 words. The artist statement is as important as the artwork! Use of copyrighted material is prohibited, except for background music in dance choreography and film production entries. Background music must be cited on the Student Entry Form. Plagiarized entries will be disqualified. Use of PowerPoint templates and Google Slides or similar programs is prohibited.

6. FINALIST SELECTION AND NOTIFICATION. Entries are judged at local, regional, state, and national levels. Each PTA determines its own judges for the program. Each entry will be judged primarily on how well the student uses his or her artistic vision to portray the theme, originality, and creativity. The National PTA Reflections Program makes no restrictions on content or subject matter in artwork. Under no conditions may parents or students contact judges to dispute the status/score of any entry. Each PTA in its sole discretion will select finalists for exhibition and provide awards, which are announced per local and state procedures. National awards and events are announced in early May of each year at PTA.org/Reflections.

7. OWNERSHIP AND LICENSE. Ownership in any submission shall remain the property of the entrant, but entry into this program constitutes entrant’s irrevocable permission and consent that PTA may display, copy, reproduce, enhance, print, sublicense, publish, distribute, and create derivative works for PTA purposes. PTA is not responsible for lost of damaged entries. Submission of an entry into the PTA Reflections Program constitutes acceptance of all rules and conditions.

8. PARTICIPATING ENTITIES. This program is administered by the National Parent Teacher Association (PTA) and PTA affiliates. Parent groups not affiliated with National PTA are not eligible to sponsor this program.
Dance Choreography

DANCE CHOREOGRAPHY is the act of creating movement. The choreographer (student submitting entry) may be the performer or one of the performers, but the choreographer does not have to perform in the entry.

Reflect on the 2019-2020 Theme: Look Within

Consider the following styles and ensembles to portray your original choreography: Ballet, Contemporary, Hip Hop, Jazz, Tap, Folk Dance, Religious Dance, Dance Ensembles (color guard/indoor guard), Ice Skating/Dancing and Gymnastics-floor Routine.

Consider use of background song(s), props and the location to show a clear relation of the dance choreography to the theme. 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. Whether an entry displays formal dance technique or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme, originality and creativity.

Suggestions for Audio/Visual Quality:

■ Use a tripod to hold the camera still.
■ Make sure there is plenty of lighting, especially if shooting indoors.
■ Turn off all noise-making devices in the room (air conditioners, fans, telephones, etc.).
■ Record a short test and listen to it. If needed, change the record volume or microphone location.
■ Make sure the background music (if any) is audible on the recording.
■ Allow for two seconds of silence at the beginning and end of your recording.

Copyright: Use of copyrighted material is prohibited. Plagiarized entries will be disqualified. Use of background music must be cited on the student entry form.

Submission Requirements:

■ Only new pieces of artwork inspired by the theme may be submitted.
■ Each entry must be the original work of one student only.
■ Video must not exceed 5 minutes in length and 1GB (one gigabyte) in file size.
■ Cite background music (if any) on the student entry form.
■ Accepted video file formats include: AVI, MOV, MP4, WMV, and FLV.
■ Label video file and USB Drive with your State, Arts Category, Grade Division, Last Name, First Name (Example: UT.DANCE.PRI.SMITH.JOHN).

Packaging Requirements:

■ Entry must be submitted in a manila envelope (10 inch x 13 inch).
■ Tape a plastic sheet cover to the outside of the manila envelope.
■ Slide Student Entry Form and Artist Statement page into plastic sheet cover.
■ Put labeled USB drive into the envelope.

All participants must also follow Official Rules for Participation
Film Production

FILM PRODUCTION is the process of making a film. The producer (student submitting the entry) is not required to appear in the film but if the student chooses to, a camera tripod may be used. All screenwriting, directing, camera/filming and editing must be done by the student producer. PowerPoint presentations are prohibited.

Reflect on the 2019-2020 Theme: Look Within

Consider the following styles to portray your original work of fiction or nonfiction:

- Animation: Demonstrates motion by sequencing still objects or using computer-generated graphics.
- Narrative: Tells a fictional story developed by the student.
- Documentary: Presents facts and information.
- Experimental: Explores movement, light and montage.
- Multimedia: Uses a combination of different contents (text, audio, still images, animation, etc.).

An explanation of the storyline and/or the significance of the film style might be a useful addition to the artist statement. Whether an entry displays use of technologies or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme, originality and creativity. Software used to create an entry should only enhance and present the work, not provide the primary design.

Copyright: Entry may include public places, well-known products, trademarks or certain other copyrighted material as long as that copyrighted material is nonessential to the subject matter of the piece and/or is a smaller element of a whole. Use of background music must be cited on the student entry form.

Suggestions for Audio/Visual Quality:

- Use a tripod to hold the camera still
- Make sure there is plenty of lighting, especially if shooting indoors
- Turn off all noise-making devices in the room (air conditioners, fans, telephones, etc.)
- Record a short test and listen to it. If needed, change the record volume or microphone location.
- Make sure the background music (if any) is audible on the recording.
- Allow for two seconds of silence at the beginning and end of your recording.

