2021-2022
LOCAL LEADER’S GUIDE
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“I Will Change the World By...”
Theme Poster created by Catherine Bao
from Timpanogos High, Region 9
I Will Change the World By...
11 Steps for a Successful Reflections Program

1. Become an Admin for your school in Utah Reflections Online.
   - Reflections is managed online via Utah Reflections Online. To manage your school, you will need to designate at least one person to be your school’s administrator (admin).
   - Admin access should be set up by the level above you, but can also be set by the previous admin(s) for your school. If you are having trouble finding out who your admin is for the next level, email Reflections@utahpta.org and include your school name.
   - When you are set as an admin, if you do not already have a Utah PTA account, you will receive an email instructing you to create a password. You will then have access to log into Utah Reflections Online at www.utahpta.org/ref. If you already have an account, you will not receive an email.
     - Why would you have an account? If you have registered for convention, an online training, or other Utah PTA programs or if you have judged Reflections, you likely already have a Utah PTA account.
   - Once you log into the system, click on the red Reflections admin tab. This is where you manage your unit, entries, and judging. Before you launch your program, delete any admins who are no longer involved in Reflections. To do this, click on the admins tab. You will see a list of people who are admins for your school. To remove someone, click on the red “Remove” button to the right of their name.
   - Trainings for Utah Reflections Online can be found at www.utahpta.org/reflections.

2. Eligibility and Registration

Eligibility
   - Who is eligible to participate in Reflections?
     - PTAs must be in good standing with the Utah PTA to offer Reflections.
     - Bylaws must be current. Membership dues must be paid.
   - Reflections is a program offered to students who are enrolled in a PTA school in good standing, as determined by Utah PTA. 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:
     - 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.
     - For students who are enrolled in an online school, that school must have a PTA in good standing to manage the program.
     - Students may only enter through the school in which they are enrolled.
Registration

■ Who needs to register?
■ All schools, councils, and regions.
■ Where do I go to register my PTA?
  ▪ [www.pta.org/reflections](http://www.pta.org/reflections)
  ▪ Click on “Register with National PTA”
  ▪ You will need to enter your school name, address, 8-digit PTA ID number and bylaws expiration date (ask your PTA president), contact person, email, and phone number.
  ▪ For the contact person and phone number, use the Reflections Specialist’s information and not the school’s.
  ▪ You will see a confirmation screen, but will not receive a confirmation email.
■ When is the deadline to register?
  ▪ November 1, 2021
■ Why do I need to register?
  ▪ Registering helps National PTA collect data to monitor and improve the program.

Registering with National PTA will not make you an admin for your school in Utah Reflections Online. They are two separate processes.

3. 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 will Reflections Specialists from all levels of the program.
■ Visit [www.utahpta.org/reflections](http://www.utahpta.org/reflections) to access Reflections resources, information, tips, training and education videos, etc.
■ 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: 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, and recognition.
■ Suggested Due Dates:
  - Local: October 1st
  - Council: November 1st
  - Region: December 1st
Leader’s Guide

- Utah Reflections Online (URO)
  - Every school is required to use Utah Reflections Online found at www.utahpta.org/ref.
  - Consider creating a dedicated Reflections email for your school and assigning that email as an admin. This way your school will always have online access and will only need to change the name and phone number associated with the account when a new specialist takes over the program.
- Share the program plans with your PTA and school leaders.

4. Promote Your Program
- Utah Reflections has 7 categories: Dance Choreography, Film Production, Literature, Music, Photography, 2D Visual Arts, and 3D Visual Arts. Students may enter in one or more categories, but may only submit one entry per arts category.
- Each entry will be submitted online at www.utahpta.org/ref using the Entry Form in Utah Reflections Online. If needed, a Consent Form should be uploaded when prompted on the online Entry Form.
- Distribute program details and the submission deadline to students, teachers, and parents. Over-communicate this information!
- Include links to program rules, the Consent Form, and the website to enter, www.utahpta.org/ref.
- Consider using digital communication. QR codes on printed materials and links in email and online could make it easy for parents and students to find the rules.
- A Call for Entries poster with a QR code is available at utahpta.org/reflections-theme-poster. You can fill in the details for your school at the bottom of the poster in Adobe Acrobat.
- Share a link to the video that explains how to submit an entry.
- Rules pages can be found in this handbook or online at utahpta.org/reflections-rules. Each entrant will need to review and adhere to both the Official Rules and the category specific rules.

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.
- Send email messages to parents about the program, including links to the rules and Utah Reflections Online.
- Create a Reflections bulletin board and put up posters.
- 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.
Leader’s Guide

- Remind students that 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 40% of the total score. Interpretation of Theme is also determined by the actual piece of art.

