



Region Reflections Specialists Guide

Duties of Region Reflections Specialists:

- Read the Reflections Specialists Guide and Council Reflections Specialists Guide. In most instances, the information in these guides applies to the region level as well. Guides and other materials found here: <https://www.utahpta.org/local-leaders-information-reflections-chairs-only>
Be sure to review ALL of the materials.

- If your Region Director or the previous Region Reflections Specialist have not set you as a specialist in Utah Reflections Online at www.utahpta.org/ref, then email reflections@utahpta.org with your name, email, phone number, and region and ask to be set as a specialist.

- FYI--Region entries are due to state by mid January of each year. The exact due date will be listed online in your admin portal.

- Set a region due date and notify the Council Presidents and Council Reflections Specialists below you. Ideally, every school PTA president and Reflections specialist will know the council due date by the time schools starts. Region due dates are usually between the beginning and middle of December. Last year's dates can be seen online. Regions may suggest, but do not get to choose, dates for the levels below them. State's suggested dates are; Local Oct 1, Council Nov 1, Region Dec 1.

- Communicate your Region's due date to your councils and let them know your plan for collecting physical entries. See section on art collection on the next page.

- Share training information with councils to share with their locals.

- Join the Utah PTA Reflections Facebook group. If you do not use Facebook, consider creating an account for your region Reflections position. This is a very active Facebook group and is a great way to stay connected to local specialists and give and receive training.

- After completing judging and awarding/advancing of your region entries, contact every participant to notify them of the results. Also, contact all of your councils with the results so that they can share them with their schools. It is very important to notify both winners, non-winners, and specialists at lower levels. They cannot see the progress of the entries online after they are advanced from their level.



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ART COLLECTION:

After state judging has concluded, the physical 2D Visual Arts and Photography entries which win a state award of any kind must be turned in to the state Reflections specialist, to be included in state Reflections art displays. You will be notified of the collection date, but be prepared to send the art in soon after state results are announced at the end of February.

As a Region Specialist, you decide how to handle collecting the art in your region.

There are many ways to structure the collection of art in your region. Before Reflections went online, all physical entries which advanced were hand-delivered delivered to the next level. Now, entries are only collected for display purposes. You may choose to require collection and advancement of physical entries from the school level up, the council level up, or wait until region judging is complete to collect entries.

We encourage regions to hold an in person awards event, if possible, and to display the entries which received an award. Our website includes QR codes for all of the entries and may be used to create artist cards to link to the website for viewers to enjoy entries in the categories which cannot be physically displayed.

Traditionally, the state winning entries are displayed at the Utah PTA Convention in May, at a state awards night, and at an art show. After all events/art shows, the entries will be delivered to the next Utah PTA board meeting which region directors attend. They will deliver the art to you and it will be your job to deliver the art back to the students. Depending on your region, you might ask parents to pick the art up from you, you might bring it to them directly, or you might take it to their schools. Another option is to bring the art to the next region meeting and give it to council presidents to bring to their next council meeting and return to the PTA presidents to give back to the students at their schools. Do what works best for you. Please communicate with the families and ensure that the art is returned to the students in a timely manner.



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NATIONAL WINNERS:

National winners will be announced on May 1st. If you have national winners from your region, the State Reflections Specialist will contact you in late April and invite you to set up an event to surprise the national winners, individually, in your region. Most of the time, these surprises occur at their schools and are brief. Invite PTA presidents and Reflections specialists from the school and council, the family of the winners, the principal, etc. . . Sometimes superintendents or the media attend these events if invited. The state budgets \$20 per national winner for you to honor them. Turn in your receipts to reflections@utahpta.org for reimbursement. If you spend more than \$20, plan to pay for that from your region budget. Ideas of what to bring: balloons, candy bouquet, banner or poster, flowers, and/or a small gift. National winners will receive recognition from the national level as described here <https://www.pta.org/home/programs/reflections/awards>.

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, Region Directors identify schools which are currently not in good standing or have bylaws expiring before December 1st, and inform those schools of the state policy regarding Reflections.

□ Identifying and resolving good standing issues is the job of the Region Director, not the Reflections Specialist. The Region Director should inform the Region Specialist of any schools which do not qualify to win Awards of Excellence at the region level. If your Region Director has not shared this list with you, reach out and obtain it before setting region awards.

**If a school does not have a PTA, or it is not in good standing,
students from that school
cannot participate in the Reflections program.**