Submission Requirements

- Only new pieces of artwork inspired by the theme may be submitted.
- Each entry must be the original work of one student only.
- Video must not exceed 5 minutes in length and 1GB (one gigabyte) in file size.
- Accepted file formats include: AVI, MOV, MP4, WMV and FLV.
- Use of background music must be cited on the student entry form.
- Label video file and USB drive with your State, Arts Category, Grade Division, Last Name, First Name (Example: UT.FILM.PRI.SMITH.JOHN).

Packaging Requirements:

- Entry must be submitted in a manila envelope (10 inch x 13 inch)
- Tape a plastic sheet cover to the outside of the manila envelope.
- Slide Student Entry Form and Artist Statement page into plastic sheet cover.
- Put labeled USB drive into the envelope.

All participants must also follow Official Rules for Participation
LITERATURE is the art of writing. The author (student submitting entry) is a person who expresses their own thoughts and ideas through the use of words. Authors submit a single literary work, handwritten or typed, using grade-appropriate grammar, punctuation and spelling. Collections of literary work (such as poems and short stories) are not accepted.

Reflect on the 2019-2020 Theme: Look Within

Consider the following literary styles to portray your original work of fiction or nonfiction: Prose, Poetry, Drama, Reflective essay, Narrative, Short story.

An explanation of the storyline and/or the significance of the literature style might be a useful addition to the artist statement. Whether an entry displays formal writing technique or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme, originality and creativity. Illustrated entries, including books, with pictures drawn by the student author are acceptable; however, only literary content is judged.

Acceptable Use of Type, Dictation and Translation:

- Be typed by another person as long as the original work or a copy of the original work is attached.
- Be dictated to another person and printed or typed in exact words as spoken by the student if the student is in pre-school, kindergarten or 1st grade. (Transcribers should make every attempt to retain the same level of language and accuracy that is reflected in the student’s original work).
- Students for whom English is not their first language may submit literature entries in their own language. An interpretive translation in English must accompany the entry.
- Translators should make every attempt to retain the same level of language and accuracy that is reflected in the student’s original work.

Copyright: Use of copyrighted material is prohibited. Plagiarized entries will be disqualified.

Submission Requirements:

- Only new pieces of artwork inspired by the theme may be submitted.
- Each entry must be the original work of one student only.
- Entry must not exceed 2,000 words.
- Hand written & typed entries are accepted on 8.5x11 paper (one sided only).
- Label BACK of each page with your State, Arts Category, Grade Division, Last Name, First Name (Example: UT.LIT.PRI.SMITH.JOHN)
- Number each page.
- Include 3 copies (original and 2 copies)

Packaging Requirements

- Entry must be submitted in a manila envelope (10 inch x 13 inch)
- Tape a plastic sheet cover to the outside of the manila envelope
- Slide Student Entry Form and Artist Statement page into plastic sheet cover.
- Put entry and copies of entry into the envelope.

All participants must also follow Official Rules for Participation
Music Composition

MUSIC COMPOSITION is the process of creating a new piece of music. The composer (student submitting entry) is a person who expresses their own thoughts and ideas through the use of sound. The student composer may submit an entry performed by an individual or group and/or make use of a sound library generated performance of a composed score. Student composers are not required to perform their composition. Middle and high school grade divisions require music score/tablature/notation, either traditional or tablature.

Reflect on the 2019-2020 Theme: Look Within

Consider the following musical styles and instruments to portray your original composition: A Cappella, Blues, Choral, Country, Electronic, Hip hop, Jazz, Latin, Musical, Orchestral, Pop, R&B, Religious, Rock, Symphonic/Concert Band and Traditional.

All instruments, sounds, styles and combinations are accepted. Software may be used to produce an audio recording that does not include commercially pre-programmed imported MIDI or other source files. Entries containing algorithmic composition techniques are not accepted. An explanation of the origin of the music and/or the significance of the music style might be a useful addition to the artist statement when submitting a music composition that involves traditional, cultural or regional instruments. Whether an entry displays formal composition technique or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme, originality and creativity.

Copyright: Use of copyrighted material is prohibited. Plagiarized entries will be disqualified.

Suggestions for Audio Quality:

■ Do not place the recording device on top of an instrument(s) or speakers.
■ Turn off all noise-making devices in the room (air conditioners, fans, telephones, etc.).
■ Record a short test and listen to it. If needed, change the record volume or microphone location.
■ Make sure the music is audible on the recording.
■ Allow for two seconds of silence at the beginning and end of your recording.

Notation & Score: (Middle School & High School Divisions Only)

■ Music score/tablature/notation required for middle school and high school divisions. Accepted file types include PDF.
■ Notation software may be used to create a score.
■ Whether the score is handwritten or computer-generated, appropriate instrumentation and voicing are required for the performance.