5. Collect Entries

- Entries will be submitted and judged on Utah Reflections Online.

- Physical entries can be collected at the local level for display purposes, if desired.

- 2D Visual Art and Photography entries which advance to the next level will be advanced physically.

- Communicate with the level above you for details on where/when to turn in the advanced 2D Visual Art and Photography entries.

6. Qualify Entries

- Check for parent email. If missing, obtain the email and add it to the entry.

- Ensure the details section is filled out, if applicable.

- Check for 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.

- Film, Dance, and Music entries must not exceed 5 minutes.

- Using the rules, check that each entry follows the official rules and the rules for the category.

- Check for plagiarism and copyright violations.

- Make sure each student submitted only one entry per category.

Qualifying Entries Tips

- If an entry qualifies, set the status to accepted in Utah Reflections Online. It is now ready for judging and will appear for the judges when they log in.

- If there are any issues with an entry, set the entry as pending or disqualified, and make a note of the issue(s) in the notes section. Plan in some time, several days to a week, before judging begins, to allow ample time for qualifying entries and communicating with students/parents to give them an opportunity to fix issues that can be addressed quickly. Once an entry with an issue is fixed, change the status to accepted. It is now ready for judging.
How to tell if an entry is 2D or 3D

- For the purpose of Utah Reflections, 2D art is generally categorized as a piece of art that would hang on the wall for display. A quilt would be an exception and would be entered as 3D art.
- Do not move a student’s piece into another category without the knowledge/permission of the student. 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 winners are judged against each other to determine which will advance to National Reflections.

7. Judges

- Recruit judges and add them to the judges section of Utah Reflections Online. If they have not judged in Utah Reflections Online before, you will need their names, phone numbers, and email addresses.
- Send your judges the training video for judges. This video will be updated before August of 2021. Find the new video on our facebook page or at www.utahpta.org/reflections.
- Communicate with your judges about what to expect and when they should complete the judging of their assigned entries.
- See Judging section for detailed instructions on judging process.

8. Assign Awards

- Rank your entries by grade division, category, and points as scored by your judges.
- Evaluate scores to determine awards.
- Rank your entries by grade division, category, and points as scored by your judges. Assign awards based on rankings.
- Make sure that every PARTICIPATING grade division is represented in the entries you forward on to the next level of judging. See the awards charts showing how many Awards of Excellence to award and advance.
- Once you have determined your awards, change the status of all award earning entries. Click on the entry. Scroll to the bottom and choose “Add Award”. Then choose the award.

Awards Tips

- 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. These entries do not move on.
- Award and advance your full allotment of Awards of Excellence. Reflections does not have a minimum score required to advance. Once entries have been qualified by the committee and sent on for judging, they are eligible for awards, regardless of scores. Exceptions to this policy are only appropriate in the rare circumstance where entries fail to show a sincere effort. If you feel you have an entry which should not advance, please make the decision as a committee, get a second opinion from the specialist at the level above you, or reach out to the state at reflections@utahpta.org.
If you want to give more awards, you may give out Honorable Mentions, Principal’s Choice, Students’ Choice, etc.

9. Celebrate Participants
- Obtain awards and prepare entries for exhibition, whether in person or online.
- Announce award recipients to the entire school community.
- Host a Reflections celebration event to showcase student work and distribute certificates/awards.

10. Advance Award of Excellence Entries
- In Utah Reflections Online, advance each Award of Excellence entry.
- To advance Award of Excellence winners, click on each entry and scroll to the bottom. Choose “Advance” and follow the prompts. Advance each Award of Excellence Winner. You may also download your entries’ files and information in a spreadsheet if desired.

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.

11. Wrap Up
- If you haven’t done so already, collect the physical entries for the Award of Excellence recipients in 2D Visual Art and Photography. Prepare to turn them in at the next level.
- Recognize volunteers.
- Evaluate your program to consider future improvements.
Special Instructions for Councils & Regions

Special Instructions for Councils

- We have created a short training handbook just for councils. It can be found here.

Special Instructions for Region Directors

Reflections Good Standing Protocol

- Utah PTA has set December 1st as the deadline for schools to be in good standing in order to participate in state Reflections. The current state protocol allows for entries from schools “not in good standing” to participate through the region level, but will not be accepted at the state level. Because these entries cannot advance to state, the highest award they may be given at the region level is the Award of Merit.

- Regions have access to the most up to date information on membership dues and bylaws expiration dates and should know which schools have submitted their beginning and end of year paperwork. At the beginning of the school year, when you identify schools which are currently not in good standing or have bylaws expiring before January 1st, inform those schools of the state policy regarding Reflections.