Submission Requirements:

■ Only new pieces of artwork inspired by the theme may be submitted.
■ Each entry must be the original work of one student only.
■ Audio recording must not exceed 5 minutes in length and 1GB (one gigabyte) in file size.
■ Accepted audio file formats include: MP3, WMA, WAV, ACC (M4A) and FLAC.
■ Label video file and USB drive with your State, Arts Category, Grade Division, Last Name, First Name (Example: UT.MUSIC.PRI.SMITH.JOHN).

Packaging Requirements:

■ Entry must be submitted in a manila envelope (10 inch x 13 inch)
■ Tape a plastic sheet cover to the outside of the manila envelope
■ Put labeled USB drive and score (if applicable) into the envelope.
■ Slide Student Entry Form and Artist Statement page into plastic sheet cover.

All participants must also follow Official Rules for Participation
PHOTOGRAPHY is the process of creating an image. The photographer (student submitting entry) is a person who captures their own thoughts and ideas with a camera. By focusing on objects using various lenses, filters and light sources, photographers may demonstrate the use of photographic techniques conventionally or digitally.

Reflect on the 2019-2020 Theme: Look Within

Accepted forms of photography include: A single photo, panoramic, photomontage (one print of multiple original photos), a multiple exposure, negative sandwich or photogram. Original black-and-white and color images are accepted.

Non-accepted forms of photography include: Entries with added graphics over the image, including lettering, are not accepted. Collages and collections of photos are not accepted. Original film (negatives or transparencies) and multidimensional pieces are not accepted.

Consider use of objects, lighting and the location to show a clear relation of the photo to the theme. An explanation of the photography process/form might be a useful addition to the artist statement. Whether an entry displays use of technologies or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme, originality and creativity.

Copyright: Use of copyrighted material, including copyrighted cartoon characters or other such material, is not acceptable in any photography submission, with the following exception:

- Photographs 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.

Submission Requirements:
- Only new pieces of artwork inspired by the theme may be submitted.
- Each entry must be the original work of one student only.
- Print must be no smaller than 3x5 and no larger than 8X10 inches.
- Print must be mounted on sturdy material such as cardboard or poster board not to exceed 11x14 inches, including matting.
- Framed photos are not accepted.
- Label back of entry with your State, Arts Category, Grade Division, Last Name, First Name (Example: UT.PHOTO.PRI.SMITH.JOHN).

Packaging Requirements:
- Entry must be submitted in a manila envelope (10 inch x 13 inch)
- Tape a plastic sheet cover to the outside of the manila envelope.
- Slide Student Entry Form and Artist Statement page into plastic sheet cover.
- Put labeled USB drive and score (if applicable) into the envelope.

All participants must also follow Official Rules for Participation.
Visual Arts (2-D & 3-D)

**VISUAL ARTS** include many art forms that are visual in nature. The artist (student submitting entry) is a person who captures their own thoughts and ideas to create a visual piece of art.

Accepted forms of visual art include: Architecture (2D/3D), carpentry, ceramics, collages, photographic collages (multiple photos cut/pasted), computer-generated image, crafts, design, dioramas, drawing, fiberwork, jewelry, kites, metal etching/punch work, mobiles, painting, printmaking, sculpture and wind chimes. Reproductions or enlargements of other artwork are not accepted.

**Reflect on the 2019-2020 Theme: Look Within**
An explanation of the art form might be a useful addition to the artist statement. Whether an entry displays use of formal technique or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme, originality and creativity.

**Copyright:** Use of copyrighted material, including any copyrighted cartoon characters or likeness thereof, is not acceptable in any visual arts submission, with the following exceptions:

- Visual artwork 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.

**Submission and Packaging Requirements:**

- Only new pieces of artwork inspired by the theme may be submitted.
- Each entry must be the original work of one student only.
- Label back of entry with your State, Arts Category, Grade Division, Last Name, First Name (Example: UT.VA.PRI.SMITH.JOHN).

**2D artwork (e.g. painting)**
- Dimensions must not exceed 24x30 inches, including matting.
- Paper entries must be mounted on sturdy material.
- Staple a plastic sheet cover to the back of the artwork
- Slide Student Entry Form and Artist Statement page into plastic sheet cover.

**3D artwork (e.g. sculpture)**
- Must include packaging materials and 3-6 photos of the entry (a combination of angles) for judging, ID and exhibition purposes (entries that require assembling/repairing from transporting will be disqualified).
- Framed artwork and artwork containing loose materials is not accepted. Matting is accepted.
- Label back of entry/entry packaging with student name, title of artwork, arts category and division.
- Entry must a manila envelope (10 inch x 13 inch).
- Tape a plastic sheet cover to the outside of the manila envelope. Slide Student Entry Form and Artist Statement page into plastic sheet cover.
- Place photos in the envelope.

All participants must also follow Official Rules for Participation
Special Artist

SPECIAL ARTIST ELIGIBILITY. The National PTA Special Artist Division is an option for students with disabilities who receive services under IDEA or ADA: Section 504 to have the opportunity and accommodations they may need in order to participate fully in the program. The Special Artist Division offers modified rules and guidelines to ensure that every student has the chance to be part of the National PTA Reflections® program.

Who qualifies as a disabled individual under the law? The Americans with Disabilities Act (ADA) defines an individual with a disability as a person who: (1) Has a physical or mental impairment that substantially limits one or more of the major life activities of that person; (2) Has a record of such an impairment; or (3) Is regarded as having such impairment.

HOW TO ENTER. Students who identify as having a disability have two ways to enter the National PTA Reflections® Program. All students may enter in only one division. Student Entry Form requires parent/legal guardian signatures.

Option 1. Enter in Grade-Level Divisions: Regardless of age, students with special needs may enter in the grade division most closely aligned to their functional abilities. Students may not receive assistance other than that which is allowed for all children. The divisions are as follows: Primary (preschool – grade 2); Intermediate (grades 3-5); Middle School (grades 6-8); High School (grades 9-12). Students are recognized and awarded prizes as part of the general student population without regard to special needs or challenges.

Option 2. Enter in Special Artist Division: Eligible students entering the Special Artist Division create their own artwork, but may receive non-artistic accommodation and assistance from an adult. Students are recognized and awarded prizes as part of the Special Artist Division.

SPECIAL ARTIST GUIDELINES. Special artists should follow the general rules and guidelines outlined in the arts category student rules specific to their submissions, modified only by accommodations for individuals with disabilities. The accommodation, in general, should be both specific and limited to the student’s disability.

Allowable Accommodations: Given the diverse range of physical and mental disabilities that exist, it would be impossible to outline specific accommodations for each and every disability, but the following provides a non-exhaustive list of allowable accommodations:

- The Special Artist Division will not be divided by age or traditional school grade level.
- Use of adaptive technology is allowed.
- All submissions must be solely created by the special artist. However, a parent, teacher or other adult may assist the special artist with typing, holding a camera, etc.

Accommodations that are Not Allowed: Individuals providing assistance to special artists may not, in any way, involve themselves in the actual artistic process by:

- Personally selecting a title for artwork.
- Writing, editing or interpreting a student’s artist statement, story, poetry or script.
- Choreographing a dance, composing music or writing lyrics.
- Drawing, painting or personally creating a visual arts submission, choosing a camera angle, etc.

All participants must also follow Official Rules for Participation.
Student Entry Form

To be completed by PTA before distribution.

PTA Name ____________________________ PTA ADDRESS ____________________________

REFLECTIONS CHAIR NAME ____________________________ EMAIL ____________________________

PHONE ____________________________ COUNCIL ____________________________ REGION # __________

DATE MEMBERSHIP PAID _____________ DATE INSURANCE PAID _______________ BYLAWS EXPIRATION DATE ____________

STUDENT NAME ____________________________ GRADE _____ AGE _____ TEACHER __________

PARENT/GUARDIAN NAME ____________________________ EMAIL ____________________________ PHONE ______

MAILING ADDRESS ____________________________ CITY ____________________________ STATE ______ ZIP ______

Ownership in any submission shall remain the property of the entrant, but entry into this program constitutes entrant’s irrevocable permission and consent that PTA may display, copy, reproduce, enhance, print, sublicense, publish, distribute, and create derivative works for PTA purposes. PTA is not responsible for lost or damaged entries. Submission of entry into the PTA Reflections program constitutes acceptance of all rules and conditions. I agree to the above statement and the National PTA Reflections Official Rules.

Please use ink

STUDENT SIGNATURE ____________________________ PARENT/GUARDIAN SIGNATURE ____________________________

(Fold on dotted line before judging)

TITLE OF WORK ____________________________

GRADE DIVISION (Check One)                GRADE DIVISION (Check One)

☐ PRIMARY - Red (Pre-K-Grade 2)             ☐ DANCE CHOREOGRAPHY

☐ INTERMEDIATE - Yellow (Grades 3-5)        ☐ FILM PRODUCTION

☐ MIDDLE SCHOOL - Green (Grades 6-8)       ☐ LITERATURE

☐ HIGH SCHOOL - Blue (Grades 9-12)         ☐ MUSIC COMPOSITION

☐ SPECIAL ARTIST - Orange (All Grades)     ☐ PHOTOGRAPHY

☐ 2D VISUAL ARTS

☐ 3D VISUAL ARTS

Literature - Word Count ____________________________ Photography/Visual Arts - Dimensions ____________________________

Film/Dance - Background Music ____________________________ Visual Arts - Materials used ____________________________

Music/Dance/Film - Performer’s Names ____________________________

ARTIST STATEMENT (In 10 to 100 words, describe your work and how it relates to the theme)