- **BEFORE REGION AWARDS ARE ANNOUNCED**, provide your Reflections specialist with a list of schools that are not in good standing. This will allow your specialist time to make changes to awards statuses and prevent entries from your region being disqualified at the state level.

- Email the list of schools “not in good standing” to the state Reflections specialist no later than December 31st at reflections@utahpta.org.

- Instructions for using Utah Reflections Online are available at utahpta.org/reflections.
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.

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.

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

Who Finds Judges?
- It is the job of the Reflections committee to invite people to judge. 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. The Utah Reflections Facebook page is also a great resource to swap judging with other schools.

How many judges do I need?
- Every entry being judged must be judged by at least 2 judges, at minimum. If qualified, judges may judge multiple categories. It is preferable to use 3 or more judges per category.

What are the qualifications for a judge?
- 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.

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.

Do I need to have every category judged? What if I only have one entry?
- If you have more entries than advancement slots in any given category, your entries in that category will need to be judged. See the awards chart to determine how many advancement slots you have for your school makeup.

The Judging Session
- Let the judges know that all judging will take place in Utah Reflections Online.
- Explain that the Special Artist division includes all ages of students with disabilities.
- Judges are not to question whether the student did the work.
- Let your judges know when the entries are ready to view and judges and what the deadline is for judging. You can set the deadline in Utah Reflections Online. You will be able to view their progress in the Admins section.
- The rules and judging rubric are built into the judges section of Utah Reflections Online.
- Consider sending each judge a copy of the judging information, rubric, and rules before judging begins. This will give them a chance to become familiar with Reflections.

After Judging
- Scores automatically appear on the Entry page in Utah Reflections Online. From there you can determine which entries should receive awards.
  - 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 “I Will Change the World By...”

The following is a simple rubric to reference while judging each entry. All PTA Reflections entries are judged on three criteria: Interpretation of Theme (40 points), Creativity (30 points), and Technique (30 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>Interpretation of Theme</th>
<th>Poor (0-8 pts)</th>
<th>Fair (9-16 pts)</th>
<th>Good (17-24 pts)</th>
<th>Very Good (25-32 pts)</th>
<th>Excellent (33-40 pts)</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Artistic Merit/ Creativity</th>
<th>Poor (0-6 pts)</th>
<th>Fair (7-12 pts)</th>
<th>Good (13-18 pts)</th>
<th>Very Good (19-24 pts)</th>
<th>Excellent (25-30 pts)</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mastery of Medium</th>
<th>Poor (0-6 pts)</th>
<th>Fair (7-12 pts)</th>
<th>Good (13-18 pts)</th>
<th>Very Good (19-24 pts)</th>
<th>Excellent (25-30 pts)</th>
</tr>
</thead>
<tbody>
<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>
Awards to Give (by Grade/Category)

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**Award of Excellence Chart**

*Local sending to Council*

This chart explains how many entries per CATEGORY to send to the council. Only Award of Excellence advances to council.

**GRADE DIVISIONS IN THE SCHOOL**

<table>
<thead>
<tr>
<th>PRESCHOOL THROUGH 5TH GRADE</th>
<th>PRESCHOOL THROUGH 6TH GRADE</th>
<th>6TH-7TH GRADE</th>
<th>6TH-8TH GRADE</th>
<th>7TH-8TH GRADE</th>
<th>8TH-9TH GRADE</th>
<th>9TH-12TH GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Primary</td>
<td>2 Primary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Intermediate</td>
<td>2 Intermediate</td>
<td>1 Middle School</td>
<td>4 Middle School</td>
<td>4 Middle School</td>
<td>2 Middle School</td>
<td>2 High School</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2 High School</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4 High School</td>
</tr>
</tbody>
</table>

*Any combination of the grade divisions is acceptable, as long as each participating grade division is represented.*

Entries may only be substituted between grade divisions due to a lack of qualifying entries in another grade division.

**TOTAL: 4**

<table>
<thead>
<tr>
<th>Plus 1 Special Artist</th>
<th>Plus 1 Special Artist</th>
<th>Plus 1 Special Artist</th>
<th>Plus 1 Special Artist</th>
<th>Plus 1 Special Artist</th>
<th>Plus 1 Special Artist</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRAND TOTAL 6 per category</td>
<td>GRAND TOTAL 6 per category</td>
<td>GRAND TOTAL 6 per category</td>
<td>GRAND TOTAL 6 per category</td>
<td>GRAND TOTAL 5 per category</td>
<td>GRAND TOTAL 5 per category</td>
</tr>
</tbody>
</table>

*For further guidance determining the number of entries to send to council, contact your council Reflections Specialist or reach out to reflections@utahpta.org.*
## Awards to Give (by Grade/Category)