________________________________________________________________________

________________________________________________________________________
Student Entry Form Checklist

Student Entry Form
❑ Title
❑ Artist Statement
❑ Student name, grade, age, and teacher
❑ Address, phone number, and email for a parent or guardian
❑ Student signature
❑ Parent signature in ink
❑ Grade division and arts category selected
❑ Details section filled out
❑ Cite all music used for Dance Choreography and Film Production
❑ List dimensions for Photography and Visual Arts
❑ List word count for Literature
❑ List materials used for Visual Arts (2D and 3D)
❑ Consent form if needed. A consent form is needed for anyone other than the student whose recognizable
  voice or image is used in the artwork.
❑ Reflections chair section fully filled out
❑ Region and council box filled out, including colored dot

Packaging
❑ Place Student Entry Form and Consent Form, if required, in a clear sheet protector.
❑ Tape sheet protector to a 10x13 manila envelope.
❑ Place entry inside of manila envelope. If entry is larger than the manila envelope, tape the manila envelope
to the back of the entry.

Formatting for Music, Dance, and Film
❑ Dance (video): AVI, MOV, MP4, WMV, FLV
❑ Film (video): AVI, MOV, MP4, WMV, FLV
❑ Music (audio only): MP3, WMA, WAV, ACC (M4A), FLAC
❑ All files must be on a USB and may not exceed 5 minutes and 1 GB in size.

Label files and USB drives with
Utah, Arts Category, Grade Division, Last Name, First Name.
(Example: UT.DANCE.PRI.SMITH.JOHN)

REFER TO THE RULES PAGE FOR EACH CATEGORY FOR
SPECIFIC RULES AND REQUIREMENTS
Consent Form Guidelines

The Consent Form is for any individual, other than the student submitting the artwork, whose recognizable voice and/or image is used in the artwork.

Purpose: The purpose of the Consent Form is to ensure that individuals included in Reflections entries and the parents/guardians of minors included in Reflections entries are aware that their images and/or voices will be used in the artwork. It is also to help these individuals understand that the entry may be used by Utah PTA and National PTA, may be judged at multiple levels, and may be displayed in a number of locales, both public and private.

IMAGES
The Consent Form should be used if a recognizable image is included in a Reflections entry. This means any time a person could be recognized from an image, usually involving all of part of the face, then the Consent Form should be used. The form should be used for any person regardless of age.

Requires a Consent Form

Does NOT require a Consent Form

If any of the categories where a person, other than the student submitting the Reflections entry, is included (i.e. dancers, actors, performers, etc.), and his or her image is recognizable, a Consent Form is required.

VOICES
In any of the categories where a person’s voice (child or adult) other than the student submitting the Reflections entry is included, and his or her voice is recognizable, a Consent Form is required.

When a Consent Form is not needed:
Reflections participants should make a reasonable effort to obtain a Consent Form from persons in their entries. However, in some circumstances, it may not be possible to obtain a signed Consent Form.

Examples: If a student is on vacation and takes a photograph of a group of children in Kenya or if a student films part of his or her entry at a local parade and there are people visible in group shots, a Consent Form is not needed.
Consent Form

Name of Student Submitting Form: __________________________

Please see Consent Form Guidelines for specific directions on using the Consent Form.

This form is required for any person, other than the student submitting the artwork, who is recognizable in image and/or voice in the entry.

I give my permission for my son/daughter to participate in the taping, photographing or audio recording of an entry in the PTA Reflections program. I give consent for the student’s image and/or voice to be included in the entry. This entry may be used an unlimited number of times in perpetuity in connection with the PTA Reflections program or other National PTA purposes. I understand that entries may be judged at the Local, Council, Region, State and National level. Entries may be displayed at a school or another public area including the internet.

I have read and understand the rules of the PTA Reflections program.

Name of student submitting the entry:

Names and signatures for minors whose images and/or voices appear in artwork:

<table>
<thead>
<tr>
<th>Name</th>
<th>Parent Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For use of an adult’s image and/or voice:

I am 18 years or older and I consent to participating in the taping, photographing or audio recording of an entry in the PTA Reflections program. I give consent for my voice and/or image to be included in the entry. This entry may be used an unlimited number of times in perpetuity in connection with the PTA Reflections program or other National PTA purposes. I understand that entries may be judged at the Local, Council, Region, State and National level. Entries may be displayed at a school or at another public area including the internet.

I have read and understand the rules of the PTA Reflections program.

Signature:  

Date:  

__________________________  

__________________________  

__________________________  

__________________________  

__________________________
### ADVANCING WINNING ARTWORK

<table>
<thead>
<tr>
<th>PTA Name:</th>
<th>PTA ID #</th>
<th>Bylaws Expiration Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reflections Chair:</td>
<td>Email &amp; Phone #</td>
<td>Date of last membership dues paid to Utah PTA:</td>
</tr>
<tr>
<td>PTA/School Name:</td>
<td>Address:</td>
<td>City/State/Zip:</td>
</tr>
<tr>
<td>Council you are in:</td>
<td>Region #:</td>
<td></td>
</tr>
</tbody>
</table>

PTAs/PTSAs may submit up to 4 Award of Excellence entries per arts category. If your school falls under the 6th and 9th grade exceptions, list the additional winner on line 5. Special Artists are listed on line 6. Questions? Visit [www.utahpta.org/reflections](http://www.utahpta.org/reflections) or email reflections@utahpta.org

**Students who will be moving onto next round of judging:**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Age</th>
<th>Division</th>
<th>Art Title</th>
<th>Parent Email &amp; Phone #</th>
<th>Student/Parent Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dance Choreography</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

School Name_________________________________________
### ADVANCING WINNING ARTWORK

<table>
<thead>
<tr>
<th>School Name____________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
<tr>
<td>4.</td>
</tr>
<tr>
<td>5.</td>
</tr>
<tr>
<td>6.</td>
</tr>
</tbody>
</table>

### Film Production

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Age</th>
<th>Division</th>
<th>Art Title</th>
<th>Parent Email &amp; Phone #</th>
<th>Student/Parent Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Literature

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Age</th>
<th>Division</th>
<th>Art Title</th>
<th>Parent Email &amp; Phone #</th>
<th>Student/Parent Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## ADVANCING WINNING ARTWORK

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Age</th>
<th>Division</th>
<th>Art Title</th>
<th>Parent Email &amp; Phone #</th>
<th>Student/Parent Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Music Composition</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Age</th>
<th>Division</th>
<th>Art Title</th>
<th>Parent Email &amp; Phone #</th>
<th>Student/Parent Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Photography</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age</td>
<td>Division</td>
<td>Art Title</td>
<td>Student Name</td>
<td>Visual Arts 2D</td>
<td>Student/Parent Address</td>
</tr>
<tr>
<td>-----</td>
<td>----------</td>
<td>-----------</td>
<td>--------------</td>
<td>----------------</td>
<td>------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

School Name____________________________________
The following information is required from all local PTAs participating in the Reflections Program. Please complete this form and forward it with your Reflections Program entries to the next level of judging. This form documents the number of entries submitted to the Reflections Program at the local PTA level. Please provide all of the information requested.

This form is to be completed by your local PTA Reflections chair and forwarded with the Advancing Winning Artwork forms to the council or region level (depending on the make-up of your region.)

### Local PTA Participation Form

**PTA Name:**

**PTA ID #**

**School Address:**

City, Zip

**PTA President:**

Email & Phone #

**Reflections Chair:**

Email & Phone #

Region #

### By division, how many entries did your Local PTA receive in each of the following arts categories?

<table>
<thead>
<tr>
<th>Division</th>
<th>Dance Choreography</th>
<th>Film Production</th>
<th>Literature</th>
<th>Music Composition</th>
<th>Photography</th>
<th>Visual Arts 2D</th>
<th>Visual Arts 3D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Artist</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Entries</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### By division, how many entries did your Local PTA advance to the next level in each of the following arts categories?

<table>
<thead>
<tr>
<th>Division</th>
<th>Dance Choreography</th>
<th>Film Production</th>
<th>Literature</th>
<th>Music Composition</th>
<th>Photography</th>
<th>Visual Arts 2D</th>
<th>Visual Arts 3D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Artist</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Entries</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please send a digital copy to your region Reflections Chairman AND a copy of this completed form with your reflections entries to the region level for judging. Remember to keep a copy for your records.
The following information is required from all council PTAs participating in the Reflections Program. Please complete this form and forward it with your Reflections Program entries to the next level of judging. This form documents the number of entries submitted to the Reflections Program at the council PTA level. Please provide all of the information requested.

This form is to be completed by your local PTA Reflections chair and forwarded with the Advancing Winning Artwork forms to the region level.

## Council PTA Participation Form

<table>
<thead>
<tr>
<th>Council PTA Name:</th>
<th>PTA ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA President:</td>
<td>Email &amp; Phone #</td>
</tr>
<tr>
<td>Reflections Chair:</td>
<td>Email &amp; Phone #</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Region #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total Number of PTAs in Your Council:</th>
<th>Total Number of PTAs participating in Reflections:</th>
</tr>
</thead>
</table>

### By division, how many entries did your Council PTA receive in each of the following arts categories?

<table>
<thead>
<tr>
<th>Division</th>
<th>Dance Choreography</th>
<th>Film Production</th>
<th>Literature</th>
<th>Music Composition</th>
<th>Photography</th>
<th>Visual Arts 2D</th>
<th>Visual Arts 3D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Artist</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Entries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### By division, how many entries did your Council PTA advance to the next level in each of the following arts categories?

<table>
<thead>
<tr>
<th>Division</th>
<th>Dance Choreography</th>
<th>Film Production</th>
<th>Literature</th>
<th>Music Composition</th>
<th>Photography</th>
<th>Visual Arts 2D</th>
<th>Visual Arts 3D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Artist</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Entries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please send a digital copy to your next level Reflections Chairman AND a copy of this completed form with your reflections entries to the region level for judging. Remember to keep a copy for your records.
# Region PTA Participation Form

## Theme: “Look Within” 2019

The following information is required from all region PTAs participating in the Reflections Program. Please complete this form and forward it with your Reflections Program entries to the state level of judging. This form documents the number of entries submitted to the Reflections Program at the region PTA level. Please provide all of the information requested.