### Award of Excellence Chart

_Award of Excellence Chart
Council sending to Region
This chart explains how many entries per CATEGORY to send to the region._

<table>
<thead>
<tr>
<th>GRADE DIVISIONS IN THE COUNCIL</th>
<th>PRIMARY INTERMEDIATE</th>
<th>PRIMARY INTERMEDIATE MIDDLE SCHOOL</th>
<th>MIDDLE SCHOOL</th>
<th>MIDDLE SCHOOL HIGH SCHOOL</th>
<th>HIGH SCHOOL</th>
<th>PRIMARY INTERMEDIATE MIDDLE SCHOOL HIGH SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Primary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 Primary</td>
</tr>
<tr>
<td>2 Intermediate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 Intermediate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 Middle School</td>
<td>2 Middle School</td>
<td></td>
<td>1 Middle School</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4 High School</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 High School</td>
</tr>
</tbody>
</table>

Any combination of the grade divisions is acceptable, as long as each participating grade division is represented.

Entries may only be substituted between grade divisions due to a lack of qualifying entries in another grade division.

<table>
<thead>
<tr>
<th>TOTAL</th>
<th>TOTAL</th>
<th>TOTAL</th>
<th>TOTAL</th>
<th>TOTAL</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</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>
<td>Plus 1 Special Artist</td>
</tr>
</tbody>
</table>

**GRAND TOTAL 5 per category**

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*Regions 2, 3, 5, 6, 9, 17 may allow double entries from their councils. Check with your region specialist for more information.*

*For further guidance determining the number of entries to send to region, contact your region Reflections Specialist or reach out to reflections@utahpta.org.*
Awards to Give (by Grade/Category)

Award of Excellence Chart
Region sending to State

This chart explains how many entries per CATEGORY to send to the state.

<table>
<thead>
<tr>
<th>REGIONS WITHOUT AN ASSOCIATE DIRECTOR (1, 4, 7, 8, 10, 11, 12, 13, 14, 15, 16, 18, 19, 20, 21)</th>
<th>REGIONS WITH AN ASSOCIATE DIRECTOR (2, 3, 5, 6, 9, 17)</th>
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</thead>
<tbody>
<tr>
<td>1 Primary</td>
<td>2 Primary</td>
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<tr>
<td>1 Intermediate</td>
<td>2 Intermediate</td>
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<tr>
<td>1 Middle School</td>
<td>2 Middle School</td>
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<tr>
<td>1 High School</td>
<td>2 High School</td>
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</tbody>
</table>

Any combination of the grade divisions is acceptable, as long as each participating grade division is represented.

Entries may only be substituted between grade divisions due to a lack of qualifying entries in another grade division.

<table>
<thead>
<tr>
<th>TOTAL: 4</th>
<th>TOTAL: 8</th>
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<tbody>
<tr>
<td>Plus 1 Special Artist</td>
<td>Plus 2 Special Artists</td>
</tr>
<tr>
<td>GRAND TOTAL: 5 per category</td>
<td>GRAND TOTAL: 10 per category</td>
</tr>
</tbody>
</table>

*For further guidance determining the number of entries to send to state, reach out to reflections@utahpta.org.
Official Rules for Participation

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. Each student’s eligibility is determined by the state and local PTA. 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 his or her grade (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 entries online at www.utahpta.org/ref. Entrants must choose the school the attend and 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 the 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 is 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 www.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 or 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 people performing, but the choreographer does not have to perform in the entry. All choreography must be done solely by the student entrant.

**Reflect on the 2020-2021 Theme: I Will Change the World By...**

*See Dance Choreography Frequently Asked Questions for more information.*

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 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 choreography 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: MP4.

**How to Submit:**

- All entries must be submitted online at [www.utahpta.org/ref](http://www.utahpta.org/ref).

All participants must also follow Official Rules for Participation at [www.utahpta.org/reflections](http://www.utahpta.org/reflections).
Dance Choreography

Frequently Asked Questions

Can I dance to a routine I learned in dance class, at school, on TikTok, or from somewhere else?
No. The Dance Choreography category requires you to create original choreography to a song of your choice. You can use moves you have learned from other places, but must combine them in an original way.

Can I use choreography created for me by someone else?
No. The choreography is the element of your entry being judged and needs to be your original work.

Do I have to be the person to perform my choreographed dance?
No. Anyone can perform the dance you choreograph. Just make sure to have all participants fill out and sign a consent form.

Can someone else film my dance?
Anyone can film the dance. The judges will be judging the choreography.