This form is to be completed by your local PTA Reflections chair and forwarded with the Advancing Winning Artwork forms to the state level.

<table>
<thead>
<tr>
<th>Region PTA Name:</th>
<th>Email &amp; Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region Director:</td>
<td>Email &amp; Phone #</td>
</tr>
<tr>
<td>Reflections Chair:</td>
<td>Email &amp; Phone #</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Number of PTAs in Your Region:</th>
<th>Total Number of PTAs participating in Reflections:</th>
</tr>
</thead>
</table>

By division, how many entries did your Region PTA receive in each of the following arts categories?

<table>
<thead>
<tr>
<th>Division</th>
<th>Dance Choreography</th>
<th>Film Production</th>
<th>Literature</th>
<th>Music Composition</th>
<th>Photography</th>
<th>Visual Arts 2D</th>
<th>Visual Arts 3D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Artist</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Entries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By division, how many entries did your Region PTA advance to the state level in each of the following arts categories?

<table>
<thead>
<tr>
<th>Division</th>
<th>Dance Choreography</th>
<th>Film Production</th>
<th>Literature</th>
<th>Music Composition</th>
<th>Photography</th>
<th>Visual Arts 2D</th>
<th>Visual Arts 3D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Artist</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Entries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please send a digital copy to your state Reflections Chairman AND a copy of this completed form with your reflections entries to the state level for judging. Remember to keep a copy for your records.
Reflections Theme Search Information

Participation in the Theme Search is up to each individual school.

There are three ways to participate:
- Collect the Theme Search Entry Forms at the school and mail them to the Utah PTA office by October 30, 2019.
- Have students mail the Theme Search Entry Form directly to the Utah PTA office.
- Scan and email forms to Reflections@UtahPTA.org

Ideas to promote the Theme Search Contest:
- Copy the Theme Search Entry Form and send a copy home with each student.
- Include the Theme Search Entry Form as part of your Reflections packet.
- Send a note home with students informing them about the theme search and letting them know they can pick up entry forms at the school or at www.utahpta.org/reflections.

All forms MUST be signed by the student and parents or the form will be disqualified.
- Past themes are not accepted. Copyrighted sayings (such as those commonly found in a Dr. Seuss book) are not accepted.

- Five themes will be selected by the Utah PTA Reflections Committee and those will be submitted to the National PTA.
- Winning themes will be posted at www.utahpta.org/reflections.
Reflections Theme Search Form

The search is on for a future program theme!

One theme idea will be selected by National PTA to spark fun and creativity during the 2021-2022 Reflections program. The student who submits the winning entry will receive $100 from National PTA.

Past themes and duplicate submissions are not considered. This means we’re looking for the most original theme ideas.

To participate, complete this form and mail to Utah PTA by October 30, 2019.

Utah PTA, ATTN: Reflections Theme Search
5192 S. Greenpine Drive, Murray, UT 84123
or scan and email to Reflections@UtahPTA.org

**Theme Idea:**

Student Name ____________________________________________ Grade ________
Address __________________________________________________
City ___________________________ State ________ ZIP ______
Parent/Guardian Phone __________________________ Email __________________________
Student Signature __________________________________________
Parent/Guardian Signature ____________________________________

To be completed by PTA before distribution.

PTA ID# (8 Digits) __ __ __ __ __ __ __ __
PTA Name ___________________________ PTA ADDRESS ___________________________
REFLECTIONS CHAIR NAME _______________ EMAIL ___________________________
PHONE __________________________ COUNCIL __________________________ REGION # ______
DATE MEMBERSHIP PAID ______________ DATE INSURANCE PAID _____________ BYLAWS EXPIRATION DATE _______
Past Reflections Themes

1969-1970  Reflections: Children and Youth, Mirror Their World
1970-1971  Reflections: Children and Youth, Look to Tomorrow
1972-1973  Reflections: This is Our Country
1973-1974  From Sea to Shining Sea
1974-1975  Our Heritage - Our Hopes
1975-1976  Spirit of ’76 - Miracle of America
1977-1978  Love Is ...
1978-1979  Look Out Your Window
1979-1980  Behind the Gates of Tomorrow
1981-1982  What Makes Me Smile
1982-1983  Life in These United States
1983-1984  I Have a Dream
1984-1985  What Sparks My Imagination
1985-1986  From Liberty’s View
1986-1987  In Celebration: A Past to Remember, a Future to Mold
1987-1988  Wonders of the World
1988-1989  Proud Experiences
1989-1990  Where Does the Sky End?
1990-1991  If I Had a Wish
1992-1993  Imagine That
1993-1994  If I Could Give the World a Gift
1994-1995  Dare to Discover
1995-1996  Just Open Your Eyes and See
1996-1997  It Could Happen
1997-1998  Wouldn’t It Be Great If ...
1998-1999  Suddenly You Turn Around And ...
1999-2000  Anything is Possible ...
2000-2001  It Would Be Really Strange If ...
2001-2002  I Hold in My Hand ...
2002-2003  Signs of Courage
2003-2004  I Am Really Happy When ...
2004-2005  A Different Kind of Hero
2006-2007  My Favorite Place
2007-2008  I Can Make a Difference By ...
2008-2009  Wow!
2009-2010  Beauty Is ...
2010-2011  Together We Can ...
2011-2012  Diversity Means ...
2012-2013  The Magic of a Moment ...
2013-2014  Believe, Dream, Inspire
2014-2015  The World Would Be a Better Place If ...
2015-2016  Let Your Imagination Fly
2016-2017  What Is Your Story?
2017-2018  Within Reach
2018-2019  Heroes Around Me
2019-2020  Look Within
2020-2021  I Matter Because ...
Utah PTA Insurance Requirements