Can I submit a video of me signing with ASL to a song?
Signing is not considered dance. It is a language. It could be incorporated into a Dance Choreography entry, but there would also need to be dance moves for it to qualify as a Dance Choreography entry.

Can I have animals dance in my entry?
No. Dance Choreography entries must feature people as the dancers.
Film Production

FILM PRODUCTION is the process of making a film. All filming, screenwriting, directing, and editing must be done by the student producer. All entries must contain only original student produced images and footage. The student must be in control of the camera at all times, including when using a tripod, selfie stick, drone, or other film capturing devices. Entries created using presentation software such as PowerPoint and Google Slides are prohibited.

Reflect on the 2020-2021 Theme: I Will Change the World By...

See Film Production Frequently Asked Questions for more information.

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.
- Student submitting the entry MUST be the cameraman.
- Video must not exceed 5 minutes in length and 1GB (one gigabyte) in file size.
- Accepted file formats include: MP4.
- Use of background music must be cited on the Student Entry Form.

How to Submit:

- All entries must be submitted online at www.utahpta.org/ref.

All participants must also follow Official Rules for Participation at www.utahpta.org/Reflections
Film Production

Frequently Asked Questions

Can I use video clips I find on the internet or clips that are shared with me by the news or a business?

No. Entries may not include still shots of photographs or video clips taken or filmed by anyone other than the student producer.

Can I use short video clips that my grandma, friend, teacher, neighbor, or someone else filmed and shared with me?

No. Entries may not include still shots of photographs or video clips taken or filmed by anyone other than the student producer.

Can I use photographs taken by other people?

No. Entries may not include still shots of photographs or video clips taken or filmed by anyone other than the student producer. Entries may include video footage (filmed by the entrant) that shows photographs taken by other people.

If I use a tripod, can my mom or dad or somebody else turn the camera on and off for me?

No.

Can someone teach me how to use editing software?

Yes. It’s fine for someone to teach you how to edit films. However, they should teach you using material that will not be part of your Reflections entry. All editing work for your entry must be done by you.

Can I make a slideshow?

Films that have a slideshow format are discouraged. You may not use presentation software. A film production entry should also not appear to be made using presentation software. It should include video and sound elements. If still photos are included as part of your film entry, they must be taken by you.

Can I include video of photos that I did not take?

Yes. However, a film should be more than a show and tell of family photos.

Do I have to be in my film?

No. Using other people in your film is a great way to make the filming process easier, since you are required to be in control of the camera without help from others.

I want to appear in my film. How do I do that without breaking the rules?

You may use a tripod, selfie-stick, drone, or other film capturing equipment. You still must be the person to turn the camera on and off. Other people may not hold the camera. Feel free to be creative, but be prepared to explain your process on the entry form.
Literature

LITERATURE is the art of writing. The author (student submitting entry) is a person who expresses his or her 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. Comic books, graphic novels, and collections of literary work (such as poems and short stories) are not accepted.

Reflect on the 2020-2021 Theme: I Will Change the World By...

See Literature Frequently Asked Questions for more information.

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 with pictures drawn by the student author are acceptable; however, only the words are 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 the primary grade division (Pre-K through 2nd 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 his or her first language may submit literature entries in his or her 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.
■ Handwritten & typed entries are accepted on 8.5x11 paper (one sided only).
■ Any illustrations must be the original work of the student. They will not be judged.
■ Photographs are not allowed in Literature entries.
■ Accepted file format is PDF.

How to Submit:

■ Paper entries must be scanned as a single document in PDF format before uploading to the Entry Form.
■ All entries must be submitted online at www.utahpta.org/ref.

All participants must also follow Official Rules for Participation at www.utahpta.org/reflections
Literature

Frequently Asked Questions

Can I create a comic strip for Literature?
No.

Is there a category where I can submit a comic strip?
You may submit a comic strip in the 2D Visual Arts category.

Can I submit a comic book or graphic novel for Literature?
No.

Is there a category where I can submit a graphic novel or comic book?
Currently, there is not a Reflections category that accepts graphic novels or comic books.

What is the difference between a graphic novel or comic book and an illustrated Literature entry?

Graphic novel - A story that is presented in comic-strip format and published as a book.

Comic book - A magazine containing sequences of comic strips.

In comic books and graphic novels, the art and words work together to tell a story.

Illustrated Literature entry - A work of prose, poetry, drama, reflective essay, narrative, or short story including illustrations created by the entrant. The written words are separate from the illustration and can stand alone without needing the illustrations to help tell the story. Illustration will not be judged.

Can I include photos or clip art illustrations in my Literature entry?
No. Literature entries may only include illustrations created by the student. Clip art images are not student created. Photographs are not illustrations.

Can I submit more than one story or poem as an entry?
No. Collections of stories or poems are not allowed. Choose your favorite one and submit that one.

I don’t understand the rule about copyright. What does that mean?
Your Reflections literature entry needs to be original and come from your own mind. Don’t focus your work on something another person created, such as Batman, Minecraft, My Little Pony, Harry Potter, or Disney. Material created by other people is protected by something called “copyright.” They own the ideas. It’s okay to briefly mention copyrighted material. A good way to know if it’s okay is to ask yourself, “Can I replace or take this copyrighted material out of my story without it changing it very much?” If you could take it out and your entry is not significantly changed by doing that, you can probably keep it in. If taking out the copyrighted material changes your entry a lot, it is a copyright violation to use that material. When in doubt, leave it out.
Music Composition

MUSIC COMPOSITION is the process of creating a new piece of music. The composer (student submitting entry) is a person who expresses his/her 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 compositions. Middle and high school grade divisions require either a music score/notation (either traditional or tablature) or a written reflective statement that provides a musically technical explanation of how the music was created (100 words or less).

Reflect on the 2020-2021 Theme: I Will Change the World By...

See Music Composition Frequently Asked Questions for more information.

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 OR Written Musically Technical Explanation: (Middle School & High School Divisions Only)
- Written music score/tablature/notation/reflective statement (choose one) required for Middle School and High School divisions.
- Single files in PDF format are accepted.
- Notation software may be used to create a score.
- Whether the score is handwritten or computer-generated, notation is required for ALL vocal and instrumental parts included in the audio recording.
- Written reflective musically technical explanation (100 words or less, typed on Entry Form) - see FAQ.

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 files only. No videos allowed.
- Audio recording must not exceed 5 minutes in length and 1GB (one gigabyte) in file size.
- Accepted audio file formats include: MP3, M4A, WAV.

How to Submit:
- All entries must be submitted online at www.utahpta.org/ref.

All participants must also follow Official Rules for Participation at www.utahpta.org/reflections
Music Composition

Frequently Asked Questions

Can I include notation and a reflective statement?
No. Include notation or a reflective statement.

Can I turn in a video?
No. Turn in an audio recording of your song. Make sure to complete and upload notation if you are competing in the Middle or High School divisions.

Can I sing one of my favorite songs?
No. You must write a new song for Reflections.

Can my mom, dad, friend, or somebody else write an accompaniment for me?
No.

What is traditional notation?
Traditional notation is the familiar 5-line staff with clefs, time and key signatures, and note symbols.

What is tablature?
Tablature uses numbers and symbols that indicate the finger positions rather than pitches. It is commonly used for fretted stringed instruments such as guitars and ukuleles.

Do I have to include notation?
If you are competing in the Middle or High School divisions, you must include notation or a reflective statement.

Can someone help me notate?
Someone can teach you how to notate, but you must do the work to notate your song by yourself.

Can my notation be chord names with my lyrics underneath?
No. You must include notation for the melody line of your song.

Can I use notation software?
You may use notation software as long as it creates traditional notation.

What types of things should be included in a reflective statement?
What creative and musical decisions did you make to achieve the final version of the piece?
How were the musical elements developed?
What equipment was used (if any)?
What sounds and/or musical ideas were used to represent certain ideas or emotions?
How were your creative and musical decisions influenced by your expertise, context, and expressive intent?
Photography

PHOTOGRAPHY is the process of creating an image. The photographer (student submitting entry) is a person who captures his or her 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 2020-2021 Theme: I Will Change the World By...

See Photography Frequently Asked Questions for more information.

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 inches and no larger than 11x14 inches.
- Framed photos are not accepted.
- Accepted file format is jpg.

How to Submit:

- All entries must be submitted online at www.utahpta.org/ref. All judging will be conducted online.
- Take one color photo of the artwork for judging, ID, and exhibition purposes. This will be uploaded when you complete the Entry Form.
- Entries receiving an Award of Excellence at the local level should be turned in to the school.
- Winning entries should be matted or mounted on sturdy material such as cardboard or poster board.
- Label the back of entry with student’s first and last name.

All participants must also follow Official Rules for Participation at www.utahpta.org/reflections
Photography

Frequently Asked Questions

The rules say collages are not allowed, but montages are allowed. What’s the difference?

In Reflections, a photographic collage would be created by taking physical prints of photos and cutting and pasting them together on a flat surface, such as cardstock or poster board. A person making a collage might rip the photos or use scissors and would also use adhesive, such as tape or glue. **Photo collages are not allowed in the Photography category of Reflections.** A photo montage is created by combining photographs digitally. When it is printed, it is one seamless print. Photomontages are allowed in Reflections. All photographs used must be originals taken by the student entrant.