Required Coverage for PTAs.

On April 30, 2014, the Utah Risk Manager of Administrative Services, modified Rule R37.4 of the Utah Administrative Code adjusting the Utah Governmental Immunity Act Limitations (Tort Limits).

This adjustment requires all PTA groups to have and maintain General Liability coverage with limits up to the governmental entity tort limits (i.e. - same coverage as for School Districts). PTAs are not covered by their district or school insurance, they must obtain and maintain their own policy. This is a broader law for anyone who uses a school/civic center facility to purchase liability insurance for events that are outside of school responsibilities. The law is designed to be adjusted each year and therefore the limits may change each year.

As of January 18, 2019, the law stipulates a liability limit of $2,552,000.

While we cannot mandate that you purchase your coverage through AIM Insurance, we can advise you that we have secured, through a partnership between Utah PTA and AIM Insurance, a discounted yearly rate. If you already have coverage in place with another carrier, we suggest you review the coverage to see if it meets the required regulations and, if necessary, increase your limits or move your coverage to AIM Insurance.

Utah PTA has selected September 1 of each year as the date of compliance for having proof of insurance coverage renewed. This date was chosen to correspond with the beginning of the traditional school year, so any unit that signs up for coverage, regardless of the date you sign up, will automatically have an expiration date of September 1. Confirmation is to be submitted through MemberHub along with your beginning of year information by September 15 of each year.

Different types of policies:

- **General Liability.** This insurance provides coverage for a PTA’s legal liability arising from injury or property damage resulting from the PTA’s activities and operations. Such coverage may be purchased either on a continuous, year-round, comprehensive coverage basis, or on a one-time basis for special events (such as carnivals). PTA events are not covered by the school district’s general liability policy. Consult with your insurance agent to decide which works best for your PTA.

- **Fidelity Bonding.** This type of policy covers losses through fraudulent or dishonest acts committed by officers or volunteers. If someone entrusted with the PTA’s money embezzles that money, this policy will replace those missing funds.

- **Directors and Officers (D&O) Liability.** This insurance provides protection against claims arising out of the wrongful acts of directors and officers, such as discrimination and breach of contract. The Volunteer Protection Act of 1997 provides some reduction of risk to nonprofit organizations, including PTAs, but the laws have significant limitations. (For more information on the Volunteer Protection Act, see www.eriskcenter.org.)
■ **Property.** This type of policy will replace PTA property damaged or lost due to theft or natural hazard. Most local PTAs do not own personal property, but those that do should consider this coverage. This type of policy would also protect fundraising merchandise while it is in your possession.

In making decisions about risk management, two variables should be considered: the frequency at which a loss can be expected to occur, and the severity of the loss that can be expected when one does occur. When the risk has a high frequency of occurrence, steps should be taken to reduce the risk. This risk reduction might take the form of cash counting policies that would prevent one person from having sole access to fundraising money. But when the risk has a low frequency of occurrence but a high severity of loss, such as the death of a child on a carnival ride, transfer of the risk is likely the best approach. In other words, this is the type of situation in which the PTA might consider covering the risk through the purchase of an insurance policy.
5192 S. Greenpine Drive, Salt Lake City, UT 84123
Telephone: (801) 261-3100 • Fax: (801) 261-3110
kids@utahpta.org

www.UtahPTA.org
Monday - Thursday
9:00 to 3:00
Closed Friday
Closed holidays - Please call before you come to ensure office is open.

Facebook
Facebook Groups that you can join:
Utah PTA
Utah PTA Super Secondary
Utah PTA Excellent Elementary
Treasurers
Reflections
Community Council

Pinterest
Utah PTA - www.utahpta.org

YouTube
Utah PTA One Voice

Twitter
@UtahPTAOneVoice

Instagram
Utahpta

National PTA Headquarters
1250 N. Pitt Street, Alexandria, VA 22314
Telephone: (703) 518-1200
Toll Free: (800) 307-4PTA (4782)
Fax: (703) 836-0942
info@pta.org

www.PTA.org