What is the difference between mounting and matting?

Mounting means to secure the printed photo to a piece of cardboard, cardstock, posterboard, or something similar, using tape or glue, to protect it from being bent. We ask students to mount their art to protect it. Mounting does not show from the front.

Matting is the process of placing a mat around a printed photo. Mats can be purchased or handmade. A mat does show around the outside of a photo. Mats are not required, but may be added to a photography entry if desired.

Entries are turned in online, so why do I have to print my photo and turn that in too?

Most schools will display entries and will need a printed photo to do that. Also, winning entries are passed up through the levels and displayed at awards nights. In the summer, state winning Photography and 2D Visual Art entries are displayed.

Can I add graphics to my photo?

No.

Can I add words to my photo?

No. But you can take a picture of things with words on them.

Can I take a picture of myself?

Yes. You can take a selfie using your arm, a selfie stick, a tripod and timer, or some other creative method. If you take a photo of yourself, it’s a good idea to mention in the artist statement how you took the photo. Photos taken by other people will be disqualified.

Can I take a picture with other people in it?

Yes, but you will need to turn in a consent form for any people who can be recognized in your photo.
**Visual Arts (2D)**

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

**Accepted forms of 2D Visual Art include**: Architecture, collages, photographic collages (multiple photos cut/pasted), computer-generated image, design, drawing, flat metal etching/punch work, painting, and print making. Reproductions or enlargements of other artwork are not accepted.

**Pictures/paintings which would hang on the wall for display, even with some three-dimensional elements, should be entered in 2D Visual Arts.**

*Reflect on the 2020-2021 Theme: I Will Change the World By...*

*See 2D Visual Arts Frequently Asked Questions for more information.*

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 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 Requirements:**

- Only new pieces of artwork inspired by the theme may be submitted.
- Each entry must be the original work of one student only.
- Dimensions must not exceed 24x30 inches, including matting.
- **Framed entries are not accepted. Shadow boxes are not allowed.**

**How to Submit:**

- All entries must be submitted online at [www.utahpta.org/ref](http://www.utahpta.org/ref). All judging will be conducted online.
- Take one color photo of the artwork for judging, ID, and exhibition purposes. This will be uploaded when you complete the Entry Form.
- Entries receiving an Award of Excellence at the local level should be turned in to the school.
- Winning paper entries should be mated or mounted on sturdy material such as cardboard or poster board.
- Label the back of entry with student’s first and last name.

*All participants must also follow Official Rules for Participation at [www.utahpta.org/reflections](http://www.utahpta.org/reflections)*
Visual Arts (2D)

Frequently Asked Questions

Can I be in the picture holding up my artwork?
Please upload a photo of your artwork only.

How do I take a good photo of my art to upload?
Take a close up photo. Make sure the art is straight in the photo and right side up. Be careful to use good lighting so that there won’t be any shadows. Strong sunlight usually causes shadows. Consider placing a neutral background behind the artwork and/or cropping the photo of your art so that only the art shows.

What is the difference between mounting and matting?
Mounting means to secure the artwork to a piece of cardboard, cardstock, posterboard, or something similar, using tape or glue, to protect it from being bent. We ask students to mount paper entries. Mounting does not show from the front.

Matting is the process of placing a mat around artwork. Mats can be purchased or handmade. A mat does show around the outside of the art. Mats are not required, but may be added to a 2D visual arts entry if desired.

Is there a thickness restriction for 2D art?
No. Students may create their 2D art on paper, cardstock, artboards, canvas, wood, or another flat material. The outside dimensions cannot exceed 24X30 inches, but can be any reasonable thickness for art that would hang on the wall for display.

Can I include words on my 2D art entry?
Yes. Most 2D art does not include words, but they are allowed. If you quote the words of another person, you must give them credit by including their name on the artwork. Otherwise, your piece will be disqualified for plagiarism.

Can I write my name on my 2D art entry?
Yes. It’s fine to sign your artwork, but not necessary. It is not against the rules to put your name, title, or artist statement on your artwork, but it’s a good idea to leave them off and let your artwork be judged without those. The judge will read your title and artist statement before judging your piece.

Are frames allowed?
Frames are NOT allowed. This includes store-bought and handmade frames. Shadow boxes, which are also frames, are not allowed.

What is a shadow box?
A shadow box is a store-bought case with a transparent protective front, usually made of glass. Shadow boxes are not allowed in Reflections entries.
Visual Arts (3D)

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

**Accepted forms of 3D Visual Art include:** Carpentry, ceramics, crafts, dioramas, fiberwork, jewelry, kites, metal etching/punch work, mobiles, sculpture, and wind chimes. Reproductions or enlargements of other artwork are not accepted. *(Pictures/paintings which would hang on the wall for display, even with some three-dimensional elements, should be entered in 2D Visual Arts.)*

**Reflect on the 2020-2021 Theme: I Will Change the World By...**

*See 3D Visual Arts Frequently Asked Questions for more information.*

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 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.

**Submission Requirements:**

- Only new pieces of artwork inspired by the theme may be submitted.
- Graphic novels, comic books, and shadow boxes are not allowed.
- Each entry must be the original work of one student only.
- Multiple entries are not allowed.
- Take 3 color photos of the artwork from various angles for judging, ID, and exhibition purposes.
- Artwork requiring viewer manipulation is not allowed.
- Artwork containing loose materials is not accepted.
- Separate pieces submitted as one entry are not allowed.
- Multiple entries are not allowed.
- Accepted file format is JPG.

**How to Submit:**

- All entries must be submitted online at [www.utahpta.org/ref](http://www.utahpta.org/ref).
- Check with your school to find out if you should submit your physical entry for display purposes. All judging will be conducted online.

*All participants must also follow Official Rules for Participation at [www.utahpta.org/reflections](http://www.utahpta.org/reflections)*
Visual Arts (3D)

Frequently Asked Questions

Do I have to upload the maximum number of pictures?
Yes. National PTA requires 3 photos showing a variety of angles.

What does the rule about loose pieces mean?
Your 3D entry must be one piece of artwork without any loose or unattached pieces. Someone should be able to pick it up and gently shake it and turn it upside down without anything falling off. If you create multiple items, they must all be connected somehow so that your entry is one piece of art. You might consider using a base of wood, cardboard, or other material.

What does the rule “Entries may not require viewer manipulation” mean?
Entries may not have flaps that need to be opened to see something on the inside. Books require manipulation to view and are not allowed. Any type of entry that must be touched and manipulated to enjoy viewing the entire entry is not allowed. The addition of a light is allowed, but should be turned on prior to taking the photos of the entry. Entries may have multiple sides, which viewers should be able to observe by looking around or walking around a display holding the entry. If a viewer would need to touch the entry and manipulate or move something to see the entire entry, it is not allowed. It is generally understood that the bottom side of a 3D entry will not be viewed.

May I create a two sided piece of art and enter it in 3D art?
Yes, but it needs to be displayed in a way that allows viewers to see both sides without touching the art. The most common way to accomplish this is to attach the artwork to a base of wood, cardboard, or other material.

Can I enter a book I wrote for 3D Art?
No. Books are not allowed in the 3D Art category. They violate the rule that states that entries may not require viewer manipulation.

Are frames allowed?
Frames are NOT allowed. This includes store-bought and homemade frames. Shadow boxes are also a type of frame.

What is a shadow box?
A shadow box is a store-bought case with a transparent protective front, usually made of glass. Shadow boxes are not allowed in Reflections entries. Students may build boxes out of various materials to hold their artwork, but they must be handmade.

Can I use Legos?
Legos are allowed to be used as a building medium, if the creation is an original design, does not feature copyrighted material, and does not follow a kit.
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. The 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 that most closely aligns to his or her functional abilities. Students may not receive assistance other than that which is allowed for all children. The grade 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 the Special Artist Division: Eligible students entering the Special Artist Division create his or her 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 rules specific to his or her 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.
- Titles and artist statements are not required for non-verbal students.

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 at www.utahpta.org/reflections
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

In 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

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:

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<tr>
<th>Name</th>
<th>Parent Signature</th>
<th>Date</th>
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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: ________________________

_________________________________________ ______________________________

_________________________________________ ______________________________

_________________________________________ ______________________________
Reflections Theme Search Information

Participation in the theme search is up to each individual school.

How to participate:
- Submit your theme search suggestions at [www.utahpta.org/ref/theme](http://www.utahpta.org/ref/theme).
- Multiple suggestions are allowed.
- Each suggestion must be submitted separately.
- Past themes are not accepted.
- Copyrighted says, 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 submitted to the National PTA for consideration. They will be posted at [www.utahpta.org/reflections](http://www.utahpta.org/reflections).
- National PTA announces the winning theme in early spring.

Ideas to promote the Theme Search Contest:
- Send a flier home with each student.
- Send an email to each family.
- Include the Theme Search Entry information, including a QR code linking to the submission page, as part of your Reflections packet.
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 ...
2021-2022  I Will Change the World By ...
2022-2023  Show Your Voice!
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 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.
Utah PTA

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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.

Utah PTA - www.utahpta.org
Utah PTA One Voice

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

Twitter
@UtahPTAOOneVoice

Instagram
Utahpta

National PTA

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